

**MINUTES OF THE NOVEMBER 2, 2022  
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 November 2, 2022, 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 PM by Chairman Corcoran and upon roll call the following members were present: Commissioners Corcoran, Shelly, Vanwhy, Scerbo, Pierce, Lewis, and Hay. Also present were Executive Director Tom McGuire and Eric D. Lee, Esq., appearing on behalf of General Counsel, Katharine Fina, Esq., who 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 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**

Mr. Bill Ketchen commented about the status of the board's application regarding obtaining loan from Provident bank for RAD project.

**ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF** September 7, 2022. *Commissioner Scerbo* moved to approve the minutes, which motion was seconded by *Commissioner Pierce*. *Commissioner Shelly* abstained. The minutes were accepted by a vote of 6-0-1.

**ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF** October 5, 2022.

*Commissioner Pierce* moved to approve the minutes, which was seconded by *Commissioner Shelly*. Commissioner Hay and Commissioner Vanwhy abstained. The minutes were accepted by a vote of 5-0-2.

**BILLS—October 2022**

*Commissioner Pierce* moved to approve the bills for October 2022, which motion was seconded by *Commissioner Hay*. Bills were unanimously accepted.

**COMMUNICATIONS**

Executive Director McGuire advised there is a new cyber-JIF and the PHA is grandfathered in, thus no 20% deductible on the first \$300,000.

**ADMINISTRATIVE REPORT**

Executive Director McGuire reported the holiday lunch is December 16, 2022. Additionally, the maintenance shop previously used as a practice room for the 7<sup>th</sup> and 8<sup>th</sup> grade Phillipsburg

wrestling program requires extensive dry wall replacement. Given the expense to replace the drywall, this space can no longer accommodate the wrestling program.

#### **REPORT OF THE SECRETARY TREASURER**

Executive Director McGuire reported there were 8 move-outs and 3 move-ins; the total amount of applications is 10; there are 24 vacancies; and there is a 96% occupancy rate.

#### **REPORT OF COMMITTEES**

**Finance/Bank Balances:** previous bank accounts with PNC are closed and new bank accounts were opened with Provident bank. **Personnel:** Executive Director McGuire advised position descriptions are on the agenda for a vote tonight.

#### **NEW BUSINESS:**

#### **RESOLUTION #1984 APPROVAL OF PAYMENT TO “O & S ASSOCIATES, INC.”**

**NOW THEREFORE BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg*, hereby approves and authorizes said payment to O & S Associates, Inc., in the amount of \$2,000.00 for services rendered for the John F. O’Donnell Elevator.

*Commissioner Pierce* moved to adopt Resolution #1984, which motion was seconded by *Commissioner Scerbo*. All were in favor.

#### **RESOLUTION #1985 APPROVAL OF PAYMENTS TO “PAX MUNDUS ENTERPRISE, LLC.”**

**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 \$12,339.00 for painting of units.

*Commissioner Shelly* moved to adopt Resolution #1985, which motion was seconded by *Commissioner Scerbo*. All were in favor.

#### **RESOLUTION #1986 APPROVAL OF PAYMENT TO “RFP SOLUTIONS, INC.”**

**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 \$12,222.00 for new phones and installation at the main office.

*Commissioner Pierce* moved to adopt Resolution #1986, which motion was seconded by *Commissioner Scerbo*. All were in favor.

**RESOLUTION OF #1987 APPROVAL TO AMEND RESOLUTION #1980 CORRECTING THE MONTHLY MAINTENANCE FEE FOR HECKMAN FROM \$500.00 TO \$550.00.**

**NOW THEREFORE BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg*, that after considering Executive Director McGuire’s recommendation to amend Resolution #1980, the Board hereby accepts the recommendation of the Executive Director to amend Resolution #1980.

*Commissioner Pierce* moved to adopt Resolution #1961, which motion was seconded by *Commissioner Scerbo*. All were in favor.

**RESOLUTION OF #1988 APPROVAL OF ARCHITECT/ENGINEER SERVICES PROPOSAL FROM “O & S ASSOCIATES ENGINEERS & ARCHITECTS” FOR THE JOHN F. O’DONNELL APARTMENT BUILDING EXTERIOR.**

**NOW THEREFORE BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg*, hereby awards the contract for the John F. O’Donnell Project Exterior to “O & S Associates Engineers & Architects.”

