

**MINUTES OF THE MARCH 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 March 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, Lewis, & Shelly. Also, present were and General Counsel Katharine Fina, Esq., PHA Executive Director Tom McGuire, PHA Property Manager, Kevin DeGerolamo, PHA Maintenance Foreman, Tim Burger, the Authority's Accountant William Katchen, CPA, and the Authority's Auditors, Tony Giampaolo & Zach Giampaolo.

Commissioner Vanwhy 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 FEBRUARY 12, 2025. *Commissioner Hay* moved to approve the minutes, which motion was seconded by *Commissioner Lewis*. All were in favor of this motion.

BILLS – February 2025

Commissioner Hay moved to approve the bills for February 2025, which motion was seconded by *Commissioner Baptista*. Bills were unanimously approved.

COMMUNICATIONS

Correspondence was received from Melissa O'Rourke requesting placement for a Little Free Library at a convenient location in the Heckman Terrace Annex.

ADMINISTRATIVE REPORT

Mr. McGuire advised that the PHA would be providing an air conditioning discount of \$120.00 per air conditioner for tenants who pay by April 30, 2025. Tenants paying after April 30, 2025, will be charged at the rate of \$150.00 per air conditioner.

Mr. McGuire advised the board that there will be a "Meet & Greet" with the Phillipsburg Police Chief & a general meeting at the Andover-Kent Towers & John F. O'Donnell Apartments on March 13, 2025, and then at the Heckman House Apartments on March 14, 2025.

Mr. McGuire advised the board that Gov Deals was on site to take pictures to auction the Van, Truck, Lift & Tools.

REPORT OF THE SECRETARY TREASURER

	Move-outs	Move-ins	Applications (Family)	Applications (Senior)	Vacancies
February	1	6	0	14	5

REPORT OF COMMITTEES

Finance/Bank Balances:

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

PERSONNEL:

None

Audit:

The Board received a presentation by the Authority's Auditor, Zach Giampaolo, who reported that the Authority received a clean audit.

Budget:

Mr. Katchen stated that there are two budgets: one in the HUD format, the second in the State format, which includes the capital budget. Mr. Katchen reported that once the Authority converts to RAD, a new capital budget will be completed. Mr. Katchen recommended to the Board to introduce the budget.

NEW BUSINESS:

RESOLUTION #: 2220 APPROVAL OF JULY 1, 2023 – JUNE 30, 2024. AUDIT AND SUBMITTAL TO HUD FOR APPROVAL

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual report for the fiscal year ended June 30, 2023, has been completed and filed with the Commissioners of the *Housing Authority of the Town of Phillipsburg* pursuant to N.J.S.A. 40A:5A-15; and,

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within forty-five (45) days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and, specifically, the sections of the audit report entitled "General Comments and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and personally reviewed the annual audit and have specifically reviewed the sections of the audit report entitled "General Comments and Recommendations" in accordance with N.J.S.A. 40A:5A-17; and

NOW THEREFORE, BE IT RESOLVED that the governing body of the *Housing Authority of the Town of Phillipsburg* hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended June 30, 2024 and , specifically, has reviewed the sections of the audit report entitled “General Comments and Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

Commissioner Hay moved to adopt Resolution #2220, which motion was seconded by *Commissioner Baptista*. This Resolution was unanimously approved.

RESOLUTION #: 2221 - INTRODUCTION OF THE 2025 PHILLIPSBURG HOUSING AUTHORITY BUDGET AND APPROVAL FOR THE SUBMITTAL TO DCA & HUD

WHEREAS, the Annual Budget and the Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2025, and ending June 30, 2026, has been presented before the *Board of Commissioners of the Housing Authority* at its open public meeting on **March 12, 2025**; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of **\$6,627,880.00**. Total Appropriations including any Accumulated Deficit, if any, of **\$6,155,000.00** and Total Fund Balance utilized of **\$ 0**; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of **\$ 1,360,000.00** and Total Fund Balance planned to be utilized as funding thereof **\$ -0-**; and

WHEREAS, the schedule of rents, fees and other user charges in effect will produce sufficient revenues, together will all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulations or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2 does not confer any authorization to raise or expend funds; rather it is a document to be used as part of said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW THEREFORE BE IT RESOLVED, that the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg*, at an open public meeting held on March 12, 2025; the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning **7/1/2025** and ending **6/30/2026**; hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Phillipsburg Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on **May 14, 2025**.

Commissioner Hay moved to adopt Resolution #2221, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #: 2222 - RESOLUTION AMENDING THE BY-LAWS OF THE HOUSING AUTHORITY OF THE TOWN OF PHILLIPSBURG

WHEREAS, it is deemed desirable and in the best interest of the Housing Authority of the Town of Phillipsburg ("Authority") to make certain amendments to the By-Laws of the Authority in order to provide a fair and orderly expression of public comment during the Authority's meetings; and

WHEREAS, the Commissioners have reviewed and considered the below amendment to the Authority's By-Laws and have determined that it is in the best interest of the Authority to adopt the amendment to the By-Laws.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Phillipsburg Housing Authority hereby approves and amends Article III (Meetings), to add Section 7 entitled "Public Participation", to state as follows:

- Section 7. Public Participation – Public Participation shall be governed by the following rules:
- 1) A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality, and group affiliation, if applicable;
 - 2) Each participant shall be limited to three (3) minutes' duration;
 - 3) Each participant may comment or make a statement on issues that are of concern to the Authority. The Authority shall have no obligation to answer any question or inquiry. Should a participant submit a question or inquiry, the presiding officer shall determine if such question or inquiry shall be addressed and answered.
 - 4) The presiding officer may:
 - a) Interrupt, warn, and/or terminate a participant's statement when it is too lengthy;
 - b) Interrupt and/or warn a participant when the statement is abusive, obscene, or may be defamatory;
 - c) Request any person to leave the meeting when that person does not observe reasonable decorum; and
 - d) Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting.

