

**MINUTES OF THE FEBRUARY 12, 2025  
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 February 12, 2025, 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, Shelly & 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 Lewis & Pierce 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 DECEMBER 11, 2024.** *Commissioner Hay* moved to approve the minutes, which motion was seconded by *Commissioner Vanwhy*. All were in favor of this motion with the exception of *Commissioner Hay* who abstained.

**ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING ON DECEMBER 11, 2024.** *Commissioner Shelly* moved to approve the minutes, which motion was seconded by *Commissioner Hay*. All were in favor of this motion with the exception of *Commissioner Hay* who abstained.

**BILLS – December 2024 & January 2025**

*Commissioner Shelly* moved to approve the bills for December 2024 & January 2025, which motion was seconded by *Commissioner Hay*. Bills were unanimously approved.

**COMMUNICATIONS**

PHA received a Thank you note from the Jersey Hose Fire Company for the use of the Andover-Kent Building for training.

**ADMINISTRATIVE REPORT**

Executive Director McGuire advised that the PHA audit was held on January 9, 2025 and it was a clean audit.

He further advised that there was a fire in the attic space of 564 Heckman Street.

Mr. McGuire received a notification that he may have to report for grand jury duty in Trenton

## REPORT OF THE SECRETARY TREASURER

	Move-outs	Move-ins	Applications (Family)	Applications (Senior)	Vacancies
<b>December</b>	4	7	0	19	15
<b>January</b>	1	6	0	24	10

## 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 #: 2205 APPROVAL OF PAYMENT TO "HYGRADE INSULATORS, INC."

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

**WHEREAS**, "Hygrade Insulators, Inc." is hereby requesting payment in the amount of \$68,981.28 for renovations to the Basketball Courts in the 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 \$68,982.28 for the renovations to the Basketball Courts in the Heckman Terrace & Heckman Terrace Annex.

*Commissioner Shelly* moved to adopt Resolution #2205, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

#### RESOLUTION #: 2206 - APPROVAL OF PAYMENT TO "TURN-KEY TECHNOLOGIES"

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "Turn-Key Technologies"; and,

**WHEREAS**, "Turn-Key Technologies" is hereby requesting payment in the amount of \$154,573.16 for Phase III of Cameras for the family developments; 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 \$154,573.16 to "Turn-Key Technologies" for Phase III of Cameras for the family developments.

**Commissioner Vanwhy** moved to adopt Resolution #2206, which motion was seconded by **Commissioner Shelly**. This Resolution was unanimously approved.

**RESOLUTION #: 2207 - 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 \$15,110.00 to update the Phillipsburg Housing Authority (PHA) Environmental Report, 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 \$15,110.00 to “Clampett Industries, LLC d/b/a Bureau Veritas” to update the PHA Environmental Report for all properties.

**Commissioner Hay** moved to adopt Resolution #2207, which motion was seconded by **Commissioner Baptista**. This Resolution was unanimously approved.

**RESOLUTION #: 2208 - APPROVAL OF PAYMENT TO NIELSEN FORD OF MORRISTOWN**

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg* was in need of a new vehicle; and

**WHEREAS**, the housing authority purchased a 2024 E150 Ford Transit Cargo Van from “Nielsen Ford of Morristown, Inc.” through the Morris County Co-op; and

**WHEREAS**, “Nielsen Ford of Morristown, Inc.” is requesting payment in the amount of \$66,651.75 for the purchase of the 2024 E150 Ford Transit Cargo Van; 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 amount of \$66,651.75 for the purchase of the 2024 E150 Ford Transit Cargo Van.

**Commissioner Shelly** moved to adopt Resolution #2208, which motion was seconded by **Commissioner Vanwhy**. This Resolution was unanimously approved.

**RESOLUTION #: 2209 - APPROVAL OF PAYMENT TO “FERGUSON ENTERPRISES INC.”**

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

**WHEREAS**, “Ferguson Enterprises, Inc.” is hereby requesting payment in the amount of \$99,151.43 for handicap accessories & fixtures in Andover-Kent Towers, Heckman House, & John F. O’Donnell Apartment Buildings.

