

**MINUTES OF THE DECEMBER 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 December 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, Pierce, & Shelly. Also, present were and General Counsel Katharine Fina, Esq., PHA Executive Director Tom McGuire, and PHA Maintenance Foreman, Tim Burger.

Commissioners Vanwhy and Hay 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 NOVEMBER 13, 2024. *Commissioner Baptista* moved to approve the minutes, which motion was seconded by *Commissioner Lewis*. All were in favor of this motion with the exception of *Commissioner Pierce* who abstained.

BILLS – November

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

COMMUNICATIONS

None

ADMINISTRATIVE REPORT

Executive McGuire reported that on Friday, December 6th, Bill Katchen received a call from Howard Cumme, from the HUD field office in Newark, apologizing for the delay related to the Section 8 transfer. Mr. Cumme reported that the transfer would not be ready for January 1st, but will have ready for the July 1st transfer date. Mr. Cumme recommended that the PHA enter into a shared services agreement with the Town.

Executive Director McGuire reported that the Town changed the name of Kneedler Ave. to Williams Way. The Town did not provide notice to the PHA, nor its residents. The PHA will notify the impacted residents and attempt to assist them.

REPORT OF THE SECRETARY TREASURER

	Move-outs	Move-ins	Applications (Family)	Applications (Senior)	Vacancies
November	6	8	Closed	33	18

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 #: 2195 APPROVAL TO APPOINTMENT OF FUND COMMISSIONER**

WHEREAS, the *Housing Authority of the Town of Phillipsburg* (member) is a member of the *New Jersey Public Housing Authority Joint Insurance Fund*; and

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a FUND COMMISSIONER to represent and serve the authority as its' representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED, that *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* does hereby appoint Thomas F. McGuire as its FUND COMMISSIONER for the *New Jersey Public Housing Authority Joint Insurance Fund* for the Fund Year 2025.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF PHILLIPSBURG AT A MEETING HELD ON DECEMBER 11, 2024.

Commissioner Pierce moved to adopt Resolution #2195, which motion was seconded by *Commissioner Baptista*. This Resolution was unanimously approved.

RESOLUTION #:2196 APPROVAL OF PAYMENT IN LIEU OF TAXES (PILOT) IN THE AMOUNT OF \$222,744.16

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves the Payment in-Lieu of Taxes (PILOT) in the amount of \$222,744.16 to the Town of Phillipsburg.

Commissioner Shelly moved to adopt Resolution #2196, which motion was seconded by *Commissioner Pierce*. This Resolution was unanimously approved.

RESOLUTION #: 2197 - APPROVAL OF INTER-LOCAL AGREEMENT FOR SOLID WASTE DISPOSAL WITH THE POLLUTION CONTROL FINANCING AUTHORITY (PCFA) OF WARREN COUNTY

WHEREAS, *Housing Authority of the Town of Phillipsburg* has been engaged in an inter-local agreement with the “*Pollution Control Financing Authority of Warren County*” for Solid Waste Disposal and;

WHEREAS, the agreement will be expiring, and the “*Pollution Control Financing Authority of Warren County*” has requested a new agreement, and;

WHEREAS, Thomas F. McGuire, Executive Director, recommends entering a new agreement, and;

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the inter-local agreement with “*Pollution Control Financing Authority (PCFA) of Warren County*” for Solid Waste Disposal from **January 1, 2025 to December 31, 2025** at the rate of **\$84** per ton, plus **\$3.00** NJDEP Recycling Tax.

Commissioner Baptista moved to adopt Resolution #2197, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #: 2198 APPROVAL OF PAYMENT TO “CDW GOVERNMENT” FOR COLOR LASERJET PRO PRINTER & BRETTFORD CUBE CART MINI CHARGE 20AC

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

WHEREAS, “CDW Government” is hereby requesting payment in the total amount of **\$1,641.93** for HP Color LaserJet Pro Printer in the amount of \$521.06 & BretFord Cube Cart Mini Charge 20AC in the amount of \$1,120.87, 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 **\$1,641.93** to “CDW Government” for HP Color LaserJet Pro Printer & BretFord Cube Cart Mini Charge 20AC from the Library Grant Account.

Commissioner Pierce moved to adopt Resolution #2198, which motion was seconded by *Commissioner Shelly*. This Resolution was unanimously approved.

RESOLUTION #: 2199 - APPROVAL OF PAYMENT TO “CDW GOVERNMENT” FOR FIFTEEN (15) THINKPADS

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

WHEREAS, “CDW Government” is hereby requesting payment in the total amount of **\$14,890.80** for Fifteen (15) Thinkpads, 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 \$14,890.80 to "CDW Government" for Fifteen (15) Thinkpads from the Library Grant Account.

