

**MINUTES OF THE APRIL 9, 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 April 9, 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 & Vanwhy. Also, present were and General Counsel Katharine Fina, Esq., PHA Executive Director Tom McGuire, PHA Property Manager, Kevin DeGerolamo, Director of Operations, Craig Updegrove, and PHA Maintenance Foreman, Tim Burger.

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 MARCH 12, 2025. *Commissioner Hay* moved to approve the minutes, which motion was seconded by *Commissioner Lewis*.

BILLS – March 2025

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

COMMUNICATIONS

PHA Executive Director Thomas McGuire informed the Board that a request from NORWESCAP has been received to again offer their summer lunch program. The program located at our Community Center will run from 6/16/25 through 8/22/25 from 11:30 am to 12:30 pm

ADMINISTRATIVE REPORT

Discussion regarding the Verizon Cell Tower. Verizon would like contract renegotiated or a buyout.

REPORT OF THE SECRETARY TREASURER

	Move-outs	Move-ins	Applications (Family)	Applications (Senior)	Vacancies
March	10	4	N/A	36	11 (98.11%)

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 #: 2232 APPROVAL TO OFFER SECOND YEAR OPTION FOR AUDIT SERVICES TO "GIAMPAOLO & ASSOCIATES"

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

WHEREAS, "Giampaolo & Associates" is hereby requesting to exercise the second- year option for Audit Services.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the second-year option for Audit Services to "Giampaolo & Associates" as the PHA Auditor in the amount of \$9,525.00 per year for fiscal year July 1, 2024, to June 30, 2025.

Commissioner Hay moved to adopt Resolution #2232, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

RESOLUTION #: 2233 - RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE TOWN OF PHILLIPSBURG TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH THE TOWN OF PHILLIPSBURG PROVIDING THE POLICE DEPARTMENT WITH ACCESS TO THE AUTHORITY'S AUTOMATIC LICENSE PLATE READERS AND CAMERA FEEDS

WHEREAS, the Housing Authority of the Town of Phillipsburg ("Authority") has purchased and installed on its properties automatic license plate readers and video cameras for the general safety of its residents; and

WHEREAS, the Authority seeks to provide access to the information and video feeds from the automatic license plate readers and video cameras to the Police Department of the Town of Phillipsburg ("Town"); and

WHEREAS, the Authority and the Town are desirous to enter into A Memorandum of Agreement ("MOA"), a copy of which is annexed hereto as Exhibit A, to memorialize the terms and conditions of the Police Department of the Town of Phillipsburg's access and use of the video feed and automatic license plate readers information.

NOW, THEREFORE, BE IT RESOLVED, that the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby authorizes the MOA 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 MOA with the Town of Phillipsburg.

Commissioner Hay moved to adopt Resolution #2233, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #: 2234 APPROVAL OF ALL REVISIONS TO THE ADMISSIONS & OCCUPANCY (ACOP) POLICY AS RECOMMENDED BY NAN MCKAY FOR HOTMA & NSPIRE

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to accept all revisions to the Admissions & Occupancy (ACOP) Policy for HOTMA & NSPIRE; and

WHEREAS, the Executive Director is recommending the Board of Commissioners approve all the revisions to the Admissions & Occupancy (ACOP) Policy.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes all revisions to the Admissions & Occupancy (ACOP) Policy, as recommended by Nan McKay for HOTMA & NSPIRE, effective July 1, 2025.

Commissioner Shelly moved to adopt Resolution #2234, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION #: 2235 - APPROVAL TO OFFER SECOND YEAR OPTION FOR CAPITAL FUND MANAGEMENT CONSULTING SERVICES TO "LMTD, LLC." (LUCIA DELOPOULOS).

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "*LMTD, LLC. (Lucia Delopoulos)*" and;

WHEREAS, "*LMTD, LLC. (Lucia Delopoulos)*" is hereby requesting to exercise the second- year option from August 1, 2025, through July 31, 2026, for Capital Fund Management Consulting Services.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the second-year option for Capital Fund Management Consultant Services to "*LMTD, LLC. (Lucia Delopoulos)*" at the rate of \$20,4000.00 per year (\$1,700.00 per month) for the period of September 1, 2025, through August 31, 2026.

Commissioner Hay moved to adopt Resolution #2235, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #: 2236 - 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 \$2,274.43 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 \$2,274.43 to update handicap accessories & fixtures in the high-rise apartments.

Commissioner Shelly moved to adopt Resolution #2236, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

RESOLUTION #: 2237 - APPROVAL OF PAYMENT TO "HYMANSON, PARNES & GIAMPAOLO"

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "Hymanson, Parnes & Giampaola" and;

WHEREAS, "Hymanson, Parnes & Giampaola" is hereby requesting payment in the amount of \$2,000.00 for the Independent Audit.

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$2,000.00 to "Hymanson, Parnes & Giampaola" for the Independent Audit.