**NOW THEREFORE BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$99,151.43 to update handicap accessories & fixtures in the high-rise apartments.

*Commissioner Shelly* moved to adopt Resolution #2209, which motion was seconded by *Commissioner Baptista*. This Resolution was unanimously approved.

**RESOLUTION #: 2210 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 #2 in the amount of \$142,536.60 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 \$142,536.60 to “*TM Brennan Service*” for Community Building HVAC Replacement from the Library Grant Account.

*Commissioner Shelly* moved to adopt Resolution #2210, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

**RESOLUTION #: 2211 - APPROVAL OF PAYMENT TO “OFFICE CONCEPTS GROUP, INC”**

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “Office Concepts Group, Inc.”

**WHEREAS**, “*Office Concepts Groups, Inc*”. is hereby requesting payment in the amount of \$599.71 for paper & toner.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* hereby approves said purchase of paper & toner for the EnVision Room through the Library Grant.

*Commissioner Hay* moved to adopt Resolution #2211, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

**RESOLUTION #: 2212 APPROVAL TO PARTICIPATE IN SOMERSET COUNTY COOPERATIVE PRICING SYSTEM, #2-SOCCP**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* desires to become a member of the Somerset County Cooperative Pricing System, #2-SOCCP, effective **February 12, 2025** and, that such membership shall be for the period ending **December 31, 2028** and each renewal, thereafter of the system, unless elects for formally withdraw from the system;

**NOW, THEREFORE, BE IT RESOLVED**, that the *Housing Authority of the Town of Phillipsburg Board of Commissioners* and *Executive Director* are hereby authorized to execute the attached agreement for such membership.

*Commissioner Shelly* moved to adopt Resolution #2212, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

**RESOLUTION #: 2213 APPROVAL TO OFFER SECOND YEAR OPTION FOR LANDSCAPING SERVICES FOR SENIOR HIGH RISES TO “PAT’S LAWN CARE, INC”**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*Pat’s Lawn Care, Inc.*” and;

**WHEREAS**, “*Pat’s Lawn Care, Inc.*” is hereby requesting to exercise the second- year option for Landscaping Services for the Senior High Rises at the following rates that will remain the same as the first year:

**WHEREAS**; the following proposal was received and the rates are as follows:, and;

<b>Mowing, trimming &amp; blowing -</b>		\$ 600.00 (per cut)
<b>Shrub trimming -</b>		\$1,200.00 ( twice per year)
<b>Weeding -</b>		\$ 0.00 (Will spray)
<b>Weed spraying -</b>		\$ 500.00 (twice per year)
<b>Mulch (after spring planting)</b>		\$2,000.00 (in the spring only)
<b>Planting of Annuals</b>	Spring Vinca	\$ 12.00 (per plant)
	Number of Plants	(250-300)
	Fall Mums	\$ 13.00 (per plant)
	Number of plants	(200)
<b>Spring &amp; Fall Clean-up</b>	Spring	\$1,800.00
(leaves, branches & debris)	Fall	\$2,800.00

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the second-year option for Landscaping Services for the Senior High Rises at the above rates.

*Commissioner Shelly* moved to adopt Resolution #2213, which motion was seconded by *Commissioner Baptista*. This Resolution was unanimously approved.

**RESOLUTION #: 2214 APPROVAL OF PROPOSAL FROM FIRTH YOUTH CENTER FOR FYC 2025 SUMMER PLAYGROUND PROGRAM COSTS FOR THE CHILDREN WHO RESIDE IN THE PHILLIPSBURG HOUSING AUTHORITY**

**WHEREAS**, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* received a proposal from the Firth Youth Center for the FYC 2025 Summer Playground Costs & are desirous to approve payment to the Firth Youth Center summer playground program for children who reside in the Phillipsburg Housing Authority in the amount of **\$6,000.00** for five weeks (tentatively scheduled for June 23, 2025 – July 24, 2025-weather permitting). The program will run from 9:00AM – 12:00 PM for PHA youths ages 6-11 years old; 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 approve payment to Firth Youth Center for the FYC 2025 Summer Playground Program for youths ages 6-11 residing in the Phillipsburg Housing Authority.