Commissioner Pierce moved to adopt Resolution #2199, which motion was seconded by *Commissioner Baptista*. This Resolution was unanimously approved.

RESOLUTION #: 2200 APPROVAL OF PAYMENT TO "W2A DESIGN GROUP" FOR ROOFTOP CELLULAR EQUIPMENT, BASKETBALL COURT RENOVATION, & HAVAC REPLACEMENT

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "W2A DESIGN GROUP" and;

WHEREAS, "W2A Design Group" is hereby requesting payment in the total amount of \$10,056.00 for Rooftop Cellular Equipment in the amount of \$2,475.00, Basketball Court Renovation in the amount of \$2,325.00, Community Building HVAC Replacement in the amount of \$5,256.00, 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 \$10,056.00 to "W2A Design Group" for Rooftop Cellular Equipment, Basketball Renovation, & Community Building HVAC Replacement from the Capital Account.

Commissioner Shelly moved to adopt Resolution #2200, which motion was seconded by *Commissioner Pierce*. This Resolution was unanimously approved.

RESOLUTION #: 2201 APPROVAL OF THE TENANT "RENT" WRITE OFFS FOR AMP I FOR DECEMBER 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	\$ 6,467.78
Vacate Charges	\$13,118.89
Other monies owed	<u>\$ 2,649.90</u>
TOTAL WRITE-OFFS AMP I	<u>\$22,236.57</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 \$22,236.57 and hereby adopts said Resolution #: **2201** and approves Collection Losses for AMP 1.

Commissioner Pierce moved to adopt Resolution #2201, which motion was seconded by *Commissioner Baptista*. This Resolution was unanimously approved.

RESOLUTION #: 2202 APPROVAL OF THE TENANT "RENT" WRITE OFFS FOR AMP II FOR DECEMBER 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	\$ 0.00
Vacate Charges	\$2,132.09
Other monies owed	<u>\$ 0.00</u>
TOTAL WRITE-OFFS AMP I	\$2,132.09

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 **\$2,132.09** and hereby adopts said Resolution #: **2202** and approves Collection Losses for AMP II.

Commissioner Shelly moved to adopt Resolution #2202, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

EXECUTIVE SESSION

Commissioner Pierce moved to enter into Executive Session, which motion was seconded by *Commissioner Baptista*. By voice vote, all were in favor.

Commissioner Baptista moved to reenter Regular Session, which motion was seconded by *Commissioner Pierce*. By voice vote, all were in favor.

RESOLUTION #: 2203 APPROVAL TO AMEND SALARY GRADE AND STEPS FOR ENVISION CENTER/CONNECT HOMES USA SPECIALIST

WHEREAS, *Housing Authority of the Town of Phillipsburg* is revising the salary grade and steps for Envision Center/Connect Homes USA Specialist and;

NOW, THEREFORE, BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby accepts the recommendation of the Executive Director to adopt the amended salary grade and steps for the Envision Center/Connect Homes USA Specialist.

Commissioner Shelly moved to adopt Resolution #2203, which motion was seconded by *Commissioner Pierce*. This Resolution was unanimously approved.

RESOLUTION #: 2204 APPROVAL TO AMEND SALARY GRADE AND STEPS FOR RESIDENT OPPORTUNITY & SELF-SUFFICIENCY (ROSS) COORDINATOR

WHEREAS, *Housing Authority of the Town of Phillipsburg* is revising the salary grade and steps for Resident Opportunity & Self-Sufficiency (ROSS) Coordinator, and;

NOW, THEREFORE, BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby accepts the recommendation of the Executive Director to adopt the amended salary grade and steps for the Resident Opportunity & Self-Sufficiency (ROSS) Coordinator.

Commissioner Pierce moved to adopt Resolution #2204, which motion was seconded by **Commissioner Shelly**. This Resolution was unanimously approved.

Commissioner Pierce made a motion to give each employee a \$1,000 Holiday/End-of-Year Bonus and close the office on Christmas Eve and New Year's Eve. **Commissioner Lewis** seconded the motion. All were in favor.

COMMISSIONER COMMENT

Commissioner Pierce asked whether there was an update to the crosswalk on Roseberry from the Housing Authority to Wawa. Mr. McGuire reported that he had not received an update from the Town and that he would reach out to the Town.

ADJOURNMENT

There being no further business to come before this Authority, Commissioner Pierce moved at the call of Chairman Corcoran to adjourn the meeting, which motion was seconded by Commissioner Baptista. Meeting adjourned at 7:21P.M.

THOMAS F. McGUIRE
Executive Director/Secretary-Treasurer

T. KENT CORCORAN
Chairman