

**AMENDED MINUTES OF THE NOVEMBER 3, 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 November 3, 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, Pierce, and Scerbo. 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

Several residents were present for public comment. The residents complained the bed bugs are out of control and reoccurring. Mr. McGuire stated that currently three units are being treated for bed bugs. Mr. McGuire stated that once treatment is completed, the exterminator follows up to check if the bed bugs are gone. However, Mr. McGuire advised that he would speak with the exterminator to ask if they can exterminate the entire apartment. Mr. McGuire stated that bed bugs travel on clothes and furniture.

Several residents also complained of individuals residing on PHA property who are not on the leases. Residents also complained of an individual using the laundry rooms to wash her children and grandchildren's clothes. The residents complaint that the buildings are no longer clean.

Meliss Paulus, whose mother was a resident of the PHA from 2008 to 2016, was 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 Ms. Paulus that the confidentiality language is standard legal language in a waiver and release form. Attorney Fina advised she could not answer Ms. Paulus other question.

ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING OF SEPTEMBER 1, 2021. *Commissioner Korp* moved to approve the minutes, which motion was seconded by *Commissioner Van Why*. The minutes were accepted with a vote of 4-2-1, with Commissioners Korp, Van Why, Shelly, and Corcoran in favor; Commissioners Scerbo and Pierce against, and Commissioner Hay abstaining.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 6, 2021. *Commissioner Korp* moved to approve the minutes, which motion was seconded by *Commissioner Scerbo*. The minutes were accepted with a vote of 6-0-1, with Commissioner Pierce abstaining.

ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING OF OCTOBER 6, 2021. *Commissioner Shelly* moved to approve the minutes, which motion was seconded by *Commissioner Korp*. The minutes were accepted with a vote of 6-0-1, with Commissioner Pierce abstaining.

BILLS – October 2021

Commissioner Shelly moved to approve the bills for October 2021, which motion was seconded by *Commissioner Korp*. Bills were approved, with Commissioner Pierce voting against Bill Check Nos. 16200 and 16209.

COMMUNICATIONS

Prevention Is Key (PIK) requested to use the community room and Envision Room.

ADMINISTRATIVE REPORT

Acting Executive Director McGuire reported that the Authority will be closing the 3-Bedroom waiting list. The Authority will be opening the 2-Bedroom waiting list and the Senior waiting list is still open.

Mr. McGuire advised that the Authority is consolidating Service Electric and PenTeleData. The Authority will receive a better rate and will increase the internet speed.

Mr. McGuire reports that on October 1, 2021, the Authority hired a bookkeeper.

Mr. McGuire further reported on 434 Roseberry Street. The contractor will start on November 4th, with the work being complete in a week.

REPORT OF THE SECRETARY TREASURER

Mr. McGuire announced that the Authority had 2 move-outs and 8 move-ins. Commissioner Hay voiced concern on the high number of non-resident applicants. Mr. McGuire responded that Town residents receive preference points in accordance with HUD regulations. Commissioner Korp noted that individuals may fill out an application online and be placed on the waiting list of all housing authorities in New Jersey.

REPORT OF COMMITTEES

Finance/Bank Balances: Mr. McGuire provided a statement of the Authority's Investments as of September 30, 2021.

Personnel: Chairman Corcoran advised that he would be scheduling a follow-up meeting for the Personnel Committee to review the changes and recommendations of counsel.

NEW BUSINESS:**RESOLUTION # 1893 – APPROVAL OF PAYMENT TO NEWEGG BUSINESS**

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves and authorizes said payment in the amount of \$4,485.87 for hard drives for the IT Room.

Commissioner Korp moved to adopt Resolution # 1893, which motion was seconded by *Commissioner Hay*. Resolution passed with a vote of 6-0-1, with *Commissioner Pierce* abstaining.

RESOLUTION # 1894 – APPROVAL OF PAYMENT TO THE DURNIN CORPORATION FOR EMERGENCY SERVICES FOR GAS LEAK AT 502-512 KNEEDLER AVENUE & REPLACEMENT OF PIPING UNDER 557-567 WALNUT STREET

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said repairs to the gas leak for the locations 502-512 Kneedler Avenue and replacement of piping under 557-567 Walnut Street in the total amount of \$15,735.00 to the Durnin Corporation.

Commissioner Shelly moved to adopt Resolution #1894, which motion was seconded by *Commissioner Pierce*. All were in favor of this motion.

RESOLUTION # 1895 – APPROVAL OF PAYMENT TO W2A DESIGN GROUP

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes payment in the amount of \$7,800.00 to W2A Design Group for Architectural Fee Feasibility Study.

Commissioner Pierce moved to adopt Resolution #1895, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION # 1896 – APPROVAL TO REAPPOINT ALAMO INSURANCE GROUP, INC. AS RISK MANAGER

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby reappoints Alamo Insurance Group, Inc. for Risk Management Services.

Commissioner Korp moved to adopt Resolution #1896, which motion was seconded by *Commissioner Pierce*. All were in favor of this motion.

RESOLUTION # 1897 – APPROVAL AWARDED CONCRETE SERVICES TO CUSTOM MASONRY

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes the award of the contract for concrete work to Custom Masonry at a cost of \$174,990.00

Commissioner Shelly moved to adopt Resolution #1897, which motion was seconded by *Commissioner Korp*. All Resolution passed with a vote of 6-1, with Commissioner Pierce voting no.

COMMISSIONER COMMENT

Commissioner Hay commented on the bed bug issue and asked if the Authority could treat the entire apartment. Commissioner Hay also commented on the ongoing garbage issue.

Commissioner Scerbo suggested that the Authority treat meeting rooms for bed bugs. He also requested that the tenants be notified of the chemicals being used to treat the bed bugs. Commissioner Scerbo also questioned the placement of signs stating that video and audio were being recorded. Commissioner Scerbo stated that the cameras should not have audio capability. Following discussion, Chairman Corcoran advised that the Authority should cut wires to audio or replace all cameras with non-audio-capable cameras.

Commissioner Shelly asked if the Authority could review options to provide security on the Authority properties.

Commissioner Pierce asked about whether there is an audit of the company providing inspections of units at the Authority. Commissioner Pierce asked about hiring employee to inspect units.

Commissioner Scerbo noted that he has heard complaints regarding the maintenance department; that fixes are just band-aids.

EXECUTIVE SESSION

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

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

ADJOURNMENT

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

THOMAS F. McGUIRE

Acting Executive Director/Secretary-Treasurer

T. KENT CORCORAN

Chairman