

**MINUTES OF THE SEPTEMBER 11, 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 September 11, 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, & Shelly. 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, & Vanwhy 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 ANNUAL REORGANIZATION MEETING ON AUGUST 7, 2024. *Commissioner Baptista* moved to approve the minutes, which motion was seconded by *Commissioner Shelly*. All were in favor of the motion.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING ON AUGUST 7, 2024. *Commissioner Lewis* moved to approve the minutes, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

BILLS – August

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

COMMUNICATIONS

NORWESCAP thanked PHA for use of Envision rooms for Traditions Success Program.

ADMINISTRATIVE REPORT

Executive Director McGuire advised that there were 80 pool passes that were supplemented by PHA for the 2024 Pool Season. 59 Family Passes, 8 Individual Passes, 1 Veteran Pass & 12 Senior Passes.

Executive Director McGuire also advised that the playground equipment delivery is scheduled for the week of September 16th with an install date for Mid-October.

He further advised that TM Brennan is scheduled to start HVAC in the Community Building on approximately September 16th.

REPORT OF THE SECRETARY TREASURER

	Move-outs	Move-ins	Applications (Family)	Applications (Senior)	Vacancies
August	2	1	0	35	11

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 #: 2170 – APPROVAL OF TRANSFER OF SECTION 8 HOUSING CHOICE VOUCHER PROGRAM (“HCV”) FROM THE TOWN OF PHILLIPSBURG TO THE HOUSING AUTHORITY OF THE TOWN OF PHILLIPSBURG

WHEREAS, the Town of Phillipsburg (“Town”) presently administers the Section 8 Housing Choice Voucher Program (“HCV”); and

WHEREAS, the Town passed Resolution No. 2024-156 authorizing Mayor Randy Piazza, Jr. to seek approval of the transfer of the HCV program to the Housing Authority of the Town of Phillipsburg (“Authority”) from the U.S. Department of Housing and Urban Development (the “Request”); and

WHEREAS, the Request of HUD will be for the Authority to administer the HCV beginning January 1, 2025; and

WHEREAS, the Authority seeks to assume responsibility for the administration of the HCV.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board* of Commissioners hereby authorizes Thomas McGuire, Executive Director, in conjunction with Mayor Randy Piazza, Jr., to seek this Request of the U.S. Department of Housing and Urban Development.

Commissioner Shelly moved to adopt Resolution #2170, which motion was seconded by *Commissioner Baptista*. This Resolution was unanimously approved.

RESOLUTION #:2171- APPROVAL OF THE PURCHASE OF CAMERAS, ACCESSORIES, NETWORKING & SOFTWARE THROUGH ESCNJ CO-OP

WHEREAS, *the Housing Authority of the Town of Phillipsburg* was in need of a new cameras to update security throughout the Phillipsburg Housing Authority Properties in the Heckman Terrace & Heckman Terrace Annex; and,

WHEREAS, *Housing Authority* received a proposal from “*Turnkey Technologies*” through the Co-op to purchase Cameras, Accessories, Networking & Software in the amount of **\$154,573.21**; and,

WHEREAS Thomas F. McGuire, Executive Director recommends awarding the purchase of these cameras, accessories, networking & software; 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 Cameras, Accessories, Networking & Software from “*Turnkey Technologies*” in the amount of **\$154,573.21**.

Commissioner Lewis moved to adopt Resolution #2171, which motion was seconded by *Commissioner Baptista*. This Resolution was unanimously approved.

RESOLUTION #: 2172 - APPROVAL FOR PHILLIPSBURG HOUSING AUTHORITY TO ACCEPT PROPOSAL FOR THE CONSTRUCTION OF THE BASKETBALL COURTS FROM HYGRADE INSULATORS, INC.

WHEREAS, *Housing Authority of the Town of Phillipsburg* Requested Proposals for “*Construction of Basketball Courts*”, and

WHEREAS, the *Housing Authority of the Town of Phillipsburg* negotiated a Proposal from Hygrade Insulators, Inc.; and

WHEREAS, the Housing Authority of the Town of Phillipsburg reviewed the proposal for completeness and accuracy; and,

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding this proposal in the amount of **\$89,250.00** for General Construction, **\$180.00** per cubic yard for Rock Removal & **\$130.00** per cubic yard for Crushed Stone to Hygrade Insulators, Inc.; and,

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the proposal from “Hygrade Insulators, Inc.” in the amount of **\$89,250.00** for General Construction, **\$180.00** per cubic yard for Rock Removal & **\$130.00** per cubic yard for Crushed Stone.