*Commissioner Pierce* moved to adopt Resolution #1988, which motion was seconded by *Commissioner Scerbo*. All were in favor.

**RESOLUTION OF #1989 APPROVAL FOR PHA TO REJECT BIDS & REBID FOR “WEBSITE DESIGN.”**

**NOW THEREFORE BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg*, hereby approves to reject the bids for Website Redesign due to the cost and rebid for Website Redesign.

*Commissioner Shelly* moved to adopt Resolution #1989, which motion was seconded by *Commissioner Vanwhy*. All were in favor.

**RESOLUTION OF #1990 AUTHORIZING THE ESTABLISHMENT OF THE POSITION OF DIRECTOR OF OPERATIONS.**

**NOW THEREFORE BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg*, hereby establishes and creates the position titled “Director of Operations” with the responsibilities and duties outlined in the Job Description outlined in Exhibit A.

**BE IT FURTHER RESOLVED**, that the position of “Director of Operations” shall be compensated based upon the education and experience in the salary range of \$90,000.00 Step A to \$109,395.00 Step E.

*Commissioner Lewis* moved to adopt Resolution #1990, which motion was seconded by *Commissioner Scerbo*. Resolution passed with a vote of 6-1-0 with *Commissioner Pierce* voting no.

**RESOLUTION OF #1991 RESOLUTION AUTHORIZING THE ESTABLISHMENT OF THE POSITION OF MAINTENANCE FOREMAN.**

**NOW THEREFORE BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg*, hereby establishes and creates a position entitled “Maintenance Foreman” with the responsibilities outlined in Exhibit A.

**BE IT FURTHER RESOLVED**, that the position of “Maintenance Foreman” shall be compensated based upon the education and experience in the salary range of \$78,192.60 Step A to \$96,000.00 Step E.

*Commissioner Shelly* moved to adopt Resolution #1991, which motion was seconded by *Commissioner Pierce*. Resolution passed with a vote of 5-2-0 with *Commissioner Pierce* and *Commissioner Scerbo* voting no.

**RESOLUTION OF #1992 AUTHORIZING THE ESTABLISHMENT OF THE POSITION OF ASSISTANT FOREMAN.**

**BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg*, hereby establishes and creates a position entitled “Maintenance Assistant Foreman” with the responsibilities outlined in Exhibit A.

**BE IT FURTHER RESOLVED**, that the position of “Maintenance Assistant Foreman” shall be compensated based upon the education and experience in the salary range of \$70,720.00 Step A to \$85,960.00 Step E.

*Commissioner Pierce* moved to adopt Resolution #1992, which motion was seconded by *Commissioner Lewis*. Resolution passed with a vote of 5-1-1 with *Commissioner Scerbo* voting no, and *Commissioner Pierce* abstaining.

**RESOLUTION #1993 AUTHORIZING THE ESTABLISHMENT OF THE POSITION OF SENIOR ACCOUNTANT**

**BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg*, hereby establishes and creates a position entitled “Senior Accountant” with the responsibilities outlined in Exhibit A.

**BE IT FURTHER RESOLVED**, that the position of “Senior Accountant” shall be compensated based upon the education and experience in the salary range of \$55,000.00 Step A to \$66,853.00 Step E.

*Commissioner Shelly* moved to adopt Resolution #1993, which motion was seconded by *Commissioner Pierce*. Resolution passed with a vote of 6-1-0 with *Commissioner Pierce* voting no.

**RESOLUTION #1994 AUTHORIZING THE STIPEND INCREASE FOR THE EMERGENCY/ON CALL PHONE.**

**BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg*, agree to table Resolution #1994.

*Commissioner Shelly* moved to table Resolution #1994, which motion was seconded by *Commissioner Pierce*. All were in favor.

#### **COMMISSIONER COMMENTS**

*Commissioner Pierce* requested the job descriptions presented for the board remain the same.

#### **EXECUTIVE SESSION**

No motion for executive session was made.

#### **ADJOURNMENT**

There being no further business to come before this Authority, *Commissioner Pierce* moved at the end of call of Chairman Corcoran to adjourn the meeting, which motion was seconded by *Commissioner Lewis*. Meeting adjourned at 8:39 p.m.