Commissioner Lewis moved to adopt Resolution #2222, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 2223: 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 \$181,138.28 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 \$181,138.28 to update handicap accessories & fixtures in the high-rise apartments.

Commissioner Hay moved to adopt Resolution #2223, which motion was seconded by *Commissioner Shelly*. This Resolution was unanimously approved.

RESOLUTION # 2224: 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 \$55,421.19 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 \$55,421.19 to update handicap accessories & fixtures in the high-rise apartments.

Commissioner Shelly moved to adopt Resolution #2224, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 2225: 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 \$30,268.30 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 \$30,268.30 to update handicap accessories & fixtures in the high-rise apartments.

Commissioner Hay moved to adopt Resolution #2225, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #: 2226 – APPROVAL OF DONATION OF TRAILER TO THE TOWN OF PHILLIPSBURG

WHEREAS, the *Housing Authority of the Town of Phillipsburg* ("Authority") is the owner of a 2003 Bri-Mar Equipment Hauler Trailer ("Trailer"); and

WHEREAS, the Authority has determined that the Trailer is no longer needed for public use; and

WHEREAS, the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-36, authorizes the Authority, by Resolution, to sell or donate public personal property no longer needed for public use to another local contracting unit without the need for public advertisement; and

WHEREAS, the Authority seeks to enter into an agreement with the Town of Phillipsburg to donate the Trailer to the Town,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Phillipsburg Housing Authority as follows:

1. It is hereby determined that the Trailer is no longer needed for public use;
2. The Authority is hereby authorized to sell/donate the Trailer to the Town of Phillipsburg on an as-is basis; and
3. The Executive Director is hereby authorized to enter into and execute an agreement for the sale/donation of the Trailer with the Town of Phillipsburg, subject to approval by legal counsel.

Commissioner Shelly moved to adopt Resolution #2226, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #: 2227 - APPROVAL OF THE TENANT "RENT" WRITE OFFS FOR AMP I FOR MARCH 2025

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	\$ 20,794.98
Vacate Charges	\$ 14,089.89
Other monies owed	<u>\$ 6,928.45</u>
<i>TOTAL WRITE-OFFS AMP I</i>	<i>\$41,813.32</i>

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP I Total Collection Losses of **\$41,813.32** and hereby adopts said Resolution #: **2227** and approves Collection Losses for AMP I.

Commissioner Lewis moved to adopt Resolution #2227, which motion was seconded by *Commissioner Baptista*. This Resolution was unanimously approved.

RESOLUTION #: 2228 - APPROVAL OF THE TENANT "RENT" WRITE OFFS FOR AMP II FOR MARCH 2025

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	\$ 4,601.76
Vacate Charges	\$ 4,482.62
Other monies owed	<u>\$ 50.00</u>
<i>TOTAL WRITE-OFFS AMP II</i>	<i>\$ 9,134.38</i>

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP II Total Collection Losses of **\$9,134.38** and hereby adopts said Resolution #: **2228** and approves Collection Losses for AMP II.

Commissioner Hay moved to adopt Resolution #2228, which motion was seconded by **Commissioner Baptista**. This Resolution was unanimously approved.

RESOLUTION #: 2229 - FINAL 2021 CAPITAL FUND PROGRAM (CFP) HUD-50075.1 ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT

WHEREAS, the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* have provided the *Resident Advisory Board* and the Mayor of the *Town of Phillipsburg* with the Final 2021 Capital Fund Program (CFP) HUD-50075.1 Annual Statement/Performance and Evaluation Report, and;

WHEREAS, no comments have been received by the Resident Advisory Members or the Mayor of the *Town of Phillipsburg*.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* hereby approve the final 2021 Capital fund Program (CFP) and approve HUD-50075.1 Annual Statement/Performance and Evaluation Report to be submitted to Close-Out the 2021 Capital Fund Program (CFP).

Commissioner Lewis moved to adopt Resolution #2229, which motion was seconded by **Commissioner Hay**. This Resolution was unanimously approved.

RESOLUTION #: 2230 - APPROVAL OF PAYMENT TO "AMAZON"

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

WHEREAS, "Amazon" is hereby requesting payment in the amount of \$1,184.66 for furniture & equipment; 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 furniture & equipment for the EnVision Room through the Library Grant.

Commissioner Hay moved to adopt Resolution #2230, which motion was seconded by *Commissioner Baptista*. This Resolution was unanimously approved.

RESOLUTION #: 2231 - APPROVAL OF PAYMENT TO “LOOK-FIRST TECHNOLOGY”

WHEREAS, *the Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “Look-First Technology”; and,

WHEREAS, “*Look-First Technology*” is hereby requesting payment in the amount of \$3,696.45 for Licenses & Cybersecurity; 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 Licenses & Cybersecurity for the EnVision Room through the Library Grant.

Commissioner Hay moved to adopt Resolution #2231, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

EXECUTIVE SESSION

None

COMMISSIONER COMMENT

Commissioner Hay asked for a RAD update.

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 7:13PM.

THOMAS F. McGUIRE
Executive Director/Secretary-Treasurer

T. KENT CORCORAN
Chairman