

**AMENDED MINUTES OF THE DECEMBER 1, 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 December 1, 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. Also present were Acting Executive Director Tom McGuire and General Counsel, Katharine Fina, Esq. Commissioner Pierce 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. Tim Burger commented that the Authority should verify what services the Town must provide under the PILOT. Mr. Burger stated that the Town is not providing garbage services to the Authority and he has pictures. Mr. Burger further commented that he wished the Commissioners took more interest in the maintenance department, stating that the Department does their best and he would hold it up against any other housing authority maintenance department. Mr. Burger referenced comments made at the November 2021 meeting, including comments from the public. Mr. Burger requested that if Commissioners receive comments or complaints, he refers to the Department and try not to be a go between with the Department and the residents as this makes their job harder. Mr. Burger commented that the Authority has 588 units and the Department has five new employees and only five veteran employees and they are doing everything they can. Commissioner Van Why responded that she appreciates everything that the Maintenance Department does.

Frank Stillo of Custom Masonry requested that the Board not rescind the contract award to his company.

EXECUTIVE SESSION

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

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

During Executive Session, the Board discussed contractual matters.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 3, 2021. *Commissioner Korp* moved to approve the minutes, which motion was seconded by *Commissioner Shelly*. The minutes were unanimously accepted.

ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING OF NOVEMBER 2021. *Commissioner Hay* moved to approve the minutes, which motion was seconded by *Commissioner Shelly*. The minutes were unanimously accepted.

BILLS – November 2021

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

COMMUNICATIONS

None

ADMINISTRATIVE REPORT

Acting Executive Director McGuire reported that the Authority will be meeting with Bureau Veritas on December 2, 2021 to review their report. Mr. McGuire noted questions regarding the ricwell.

Mr. McGuire congratulated Mr. Greenleaf for 30 years of service with the Authority.

REPORT OF THE SECRETARY TREASURER

Mr. McGuire reviewed the Report of Move-ins, Move-outs, the applicant list and vacancies.

REPORT OF COMMITTEES

Finance/Bank Balances: Mr. McGuire provided a statement of the Authority's Investments. Mr. McGuire asked if there were any questions. There were none.

Personnel: Chairman Corcoran advised that the Committee would be meeting to review legal counsel's comments.

NEW BUSINESS:

RESOLUTION # 1898 – APPROVAL TO RESCIND RESOLUTION #1897 AWARDDING CONCRETE SERVICES TO CUSTOM MASONRY

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves rescinding Resolution #1897 due to revised specifications.

Commissioner Scerbo moved to adopt Resolution # 1898, which motion was seconded by *Commissioner Korp*. Resolution was unanimously passed.

RESOLUTION # 1899 – APPROVAL TO REJECT ALL PROPOSALS RECEIVED FOR CONCRETE SERVICES

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby rejects all proposals for the concrete services contract in order to revise the specifications.

Commissioner Korp moved to adopt Resolution #1899, which motion was seconded by *Commissioner Scerbo*. All were in favor of this motion.

RESOLUTION # 1900 – APPOINTMENT OF FUND COMMISSIONER

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby appoints Thomas F. McGuire as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for Fund Year 2022.

Commissioner Korp moved to adopt Resolution #1900, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION # 1901 – APPROVAL OF WRITE-OFFS FOR DECEMBER 2021 FOR AMP

I

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$15,870.87 for the following:

<u>Amp I</u>	<u>Total Amounts</u>
Rent Losses	\$ 2,731.00
Vacate Charges	\$12,438.89
Other Monies Owed	\$ 700.98
Total Write-Offs Owed	\$15,870.87

Commissioner Korp moved to adopt Resolution #1901, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION # 1902 – APPROVAL OF WRITE-OFFS FOR DECEMBER 2021 FOR AMP

II

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$496.44 for the following:

<u>Amp II</u>	<u>Total Amounts</u>
Rent Losses	\$ 493.71
Vacate Charges	\$ 2.73
Other Monies Owed	\$ 0.00
Total Write-Offs Owed	\$ 496.44

Commissioner Korp moved to adopt Resolution #1902, which motion was seconded by *Commissioner Scerbo*. All were in favor of this motion.

RESOLUTION # 1903 – APPROVAL OF PAYMENT TO W2A DESIGN GROUP

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 \$630.00 for Completion of the Community Building roof to W2A Design Group.

Commissioner Shelly moved to adopt Resolution #1903, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

RESOLUTION # 1904 – APPROVAL OF PAYMENT LIEU OF TAXES (PILOT) IN THE AMOUNT OF \$158,899.90

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves the Payment-in-Lieu-of-Taxes (PILOT) in the amount of \$158,899.90 to the Town of Phillipsburg.

Commissioner Korp moved to adopt Resolution #1904, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION # 1905 – APPROVAL FOR ANTICIPATED EMERGENCY REPAIR FOR RICWELL LEAK IN HECKMAN TERRACE ANNEX

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said anticipated repairs to the Rickwell at the Heckman Terrace Annex for labor and materials.

Commissioner Shelly moved to adopt Resolution #1905, which motion was seconded by *Commissioner Korp*. All were in favor of this motion.

COMMISSIONER COMMENT

Commissioner Hay asked for a follow-up on the bed bug situation discussed at the November 2021 meeting. Mr. McGuire advised that he and the vendor went to the units of the residents in attendance at the prior meeting. There is only one case of bed bugs in Heckman and a few cases in the family units.

There was a request for an update on the audio in the cameras on Authority property. Mr. McGuire advised that audio was disabled and the outside cameras do not have audio.

There was also a request as to the garbage situation on Roseberry. Mr. McGuire reported that he as not seen garbage on Roseberry in the last two weeks.

Commissioner Scerbo requested that audio should be removed from the cameras. Chairman Corcoran requested an inventory of the cameras with audio capabilities.

Commissioner Korp made a motion to award a bonus to all current Authority employees in the amount of \$750. Motion was seconded by Commissioner Scerbo. All were in favor.

Commissioner Korp requested the Board send a note to Mr. Greenleaf thanking him for his years of service to the Authority.

ADJOURNMENT

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

THOMAS F. McGUIRE

Acting Executive Director/Secretary-Treasurer

T. KENT CORCORAN

Chairman