

**MINUTES OF THE OCTOBER 7, 2020
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 7, 2020 at 6:00 P.M., via telephone conference pursuant to the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.

The meeting was called to order by Chairperson John Korp at 6:00P.M. and upon roll call the following members were present: Commissioners: Korp, Shelly, Swick, Baptista, Corcoran, & Van Why. Also present was Executive Director Paul Rummerfield and General Counsel, Katharine Fina, Esq.

Chairperson Korp 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. Chairperson Korp directed said announcement to be entered in the minutes of the meeting.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 2, 2020

Commissioner Baptista moved to approve the minutes, which motion was seconded by *Commissioner Corcoran*. Minutes were unanimously accepted.

ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE SESSION OF SEPTEMBER 2, 2020

Commissioner Corcoran moved to approve the minutes, which motion was seconded by *Commissioner Swick*. Minutes were unanimously accepted.

BILLS – SEPTEMBER 2020

Commissioner Corcoran moved to approve the bills for August 2020, which motion was seconded by *Commissioner Swick*. All were in favor of this motion.

NEW BUSINESS:

RESOLUTION #1786 – APPROVAL OF BED BUG EXTERMINATING SERVICES TO “E&G EXTERMINATORS”

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that after receipt and review of bids, hereby awards the Bed Bug Exterminating Services to “E&G Exterminators” at the following rates: Office \$250/Community Buildings \$250/Efficiency Units \$300/1 Bedroom Units \$325/2 Bedroom Units \$350/3 Bedroom Units \$375/4 Bedroom Units \$400/Bed Bug Dog Alternate \$1,500.

Commissioner Van Why moved to adopt Resolution #1786, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

RESOLUTION #1787 – APPROVAL OF GENERAL PEST CONTROL SERVICES TO “E&G EXTERMINATORS”

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the General Pest Control Services to “E&G Exterminators” at the cost of \$140.00 per week.

Commissioner Shelly moved to adopt Resolution #1787, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

RESOLUTION #1788 – APPROVAL OF PAYMENT TO “PJM MECHANICAL CONTRACTORS, INC.”

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves and authorizes payment in the amount of \$36,776.00 to “PJM Mechanical Contractors, Inc.” for new water heater and install at the Annex Maintenance Shop.

Commissioner Swick moved to adopt Resolution #1788, which motion was seconded by *Commissioner Baptista*. All were in favor of this motion.

PUBLIC COMMENT

Ms. Bickleman stated that the front-office staff is struggling with their current workload.

EXECUTIVE SESSION

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

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

Attorney Fina announced that during executive session, the Commissioners discussed matters of litigation, potential litigation, and matters protected by the attorney-client privilege.

It was advised that Ms. Bickleman’s comment during public comment was cut-off and she was permitted to continue. Upon making a complaint regarding the operations of the Authority, Ms. Bickleman was advised to put her complaint in writing and send it to Attorney Fina.

RESOLUTION # 1789 – APPROVAL OF CREATION OF POSITION OF FINANCE/HUMANS RESOURCES DIRECTOR

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby creates the position of Finance/Human Resources Director with step salary that complies with budget already established.

Commissioner Corcoran moved to adopt Resolution #1789, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

RESOLUTION #1790 – APPROVAL OF POLICY CHANGE TO WORK HOURS

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby amends Section V of the Phillipsburg Housing Authority's Employee Handbook to change in work week hours from 8:00A.M. to 4:00P.M. to 8:00A.M. to 4:30P.M. with a thirty (30) minute unpaid lunch. This policy change shall be effective November 2, 2020.

Commissioner Corcoran moved to adopt Resolution #1790, which motion was seconded by *Commissioner Van Why*. Commissioners Shelly, Baptista, Corcoran, Van Why were in favor of this Motion. Commissioners Korp and Swick were opposed to this Motion. Motion carried.

RESOLUTION # 1791 – APPROVAL OF CREATION OF GENERAL LABORER AND FACILITIES MAINTENANCE TECHNICIAN, GRADES

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby adopts the salary grade and steps for positions General Laborer I, II, and III, and Facilities Maintenance Technician I, II, and III.

Commissioner Corcoran moved to adopt Resolution #1791, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

ADJOURNMENT

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