

**MINUTES OF THE OCTOBER 9, 2024
REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE TOWN OF PHILLIPSBURG**

A Meeting of the Housing Authority of the Town of Phillipsburg was held on October 9, 2024, at 6:30 P.M. at the Phillipsburg Housing Authority Community Building, 535 Fisher Avenue, Phillipsburg, New Jersey 08865.

The meeting was called to order at 6:30 P.M. by Chairman Corcoran and upon roll call the following members were present: Commissioners Baptista, Corcoran, Hay, Lewis, Shelly & Vanwhy. Also, present were and General Counsel Katharine Fina, Esq., PHA Executive Director Tom McGuire, & PHA Property Manager, Kevin DeGerolamo.

Commissioner Pierce was absent.

Chairman Corcoran announced in accordance with the Open Public Meetings Act, notice of the meeting was delivered to the Express-Times, Municipal Clerk, posted in the Housing Authority Lobby and on the Housing Authority website. Chairman Corcoran directed said announcement to be entered in the minutes of the meeting.

PUBLIC COMMENT

NONE

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING ON SEPTEMBER 11, 2024. *Commissioner Lewis* moved to approve the minutes, which motion was seconded by *Commissioner Shelly*. Minutes were approved by all except for Commissioner Hay who abstained

BILLS – August

Commissioner Hay moved to approve the bills for September 2024, which motion was seconded by *Commissioner Lewis*. Bills were unanimously approved.

COMMUNICATIONS

Executive Director McGuire provided pictures of the playground on Elm/Roseberry Streets that is being installed.

ADMINISTRATIVE REPORT

Executive Director McGuire advised that the NSPIRE Inspection was finished on Friday, October 4, 2024. He further advised that there were four health & safety issues that were corrected when they were discovered on 10/3/2024. He also advised that there were 15 moderate/low issues that are to be completed this week, and the preliminary score is a 94.

Executive Director McGuire advised that the HVAC work through the Library Grant is set to begin on October 21, 2024.

REPORT OF THE SECRETARY TREASURER

	Move-outs	Move-ins	Applications (Family)	Applications (Senior)	Vacancies
August	4	1	0	24	97.85 occupancy

REPORT OF COMMITTEES**Finance/Bank Balances:**

Executive Director McGuire provided a statement of the Authority's investments. There were no questions.

PERSONNEL:

NONE

NEW BUSINESS:

RESOLUTION #: 2180 RESOLUTION TO ADOPT THE SECTION 3 PLAN TO COMPLY WITH 24CFR,PART 135 OF THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT SECTION 3

WHEREAS, the United States Congress passed Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) to further the goal of ensuring that federal funds benefit the residents of projects funded wholly or in part by those funds; and,

WHEREAS, Part 135 of Section 3 is to establish the standards and procedures to be followed to ensure that the objectives of Section 3 are met; and,

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has developed a Section 3 Plan in adherence to 24 CFR, Part 135 that comprehensively addresses the standards and procedures prescribed in the Act; and,

WHEREAS, the Section 3 Plan has been reviewed by the Housing Authority of the Town of Phillipsburg's administration.

NOW THEREFORE, BE IT RESOLVED THAT *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* authorizes the Housing Authority to adopt and implement the HUD recommended Section 3 Plan to ensure compliance with Federal Law.

Commissioner Lewis moved to adopt Resolution #2180, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION #:2181- APPROVAL OF PAYMENT TO “IN-LINE ARCHITECTURAL GLASS & METAL, INC.” FOR ARCHITECTURAL BULLET RESISTANT GLASS FOR FRONT OFFICE & INTERVIEW ROOMS

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*In-Line Architectural Glass & Metal, Inc.*” and;

WHEREAS, “*In-Line Architectural Glass & Metal, Inc*” is hereby requesting payment in the amount of \$35,900.00 for installation of Bullet Resistant Glass in the Front Office & Interview Rooms, and;

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$35,900.00 to “*In-Line Architectural Glass & Metal, Inc*” for installation of Bullet Resistant Glass in the Front Office & Interview Rooms.

Commissioner Hay moved to adopt Resolution #2181, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

RESOLUTION #: 2182 - APPROVAL TO ACCEPT CHANGE ORDER #1 TO “TM BRENNAN SERVICE, INC.” TO MOVE SUBSTANTIAL COMPLETION DATE TO NOVEMBER 15, 2024.

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*TM Brennan Service, Inc.*” and;

WHEREAS, “*TM Brennan Service, Inc.*” is hereby requesting Change Order #1 to move substantial completion date to November 15, 2024, and;

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said Change Order #1 moving substantial completion date to November 15, 2024.

Commissioner Hay moved to adopt Resolution #2182, which motion was seconded by *Commissioner Shelly*. This Resolution was unanimously approved.

RESOLUTION #: 2183 - APPROVAL TO REJECT CHANGE ORDER #2 TO “TM BRENNAN SERVICE, INC.” TO REQUESTING TO UTILIZE EXISTING REFRIGERATION PIPING

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*TM Brennan Service, Inc.*” and;

WHEREAS, “*TM Brennan Service, Inc.*” is hereby requesting Change Order #2 to utilize existing refrigeration piping, and;

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby rejects said Change Order #2 requesting to utilize existing refrigeration piping.

Commissioner Lewis moved to adopt Resolution #2183, which motion was seconded by *Commissioner Shelly*. This Resolution was unanimously approved.

RESOLUTION #: 2184 - APPROVAL OF THE PURCHASE OF OFFICE FURNITURE THROUGH STATE CONTRACT

WHEREAS, *the Housing Authority of the Town of Phillipsburg* was in need of a new office furniture for the EnVision rooms paid through the State Library Grant,

WHEREAS, *Housing Authority* received a proposal from “*Storage Systems USA*” through State Contract to purchase office furniture for the EnVision rooms in the amount of **\$13,811.00**; and,

WHEREAS Thomas F. McGuire, Executive Director recommends awarding the purchase of the office furniture for the EnVision rooms; and,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* hereby approves said purchase of office furniture for the EnVision rooms from “*Storage Systems USA*” in the amount of **\$13,811.00**.

Commissioner Shelly moved to adopt Resolution #2184, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #: 2185 APPROVAL OF CHANGE ORDER FROM “CLAMPETT INDUSTRIES, LLC d/b/a BUREAU VERITAS” FOR ENVIRONMENTAL PHASE I UPDATES AS SUBMITTED IN THEIR CHANGE ORDER AUTHORIZATION FORM

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*Clampett Industries, LLC d/b/a Bureau Veritas*” and;

WHEREAS, “*Clampett Industries, LLC d/b/a Bureau Veritas*” is hereby submitting Change Order #002 in the amount of **\$16,000.00** since by ASTM Standards the Environmental Phase I reports that were completed in 2023 have expired and will require updating as specified on the Change Order Authorization Form, and;

NOW, THEREFORE, BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of **\$16,000.00** for Change Order #002 to “*Clampett Industries, LLC d/b/a Bureau Veritas*” since by ASTM Standards the Environmental Phase I reports that were completed in 2023 have expired and will require updating as specified on the Change Order Authorization Form.

Commissioner Lewis moved to adopt Resolution #2185, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

EXECUTIVE SESSION

None

COMMISSIONER COMMENT

None

ADJOURNMENT

There being no further business to come before this Authority, Commissioner ***Hay*** moved at the call of Chairman Corcoran to adjourn the meeting, which motion was seconded by Commissioner ***Lewis***. Meeting adjourned at ***6:45 PM***.

THOMAS F. McGUIRE
Executive Director/Secretary-Treasurer

T. KENT CORCORAN
Chairman