

**MINUTES OF THE NOVEMBER 13, 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 November 13, 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, Lewis, & Vanwhy. Also, present were and General Counsel Katharine Fina, Esq., PHA Executive Director Tom McGuire, PHA Property Manager, Kevin DeGerolamo, and PHA Maintenance Foreman, Tim Burger.

Commissioners Hay, Pierce & Shelly were 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 OCTOBER 9, 2024. *Commissioner Baptista* moved to approve the minutes, which motion was seconded by *Commissioner Lewis*. All were in favor of this motion.

BILLS – October

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

COMMUNICATIONS

Executive Director McGuire advised the commissioners that NORWESCAP Family Traditions is going to be hosting a Winter Wonderland from December 9th through December 20th and will be using the training room in the maintenance shop for the event. This event will serve over 600 families in need in Warren County.

ADMINISTRATIVE REPORT

Executive Director McGuire updated the board on the progress of the HVAC system in the Community Building.

REPORT OF THE SECRETARY TREASURER

	Move-outs	Move-ins	Applications (Family)	Applications (Senior)	Vacancies
October	6	3	183	33	20

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 #: 2186 APPROVAL TO APPOINT "W2A ARCHITECTS" FOR ARCHITECT OF RECORD

WHEREAS, *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for an "Architect of Record"; and

WHEREAS, *Housing Authority* received proposals from the following companies:

"Lothrop Associates Architects" – Principal-\$225.00 per hour, Licensed Engineer \$200.00 per hour, Engineer - \$170.00 per hour, Architect - \$175.00 per hour
"W2A" – Principal-\$140.00 per hour, Licensed Engineer-\$160.00 per hour, Engineer-\$120.00 per hour, Architect - \$90.00 per hour; and

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Architect of Record to "*W2A Architects*".

NOW THEREFORE BE IT RESOLVED, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Architect of Record to "*W2A Architects*".

Commissioner Lewis moved to adopt Resolution #2186, which motion was seconded by *Commissioner Baptista*. This Resolution was unanimously approved.

RESOLUTION #:2187- APPROVAL OF PAYMENT TO "CLAMPETT INDUSTRIES, LLC D/B/A BUREAU VERITAS"

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 requesting payment in the amount of \$6,950.00 for Radon Testing for Heckman Terrace & Heckman Terrace Annex, 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 \$6,950.00 to "*Clampett Industries, LLC d/b/a Bureau Veritas*" for Radon Testing for Heckman Terrace & Heckman Terrace Annex.

Commissioner Vanwhy moved to adopt Resolution #2187, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #: 2188 - APPROVAL OF PAYMENT TO “PHILLIPSBURG HOUSING AUTHORITY” FOR REIMBURSEMENT TO W2A ARCHITECTS – COMMUNITY BUILDING HVAC REPLACEMENT

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*W2A Architects*”, and;

WHEREAS, a payment was made to “*W2A Architects*” in the amount of \$3,504.00 for Community Building HVAC Replacement from the Phillipsburg Housing Authority General Account, and;

WHEREAS, Thomas F. McGuire, Executive Director, is hereby requesting the Phillipsburg Housing Authority General Account be reimbursed by the Phillipsburg Housing Authority Capital Funds Account.

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said reimbursement in the amount of \$3,504.00 to the Phillipsburg Housing Authority for Community Building HVAC Replacement.

Commissioner Baptista moved to adopt Resolution #2188, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

RESOLUTION #: 2189 - APPROVAL OF PAYMENT TO “TM BRENNAN SERVICE” FOR COMMUNITY BUILDING HVAC REPLACEMENT

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

WHEREAS, “*TM Brennan Service*” is hereby requesting payment in the amount of \$60,750.00 for Community Building HVAC Replacement, 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 \$60,750.00 to “*TM Brennan Service*” for Community Building HVAC Replacement from the Library Grant Account.

Commissioner Baptista moved to adopt Resolution #2189, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #: 2190 - APPROVAL TO REMOVE LUCIA DELOPOULOS AS A HEARING OFFICER AND ADD T. KENT CORCORAN AS A HEARING OFFICER

WHEREAS, Lucia Delopoulos served as a Hearing Officer for the Grievance Committee and has requested to be removed due to insurance requirements and;

WHEREAS, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby authorizes and approves Thomas F. McGuire, Executive Director to remove Lucia Delopoulos as a hearing officer and appoint T. Kent Corcoran as a hearing officer, and;

NOW THEREFORE BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and the removal of Lucia Delopoulos as a Hearing Officer due to her insurance requirements and appoint T. Kent Corcoran as a Hearing Officer for the Housing Authority's Grievance Procedure.

