

**MINUTES OF THE OCTOBER 6, 2021
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 October 6, 2021 at the Phillipsburg Housing Authority Community Building, 535 Fisher Avenue, Phillipsburg, New Jersey 08865.

The meeting was called to order at 6:30 PM by Chairman Corcoran and upon roll call the following members were present: Commissioners Corcoran, Shelly, Korp, Van Why, Hay, and Scerbo. Commissioner Pierce was absent. Also present were Acting Executive Director Tom McGuire and General Counsel, Katharine Fina, Esq.

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 Municipal Building, posted in the Housing Authority Office and on the website. Chairman Corcoran directed said announcement to be entered in the minutes of the meeting.

PUBLIC COMMENT

Meliss Paulus and her mother Dawn Paulus, a resident of the PHA from 2008 to 2016, were present. Ms. Paulus stated that she would like an explanation as to why an employee of the Authority advised her mother that the bank questioned the rent on Dawn Paulus' rent check. Ms. Paulus also stated that at the time this occurred, she went to the Executive Director and there was a meeting with the attorneys. and was asked to sign a release and confidentiality agreement. She would like an explanation as to why. Attorney Fina advised that public comment is not a question and answer session between the Board of Commissioners and the public and she could not respond to Ms. Paulus' questions.

ACCEPTANCE OF THE MINUTES OF THE ANNUAL REORGANIZATION MEETING OF AUGUST 4, 2021

Commissioner Hay moved to approve the minutes, which motion was seconded by *Commissioner Shelly*. The minutes were accepted by a vote of 5-0-1, with Commissioner Scerbo abstaining.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 4, 2021

Commissioner Hay moved to approve the minutes, which motion was seconded by *Commissioner Shelly*. The minutes were accepted by a vote of 5-0-1, with Commissioner Scerbo abstaining.

ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING OF AUGUST 4, 2021

Commissioner Shelly moved to approve the minutes, which motion was seconded by *Commissioner Hay*. The minutes were accepted by a vote of 5-0-1, with Commissioner Scerbo abstaining.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 1, 2021 *Commissioner Shelly* moved to approve the minutes, which motion was seconded by

Commissioner Korp. The minutes were accepted by a vote of 5-0-1, with Commissioner Hay abstaining.

ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING OF SEPTEMBER 1, 2021 *Commissioner Scerbo* moved to approve the minutes, which motion was seconded by *Commissioner Korp.* The minutes were not accepted and held for discussion during Executive Session.

BILLS – September 2021

Commissioner Shelly moved to approve the bills for September 2021, which motion was seconded by *Commissioner Hay.* Bills were approved unanimously.

COMMUNICATIONS

ConnectHome: Mr. McGuire advised of a virtual symposium by ConnectHome scheduled for Wednesday, October 13, 2021 from 1:00PM to 4:00PM entitled Breaking the Digital Divide in Warren County. The symposium is be co-hosted by the PHA, in conjunction with H.U.D., the Town of Phillipsburg, County of Warren, and Community Prevention Resources of Warren County.

ADMINISTRATIVE REPORT

Acting Executive Director McGuire reported that Buera Ventas has been onsite performing the Environmental and Needs Assessment for RAD. He hopes the Authority will have a draft report by the end of the month.

Mr. McGuire further reported on 434 Roseberry Street. He advised that the Authority contacted five companies regarding the façade of the building. One of the companies quoted a price at approximately \$8,000. He is hoping the work can be completed by the end of November 2021.

Mr. McGuire reported that the Authority will be upgrading some outdated IT equipment. He plans on putting together of plan for the upgrade of IT equipment.

REPORT OF THE SECRETARY TREASURER

Mr. McGuire announced that the Authority had 8 move-outs and 1 move-in. Commissioner Hay asked whether Town residents receive priority. Mr. McGuire responded that Town residents receive preference points in accordance with regulations.

REPORT OF COMMITTEES

Finance/Bank Balances: Mr. McGuire provided a statement of the Authority's Investments as of August 31, 2021.

Personnel: Chairman Corcoran advised that the Personnel Committee completed their review of the Employee Handbook, which was sent to legal counsel for review. Attorney Fina advised that Andrew Kinsey, Esq. with Florio Perrucci, is reviewing the changes to confirm compliance with statute and regulations.

NEW BUSINESS:

RESOLUTION # 1888 – APPROVAL OF PAYMENT TO THE DURIN CORPORATION FOR EMERGENCY SERVICES FOR GAS LEAK AT 502-512 KNEEDLER AVENUE

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves and authorizes said repairs to gas leak for the locations at 502-512 Kneedler Avenue at a cost not to exceed Five Thousand four hundred eighty-five (\$5,485.00) without prior approval from the Board of Commissioners to The Durnin Corporation.

Commissioner Shelly moved to adopt Resolution #1888, which motion was seconded by *Commissioner Hay*. All were in favor of this motion.

RESOLUTION # 1889 – APPROVAL TO HIRE O&S ASSOCIATES, ARCHITECT FOR ELEVATOR UPGRADES AT JOHN F. O'DONNELL APARTMENTS

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the hiring of O&S Associates as architect for elevator upgrades to the John F. O'Donnell Apartments to O&S Associations in the amount of \$40,500.00.

Commissioner Hay moved to adopt Resolution #1889, which motion was seconded by *Commissioner Scerbo*. All were in favor of this motion.

RESOLUTION # 1890 – APPROVAL OF PAYMENT TO NEWEGG BUSINESS

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 \$2,069.84 to Newegg Business for IT Equipment/Surveillance.

Commissioner Hay moved to adopt Resolution #1890, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION # 1891 – APPROVAL OF PAYMENT TO NAN MCKAY

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$12,783.00 to Nan McKay for Staff Training.

Commissioner Korp moved to adopt Resolution #1891, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

RESOLUTION # 1892 – APPROVAL OF PAYMENT TO GRAPHIC ACTION

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$1,929.00 to Graphic Action for Signs for Community Building and Maintenance Building.

Commissioner Hay moved to adopt Resolution #1892, which motion was seconded by *Commissioner Scerbo*. All were in favor of this motion.

COMMISSIONER COMMENT

Commissioner Hay asked if there was an update on the Authority obtaining garbage cans. Mr. McGuire advised that he is waiting on the Town to order equipment to retrofit the garbage trucks to pick-up the cans the Authority will be purchasing. Commissioner Hay also inquired as to

whether the Authority's surveillance cameras are up and running for police access. Mr. McGuire confirmed the cameras are running.

Commissioner Scerbo asked about the status of the rodent issue. Mr. McGuire reported that at the moment, it is under control.

EXECUTIVE SESSION

Commissioner Korp moved to enter into Executive Session which motion was seconded by *Commissioner Shelly*. Upon roll call vote, the motion was unanimous.

Commissioner Korp moved to re-enter into Regular Session, which motion was seconded by *Commissioner Shelly*. Upon roll call vote, the motion was unanimous.

ADJOURNMENT

There being no further business to come before this Authority, Commissioner Korp moved at the call of Chairman Corcoran, the meeting be adjourned, which motion was seconded by Commissioner Shelly. Upon roll call the motion was unanimous. Meeting adjourned.

THOMAS F. McGUIRE
Acting Executive Director/Secretary-Treasurer

T. KENT CORCORAN
Chairman