**NOW THEREFORE BE IS RESOLVED**, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves payment to the Firth Youth Center FYC 2025 Summer Playground Program for youths ages 6-11 residing in the Phillipsburg Housing Authority in the amount of **\$6,000.00.**

**Commissioner Hay** moved to adopt Resolution #2214, which motion was seconded by **Commissioner Vanwhy**. This Resolution was unanimously approved.

**RESOLUTION #: 2215 - APPROVAL AWARDING DUCT CLEANING SERVICES FOR HECKMAN TERRACE TO “ADVANCED FURNACE & AIRDUCT CLEANING.”**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for “Duct Cleaning Services”; and

**WHEREAS**, *Housing Authority* received five Proposals at the following rates:

The following were the bids received for these services for year one.

<b>Advanced Furnace &amp; Airduct Cleaning</b>			
\$503.16 – 1 BR	\$754.74 – 2 BR bungalow	\$754.74 – 2 BR (up & down)	\$754.74 – 3 BR
<b>Remediation Specialists Inc.</b>			
\$950.00 -1 BR	\$1,050.00 – 2 BR bungalow	\$1,100.00 – 3 BR (up & down)	\$1,150.00 – 3 BR
<b>Guardian Power Cleaning</b>			
\$1,200.00 – 1 BR	\$1,300.00 – 2 BR bungalow	\$1,395.00 – 3 BR (up & down)	\$1,495.00 – 3 BR
<b>Consolidated Environmental</b>			
\$1,200.00 – 1 BR	\$1,400.00 – 2 BR bungalow	\$1,600.00 – 3 BR (up & down)	\$1,800.00 – 3 BR
<b>TM Brennan</b>			
\$1,500.00 – 1 BR	\$2,500.00 – 2 BR bungalow	\$4,000.00 – 3 BR (up & down)	\$4,500.00 – 3 BR

The following were the bids received for these services for year two.

<b>Advanced Furnace &amp; Airduct Cleaning</b>			
\$518.16 – 1 BR	\$769.75 – 2 BR bungalow	\$769.75 – 2 BR (up & down)	\$769.75 – 3 BR
<b>Remediation Specialists Inc.</b>			
\$960.00 -1 BR	\$1,060.00 – 2 BR bungalow	\$1,110.00 – 3 BR (up & down)	\$1,160.00 – 3 BR
<b>Guardian Power Cleaning</b>			
\$1,200.00 – 1 BR	\$1,300.00 – 2 BR bungalow	\$1,395.00 – 3 BR (up & down)	\$1,495.00 – 3 BR
<b>Consolidated Environmental</b>			
\$1,020.00 – 1 BR	\$1,190.00 – 2 BR bungalow	\$1,360.00 – 3 BR (up & down)	\$1,530.00 – 3 BR
<b>TM Brennan</b>			
\$1,500.00 – 1 BR	\$2,500.00 – 2 BR bungalow	\$4,000.00 – 3 BR (up & down)	\$4,500.00 – 3 BR

**WHEREAS**, the proposals have been reviewed for completeness and compliance; and,

**WHEREAS**, Thomas F. McGuire, Executive Director recommends awarding the Duct Cleaning Services For the Heckman Terrace to “*Advanced Furnace & Airduct Cleaning*”.

**NOW THEREFORE BE IT RESOLVED**, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal of Duct Cleaning Services for the Heckman Terrace to “*Advanced Furnace & Airduct Cleaning*”.

**Commissioner Hay** moved to adopt Resolution #2215, which motion was seconded by **Commissioner Baptista**. This Resolution was unanimously approved.