Commissioner Hay moved to adopt Resolution #2237, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

RESOLUTION #: 2238 - APPROVAL OF PAYMENT TO "ON-BOARD ENGINEERING CORP"

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "On-Board Engineering Corp." and;

WHEREAS, "On-Board Engineering Corp." is hereby requesting payment in the amount of \$20,742.00 for new heating and hot water in the Heckman Terrace Annex.

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 \$20,742.00 for new heating and water in the Heckman Terrace Annex.

Commissioner Hay moved to adopt Resolution #2238, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #: 2239 - 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 \$7,960.51 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 \$7,960.51 to update handicap accessories & fixtures in the high-rise apartments.

Commissioner Hay moved to adopt Resolution #2239, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #: 2240 - 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 \$1,570.95 for Smart Board for the EnVision Center Classroom; 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 the Smart Board for the Envision Room through the Library Grant.

Commissioner Vanwhy moved to adopt Resolution #2240, which motion was seconded by *Commissioner Shelly*. This Resolution was unanimously approved.

RESOLUTION #: 2241 - 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 \$184.96 for Wireless Mouse & Batteries for the Envision Center Classroom; 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 Wireless Mouse & Batteries for the Envision Room through the Library Grant.

Commissioner Hay moved to adopt Resolution #2241, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #: 2242 - APPROVAL OF PAYMENT TO "LOOKFIRST TECHNOLOGY, LLC"

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "Lookfirst Technology, LLC." and;

WHEREAS, "Lookfirst Technology, LLC." is hereby requesting payment in the amount of \$1,265.00 for installation of laptop computers in the Envision Room.

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$1,265.00 to “LookFirst Technology, LLC” for installation of laptop computers in the Envision Room through the Library Grant.

Commissioner Hay moved to adopt Resolution #2242, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

RESOLUTION #: 2243 APPROVAL OF ON-CALL HVAC MAINTENANCE SERVICES PROPOSAL FROM “MECHANICAL PRESERVATION ASSOCIATES (MPA)” FOR ALL DEVELOPMENTS

WHEREAS, *Housing Authority of the Town of Phillipsburg hereby* has advertised for Proposals for HVAC Maintenance Services for all developments.

WHEREAS, the following proposal was received:

<u>Standard Rate</u>	<u>Weekend/Overtime Rate</u>	<u>Holiday Rate</u>	<u>Parts Markup %</u>
Mechanic \$115.00	Mechanic \$172.50	Mechanic \$230.00	25%
Helper \$100.00	Helper \$150.00	Helper \$200.00	

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

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the HVAC Services to “MPA” at the standard rate of \$115.00 per hour for mechanic, \$100.00 per hour for a mechanic’s helper, with the weekend, holiday, overtime and parts markup rates as indicated above.

Commissioner Lewis moved to adopt Resolution #2243, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION #: 2244 APPROVAL OF ON-CALL BOILER & HEATING MAINTENANCE SERVICES PROPOSALS FROM “MECHANICAL PRESERVATION ASSOCIATES (MPA)” FOR ALL DEVELOPMENTS

WHEREAS, *Housing Authority of the Town of Phillipsburg hereby* has advertised for proposals for Boiler and Heating Maintenance Services for all developments.

WHEREAS, the following proposals were received:

<u>Standard Rate</u>	<u>Weekend/Overtime Rate</u>	<u>Holiday Rate</u>	<u>Parts Markup %</u>
MECHANICAL PRESERVATION ASSOCIATES			
Mechanic \$115.00	Mechanic \$172.50	Mechanic \$230.00	25%
Helper \$100.00	Helper \$150.00	Helper \$200.00	
MAGIC TOUCH CONSTRUCTION			
Mechanic \$147.75	Mechanic \$295.50	Mechanic \$295.50	10%
Helper \$120.00	Helper \$240.00	Helper \$240.00	

McCLOSKEY

Mechanic	\$150.00	Mechanic	\$233.00	Mechanic	\$310.00	20%
Helper	\$116.00	Helper	\$174.00	Helper	\$232.00	

SEEC

Mechanic	\$130.00	Mechanic	\$195.00	Mechanic	\$260.00	20%
Helper	\$100.00	Helper	\$150.00	Helper	\$200.00	

WHEREAS, all proposals have been reviewed for completeness and compliance; and,

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Boiler & Heating Maintenance Services to “MPA” at the rate of \$115.00 per hour for mechanic, \$100.00 per hour for a mechanic’s helper, with the weekend, holiday, overtime and parts markup rates as indicated above.

Commissioner Shelly moved to adopt Resolution #2244, which motion was seconded by **Commissioner Lewis**. This Resolution was unanimously approved.