Commissioner Lewis moved to adopt Resolution #2190, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

RESOLUTION #: 2191 APPROVAL OF CHANGE ORDER # 1 FROM "HYGRADE INSULATORS, INC" FOR ADDITIONAL UNFORESEEN WORK AT THE PHA BASKETBALL COURTS AS SUBMITTED IN THEIR CHANGE ORDER AUTHORIZATION FORM

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "*Hygrade Insulators, Inc.*" and;

WHEREAS, "*Hygrade Insulators, Inc.*" is hereby submitting Change Order #001 in the amount of \$11,257.81 due to unforeseen work at the PHA Basketball Courts 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 \$11,257.81 for Change Order #001 to "*Hygrade Insulators, Inc.*" due to unforeseen work at the PHA Basketball Courts as specified on the Change Order Authorization Form.

Commissioner Baptista moved to adopt Resolution #2191, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #: 2192 APPROVAL FOR EMERGENCY REPAIR FOR FIRE ALARM INSTALLATION AT JOHN F. O'DONNELL APARTMENT BUILDING DUE TO SYSTEM FAILING DUE TO AGE OF SYSTEM

WHEREAS, the *Housing Authority of the Town of Phillipsburg* needed to obtain emergency services; and,

WHEREAS, Kevin DeGerolamo, Property Manager recommended to Thomas F. McGuire, Executive Director the need for this repair due to the system failing due to age and the building being occupied by disabled tenants and seniors; and,

WHEREAS, SDG had a unit in stock and was able to make the repair the same day at a cost of **\$5,501.50**; and,

WHEREAS, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes and approves payment in the amount of **\$5,501.50** for the installation of the new fire alarm system at the John F. O'Donnell Apartment Building; and,

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment for the installation of the fire alarm system at the John F. O'Donnell Apartment Buildings.

Commissioner Vanwhy moved to adopt Resolution #2192, which motion was seconded by *Commissioner Baptista*. This Resolution was unanimously approved.

RESOLUTION #: 2193 APPROVAL AWARDING RISK MANAGEMENT SERVICES TO "ALAMO RISK MANAGEMENT SERVICES"

WHEREAS, *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for "Risk Management Services"; and

WHEREAS, *Housing Authority* received one (1) Proposal
"Alamo Risk Management Services" (Not to Exceed 5%)

WHEREAS, the proposal has been reviewed for completeness and compliance, and;

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Risk Management Services to "Alamo".

NOW THEREFORE BE IT RESOLVED, the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal of Risk Management Services to "Alamo Risk Management Services" effective January 1, 2025, through December 31, 2025.

Commissioner Lewis moved to adopt Resolution #2193, which motion was seconded by *Commissioner Baptista*. This Resolution was unanimously approved.

RESOLUTION #: 2194 APPROVAL OF CHANGE ORDER #3 TO "TM BRENNAN SERVICE, INC." TO MOVE CONDENSER UNITS TO REQUESTED LOCATIONS.

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 #3 to move condenser units to requested locations as specified on the Change Order Authorization Form for the additional sum of **\$6,374.40**, and;

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said Change Order #3 to move condenser units to requested locations as specified on the Change Order Authorization Form for the additional sum of **\$6,374.40**.

Commissioner Baptista moved to adopt Resolution #2194, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

EXECUTIVE SESSION

None

COMMISSIONER COMMENT

Chairman Corcoran asked Executive Director McGuire if the PHA was doing a holiday luncheon and a door decorating contest this year. Executive Director McGuire advised that we are.

ADJOURNMENT

There being no further business to come before this Authority, Commissioner *Baptista* moved at the call of Chairman Corcoran to adjourn the meeting, which motion was seconded by Commissioner *Lewis*. Meeting adjourned at *6:51 PM*.

THOMAS F. McGUIRE

Executive Director/Secretary-Treasurer

T. KENT CORCORAN

Chairman