**RESOLUTION #: 2216 - RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF**

**THE TOWN OF PHILLIPSBURG TO ENTER INTO A SHARED SERVICES AGREEMENT WITH THE TOWN OF PHILLIPSBURG FOR THE CONTRACT ADMINISTRATION OF THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

**WHEREAS**, N.J.S.A. 40A:65-1 et seq. authorizes local units of government, including the Phillipsburg Housing Authority, to enter into agreements for shared services; and

**WHEREAS**, the Town of Phillipsburg currently has a Section 8 Annual Contributions Contract with the United States Department of Housing and Urban Development pursuant to which the Town administers a Housing Choice Voucher Program (“Program”); and

**WHEREAS**, the Town desires to enter into a Shared Services Agreement with the Authority to appoint the Authority as the designated Contract Administrator of the Program, a copy of which is annexed hereto as Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby authorizes the shared services agreement for Contract Administration of the Program with the Town of Phillipsburg; and

**BE IT FURTHER RESOLVED**, that the Executive Director Mr. Thomas F. McGuire and Chairman Mr. Kent Corcoran, or their respective designees, may enter into and execute the shared services agreement with the Town of Phillipsburg.

*Commissioner Shelly* moved to adopt Resolution #2216, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

**RESOLUTION #: 2217 - RESOLUTION AUTHORIZING THE ESTABLISHMENT OF THE POSITION OF SECTION 8 HCV MANAGER**

**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 a Section 8 HCV Manager; and,

**WHEREAS**, the Housing Authority of the Town of Phillipsburg wishes to create a position entitled “Section 8 HCV Manager” 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 “Section 8 HCV Manager” with the responsibilities outlined in Exhibit A; and,

**BE IT FURTHER RESOLVED**, that the Position of “Section 8 HCV Manager shall be compensated based upon education and experience with a salary of \$87,500.00.

*Commissioner Baptista* moved to adopt Resolution #2217, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

**RESOLUTION #: 2218 - APPROVAL FOR PHILLIPSBURG HOUSING TO OPEN A NEW**

**ACCOUNT AT “PROVIDENT BANK” FOR BANKING SERVICES  
FOR SECTION 8 HCV PROGRAM**

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* desires to open an Account at “Provident Bank” for Banking Services for the Section 8 HCV Program; and

**WHEREAS**, Thomas F. McGuire, Executive Director recommends opening a new bank Account at “*Provident Bank*” for Banking Services for the Section 8 HCV Program; and

**BE IT RESOLVED**, the consent of the *Housing Authority of the Town of Phillipsburg* Board of Commissioners be and hereby accorded for opening the following bank account from “*Provident Bank*”:

Name of Bank: “*Provident Bank*”  
New Account: *Section 8 HCV Program*

**BE IT FURTHER RESOLVED**, the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby authorizes Mr. Thomas F. McGuire, Executive Director to sign and submit to “*Provident Bank*” all such application forms, documents, and papers in writing as may be required in this connection; and

**BE IT FURTHER RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes Mr. Thomas F. McGuire, Executive Director to sign the certified true copy of the above resolutions to be forward to “*Provident Bank*” as and when is necessary; and

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby authorizes and approves opening a new account for the *Section 8 HCV Program* at “*Provident Bank*”.

*Commissioner Shelly* moved to adopt Resolution #2218, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

**RESOLUTION #: 2219 - APPROVAL FOR PHILLIPSBURG HOUSING AUTHORITY TO  
ACCEPT PROPOSAL FOR RADON REMEDIATION FROM  
“PROTECT ENVIRONMENTAL”**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* Requested Proposals for “*Radon Remediation*”, and

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* received two Proposals: from “*Protect Environmental*” in the amount of \$119,200 & “*T. Fiotakis Construction*” in the amount of \$176,000; and,

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

**WHEREAS**, Thomas F. McGuire, Executive Director recommends awarding this proposal in the amount of **\$119,200** for Radon Remediation to “*Protect Environmental*”; and,



**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the proposal from “*Protect Environmental*” in the amount of **\$119,200** for Radon Remediation.

*Commissioner Baptista* moved to adopt Resolution #2219, 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 *Baptista*. Meeting adjourned at **7:05PM**.

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**THOMAS F. McGUIRE**  
Executive Director/Secretary-Treasurer

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**T. KENT CORCORAN**  
Chairman