RESOLUTION #: 2245 APPROVAL TO AWARD ON-CALL ELECTRICAL SERVICES CONTRACT TO “MAGIC TOUCH CONSTRUCTION”

WHEREAS, the *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for the On-Call Electrical Services; and

WHEREAS; the following proposals were received, and;

<u>Standard Rate</u>	<u>Weekend/Overtime Rate</u>	<u>Holiday Rate</u>	<u>Parts Mark-up %</u>
MAGIC TOUCH CONSTRUCTION			
Mechanic \$140.00	Mechanic \$210.00	Mechanic \$280.00	15%
Helper \$110.00	Helper \$165.00	Helper \$220.00	
320 ELECTRICAL			
Mechanic \$95.00	Mechanic \$142.50	Mechanic \$190.00	10%
Helper \$65.00	Helper \$ 97.50	Helper \$130.00	

WHEREAS, the proposals were reviewed for completeness and compliance, and;

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Proposal for the On-Call Electrical Services to “*Magic Touch Construction*” while 320 Electrical Contractors did not provide a responsive or responsible bid; and

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for On-Call Electrical Services to “Magic Touch Construction” at the standard rate of \$140.00/Mechanic, \$110.00/Helper, the weekend/overtime rate of \$210.00/Mechanic, \$165.00/Helper, & the Holiday rate of \$280.00/Mechanic, \$220.00/Helper and 15% Parts Mark-up.

Commissioner Hay moved to adopt Resolution #2245, which motion was seconded by **Commissioner Lewis**. This Resolution was unanimously approved.

RESOLUTION #: 2246 APPROVAL TO AWARD ON-CALL PLUMBING SERVICES CONTRACT TO “MAGIC TOUCH CONSTRUCTION”

WHEREAS, the *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for the On-Call Plumbing Services; and,

WHEREAS; the following proposal was received, and;

<u>Standard Rate</u>	<u>Weekend/Overtime Rate</u>	<u>Holiday</u>	<u>Parts Mark-up%</u>
Plumber \$135.00	Plumber \$202.50	Plumber \$270.00	15%
Helper \$100.00	Helper \$150.00	Helper \$200.00	

WHEREAS, the proposal was reviewed for completeness and compliance, and;

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Proposal for the On-Call Plumbing Services to “*Magic Touch Construction*”; and

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for On-Call Plumbing Services to “*Magic Touch Construction*” at the standard rate of \$135.00/Plumber, \$100.00/Helper, the weekend/overtime rate of \$202.50/Plumber, \$150.00/Helper, & the Holiday rate of \$270.00/Plumber, \$200.00/Helper and 15% Parts Mark-up.

Commissioner Shelly moved to adopt Resolution #2246, which motion was seconded by **Commissioner Vanwhy**. This Resolution was unanimously approved.

RESOLUTION #: 2247 - APPROVAL OF PAYMENT TO “GROUP LACASSE”

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

WHEREAS, “*Group Lacasse*” is hereby requesting payment in the amount of \$13,811.00 for furniture for the Envision Room.

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$13,811.00 to “*Group Lacasse*” for furniture for the Envision Room through the Library Grant.

Commissioner Lewis moved to adopt Resolution #2247, which motion was seconded by **Commissioner Baptista**. This Resolution was unanimously approved.

RESOLUTION #: 2248 - APPROVAL OF PHILLIPSBURG HOUSING AUTHORITY BOARD OF COMMISSIONERS TO SUBMIT THE FIVE YEAR AND ANNUAL PLANS 2025 – 2029 TO HUD

WHEREAS, The Housing Authority of the Town of Phillipsburg Commissioners desirous of submitting its 2025 – 2029 Five Year and Annual Plan to HUD for approval, and

WHEREAS, the Housing Authority of the Town of Phillipsburg are desirous of authorizing Thomas McGuire, the Executive Director, to execute the plans and its attachments on behalf of the Phillipsburg Authority and return same to the Department of HUD.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Phillipsburg to hereby authorize the Executive Director, Thomas McGuire, to execute the 2025 – 2029 Five Year and Annual Plan and all its components.

Commissioner Hay moved to adopt Resolution #2248, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

COMMISSIONER COMMENT

Commissioner Shelly asked when the coating project at the John F. O'Donnell Apartment Building was going to begin. Executive Director McGuire advised it is likely to begin the end of April or early May.

Commissioner Hay asked when the construction for the boilers and furnaces at the Heckman Terrace Annex was going to begin. Mr. McGuire advised that it would be the Spring of 2026.

EXECUTIVE SESSION

Commissioner Hay moved to enter Executive Session which motion was seconded by *Commissioner Baptista* at **7:05 PM**. Upon roll call the motion was unanimous.

Commissioner Hay moved to exit Executive Session, which motion was seconded by *Commissioner Baptista* at **7:18 PM**. Upon roll call the motion was unanimous.

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 *Vanwhy*. Meeting adjourned at **7:18 PM**.

THOMAS F. McGUIRE
Executive Director/Secretary-Treasurer

T. KENT CORCORAN
Chairman