Commissioner Shelly moved to adopt Resolution #2172, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #: 2173 - APPROVAL AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH THE MORRIS COUNTY COOPERATIVE PRICING COUNCIL TO BECOME A MEMBER FOR THE PERIOD OF OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2026

WHEREAS, the Morris County Cooperative Pricing Council (“MCCPC”) was created in 1974 to conduct a voluntary cooperative pricing system with municipalities, boards of educations, and other public bodies located in the County of Morris and adjoining counties; and

WHEREAS, the purpose of the MCCPC is to provide substantial savings on various goods and services to its members through the cooperative public bidding process; and

WHEREAS, *the Housing Authority of the Town of Phillipsburg* desires to enter into an Agreement with the MCCPC, which is administered by Randolph Township as Lead Agency, to become a member of the MCCPC for the period of October 1, 2021 through September 30, 2026.

BE IT RESOLVED, by *the Housing Authority of the Town of Phillipsburg*, County of Warren, State of New Jersey as follows:

- 1) *The Housing Authority of the Town of Phillipsburg* hereby authorizes the execution of an Agreement with the Morris County Cooperative Pricing Council by the Township of Randolph as Lead Agency dated October 1, 2021, pursuant to N.J.S.A. 40A:11-11(5). Said Agreement is to become a member of the MCCPC for a five (5) year period from October 1, 2021, through September 30, 2026.
- 2) The Housing Authority of the Town of Phillipsburg Executive Director is hereby directed to submit a copy of this adopted Resolution, along with an executed Agreement, to Randolph Township as Lead Agency of the MCCPC.
- 3) The Resolution shall take effect immediately upon final passage according to law.
- 4) All appropriate Housing Authority of the Town of Phillipsburg officials are authorized and directed to perform all required acts to affect the purpose of this Resolution.

Commissioner Shelly moved to adopt Resolution #2173, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #: 2174 - APPROVAL OF THE PURCHASE OF TWO VEHICLES THROUGH THE MORRIS COUNTY COOPERATIVE PRICING COUNCIL

WHEREAS, *the Housing Authority of the Town of Phillipsburg* was in need of two (2) new vehicles to enable staff to perform maintenance throughout the Phillipsburg Housing Authority Properties; and

WHEREAS, the housing authority purchased an 2024 Ford Transit Cargo Van & a 2024 Ford F-150 XL 4WD Reg Cab Truck from "*Nielsen Ford of Morristown, Inc.*" through the Co-op; and

WHEREAS, "*Nielsen Ford of Morristown, Inc.*" is requesting payment in the amount of **\$66,651.75** for the 2024 Ford Transit Cargo Van and **\$54,420.90** for the Ford F-150 XL 4WD Reg Cab Truck; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* hereby approves and authorizes said payment in the total amount of **\$121,072.65** for the purchase of the 2024 Ford Transit Cargo Van & 2024 Ford F-150 XL 4WD Reg Cab Truck.

Commissioner Baptista moved to adopt Resolution #2174, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #: 2175 - APPROVAL OF PAYMENT TO “TENANT DS- FAMILY #: 2385403” FOR REFUND OF RENT OVERPAYMENT

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an rental agreement with “Tenant DS- Family #: 2385403”, and;

WHEREAS, an excess rental payment was made by “Tenant DS-Family #: 2385403” in the amount of \$2,000.00, and;

WHEREAS, Thomas F. McGuire, Executive Director, is hereby requesting the Phillipsburg Housing Authority refund rent overpayment.

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said refund in the amount of \$2,000.00 to “Tenant DS-Family #: 2385403”.

Commissioner Shelly moved to adopt Resolution #2175, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #: 2176 - APPROVAL FOR PHILLIPSBURG HOUSING AUTHORITY TO ACCEPT THE PROPOSAL FOR JOHN F. O'DONNELL FACADE REPAIRS & COATING FROM BLACKSTONE GROUP

WHEREAS, *Housing Authority of the Town of Phillipsburg* Requested Proposals for “*Facade Repairs & Coating to John F. O'Donnell Apartment Building*”, and

WHEREAS, the *Housing Authority of the Town of Phillipsburg* received eleven Proposals:

<u>COMPANY</u>	<u>COST</u>
Aresh Construction	\$ 365,100.00
Blackstone Group	\$ 588,300.00
A1 Construction	\$ 685,600.00
EKO Construction	\$ 705,281.00
Madina Construction	\$ 711,020.00
Hear Construction	\$ 750,310.00
ATG Restoration	\$ 766,404.10
Ladi Construction	\$ 767,000.00
Malpere Company	\$ 786,450.00
Pax Mundus	\$ 801,045.00
Preferred Masonry	\$1,416,686.35

WHEREAS, the Housing Authority of the Town of Phillipsburg reviewed said proposals and acknowledges receipt of the proposals for “*Exterior Repairs & Coating to John F. O'Donnell Apartment Building*”; and,

WHEREAS, the Proposals have been reviewed for completeness and compliance; and,

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the proposal for “*Exterior Repairs & Coating to John F. O'Donnell Apartment Buildings to “Blackstone Group*”.

NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal for Exterior Repairs & Coating to the John F. O'Donnell Apartment Building to "Blackstone Group".

Commissioner Lewis moved to adopt Resolution #2176, which motion was seconded by **Commissioner Baptista**. This Resolution was unanimously approved.

RESOLUTION #: 2177 - RESOLUTION AUTHORIZING THE ESTABLISHMENT OF THE POSITION OF ENVISION CENTER/CONNECT HOME USA SPECIALIST

WHEREAS, the Housing Authority of the Town of Phillipsburg, a public entity organized and existing under the laws of the State of New Jersey, has determined that, in order to ensure full compliance with all applicable Federal and State laws and regulations and to assure the efficient and harmonious performance of the Housing Authority, it is in need of an "Envision Center/Connect Home USA Specialist"; and,

WHEREAS, the Housing Authority of the Town of Phillipsburg wishes to create a position entitled "Envision Center/Connect Home USA Specialist" with the responsibilities and duties outlined in the Job Description, attached hereto as Exhibit A.

NOW THEREFORE BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby establishes and creates a position entitled "Envision Center/Connect Home USA Specialist" with the responsibilities outlined in Exhibit A; and,

BE IT FURTHER RESOLVED, that the Position of "Envision Center/Connect Home USA Specialist" shall be compensated based upon education and experience in the salary range of \$45,000.00 Step A to \$54,698.00 Step E.

Commissioner Shelly moved to adopt Resolution #2177, which motion was seconded by **Commissioner Baptista**. This Resolution was unanimously approved.

RESOLUTION #: 2178 - APPROVAL OF THE TENANT "RENT" WRITE OFFS FOR AMP I FOR SEPTEMBER 2024

WHEREAS, the following accounts appear on the books of the Housing Authority of the Town of Phillipsburg, and;

WHEREAS, every effort to make the collections attached to this resolution has been exhausted:

<u>Amp I</u>	<u>Total Amounts</u>
Rent Losses	\$22,499.05
Vacate Charges	\$18,531.29
Other monies owed	<u>\$ 3,144.41</u>
TOTAL WRITE-OFFS AMP I	<u>\$44,174.75</u>

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP 1 Total Collection Losses of **\$44,174.75** and hereby adopts said Resolution #: **2178** and approves Collection Losses for AMP 1.

Commissioner Lewis moved to adopt Resolution #2178, which motion was seconded by *Commissioner Baptista*. This Resolution was unanimously approved.

RESOLUTION #: 2179 – APPROVAL OF THE TENANT “RENT” WRITE OFFS FOR AMP II FOR SEPTEMBER 2024

WHEREAS, the following accounts appear on the books of the *Housing Authority of the Town of Phillipsburg*, and;

WHEREAS, every effort to make the collections attached to this resolution has been exhausted:

<u>Amp II</u>	<u>Total Amounts</u>
Rent Losses	\$2,620.14
Vacate Charges	\$4,336.73
Other monies owed	<u>\$ 275.00</u>
<i>TOTAL WRITE-OFFS AMP I</i>	<i>\$7,231.87</i>

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP 1 Total Collection Losses of **\$7,231.87** and hereby adopts said Resolution #: **2179** and approves Collection Losses for AMP II.

Commissioner Shelly moved to adopt Resolution #2179, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

EXECUTIVE SESSION - None

COMMISSIONER COMMENT

Commissioner Shelly asked if the town notified the housing authority that the name of Kneedler Avenue has been changed. PHA advised they have not.

ADJOURNMENT

There being no further business to come before this Authority, Commissioner *Shelly* moved at the call of Chairman Corcoran to adjourn the meeting, which motion was seconded by Commissioner *Baptista*. Meeting adjourned at **7:05 PM**.

THOMAS F. McGUIRE
Executive Director/Secretary-Treasurer

T. KENT CORCORAN
Chairman