

**MINUTES OF THE DECEMBER 7, 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 December 7, 2022 at 6:30P.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, Hay, Scerbo, Pierce, and Lewis. Also present were 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 Lobby and on the website. Chairman Corcoran directed said announcement to be entered in the minutes of the meeting.

PUBLIC COMMENT

No members of the public were present.

Chairman Corcoran announced that they would take the Agenda out of order and proceed to Item No. 11 – New Business.

NEW BUSINESS:

RESOLUTION #1995 – 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 the Fund Year 2023.

Commissioner Pierce moved to adopt Resolution #1995, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION #1996 – APPROVAL OF PAYMENT TO TOM BARTHA & SON EXCAVATING

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 \$151,525.00 to Tom Bartha & Son Excavating for concrete slabs and stairs.

Commissioner Pierce moved to adopt Resolution #1996, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 1997 – APPROVAL OF PAYMENT TO MARK J. ZGODA, A/A PA

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 \$950.00 to Mark J. Zgoda, A/A PA for Architectural and Engineering Services for the Heckman Terrace.

Commissioner Shelly moved to adopt Resolution #1997, which motion was seconded by *Commissioner VanWhy*. This Resolution was approved by a vote of 6-0-1 with Commissioner Corcoran abstaining.

RESOLUTION # 1998 – APPROVAL OF PAYMENT TO TOM BARTHA & SON EXCAVATING

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 \$139,128.00 to Tom Bartha & Son Excavating for concrete slabs and stairs.

Commissioner Shelly moved to adopt Resolution #1998, which motion was seconded by *Commissioner VanWhy*. This Resolution was unanimously approved.

RESOLUTION # 1999 – APPROVAL OF WRITE-OFFS FOR DECEMBER 2022 FOR AMP I

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$6,428.98 for the following:

<u>AMP I</u>	<u>Total Amounts</u>
Rent Losses	\$1,490.55
Vacate Charges	\$4,913.43
Other monies owed	\$ 25.00
TOTAL WRITE-OFFS AMP I	\$6,428.98

Commissioner Pierce moved to adopt Resolution #1999, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 2000 – APPROVAL OF WRITE-OFFS FOR DECEMBER 2022 FOR AMP II

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$1,081.36 for the following:

<u>AMP II</u>	<u>Total Amounts</u>
Rent Losses	\$ 277.89
Vacate Charges	\$ 803.47
Other monies owed	\$ 0.00
TOTAL WRITE-OFFS AMP I	\$1,081.36

Commissioner Pierce moved to adopt Resolution #2000, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 2001 – APPROVAL AWARDED RISK MANAGEMENT SERVICES TO ALAMO RISK MANAGEMENT SERVICES

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the proposal of Risk Management Services to Alamo Risk Management Services effective January 1, 2023 through December 31, 2023.

Commissioner Pierce moved to adopt Resolution #2000, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 2002 – APPROVAL AWARDED DUCT CLEANING SERVICES FOR HECKMAN TERRACE TO GUARDIAN POWER CLEANING

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the proposal of Duct Cleaning Services for the Heckman Terrace to Guardian Power Cleaning.

Commissioner Pierce moved to adopt Resolution #2002, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 2003 – APPROVAL OF INTER-LOCAL AGREEMENT FOR SOLID WASTE DISPOSAL WITH THE POLLUTION CONTROL FINANCING AUTHORITY OF WARREN COUNTY

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the Inter-Local Agreement with the Pollution Control Financing Authority of Warren County for Solid Waste Disposal from January 1, 2023 to December 31, 2023 at the rate of \$84 per ton, plus \$3.00 NJDEP Recycling Tax.

Commissioner Pierce moved to adopt Resolution #2003, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 2004 – APPROVAL PAYMENT IN LIEU OF TAXES (PILOT) IN THE AMOUNT OF \$187,576.69

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the Payment in Lieu of Taxes (PILOT) in the amount of \$187,576.69 to the Town of Phillipsburg.

Commissioner Shelly moved to adopt Resolution #2004, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

Chairman Corcoran called for a motion to untable Resolution #1994.

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

RESOLUTION # 1994 – APPROVAL AUTHORIZING THE STIPEND INCREASE FOR THE EMERGENCY/ON CALL PHONE

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby increases the annual Stipend for the Emergency/On Call Phone from \$3,900 to \$6,500 per year.

Commissioner Shelly moved to adopt Resolution #1994, which motion was seconded by *Commissioner Lewis*. This Resolution was approved by a vote of 4-1-2 with Commissioner Scerbo voting in the negative and Commissioners Pierce and Corcoran abstaining.

RESOLUTION # 2005 – APPROVAL FOR CHANGE ORDER #1 TO TOM BARTHA & SON EXCAVATING FOR REFABRICATION OF RAILINGS ON SPECIFIC UNITS REQUIRED BY TOWN INSPECTOR

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said Change Order #1 in the amount of \$19,367.00 for the Refabrication of railings on specific units required by Town Inspector.

Commissioner Shelly moved to adopt Resolution #2005, which motion was seconded by *Commissioner Van Why*. This Resolution was unanimously approved.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 2, 2022. *Commissioner Pierce* moved to approve the minutes, which motion was seconded by *Commissioner Hay*. Minutes were accepted with a vote of 5-1-1 with Commissioner Scerbo voting in the negative and Commissioner Pierce abstaining.

BILLS – November 2022

Commissioner Pierce moved to approve the bills for November 2022, which motion was seconded by *Commissioner Hay*. Bills were approved with a vote of 6-0-1 with Commissioner Pierce abstaining.

COMMUNICATIONS

The Authority received no communications.

Mr. McGuire sent a letter to the Town of Phillipsburg regarding a crossing on Roseberry Street near Wawa. The Town advised that it is submitting a grant request to the State to construct such crossing. The Authority sent a letter in support of the grant.

ADMINISTRATIVE REPORT

Mr. McGuire reported that Paul Ford is retiring at the end of the year after more than 25 years of service.

Mr. McGuire reported that he and Commissioner Corcoran met with Chief Stettner and Captain Swick to discuss cameras and license plate readers. There was also a subsequent meeting between Mr. McGuire, Captain Swick, and Turnkey Technology regarding the placement of cameras and license plate readers on Authority property.

Mr. McGuire reported there was a drier fire on December 7th. There was no damage to the unit.

Mr. McGuire reported that the Commissioners received an email from a tenant regarding mold issues. Mr. McGuire stated that he and Tim Burger visited the unit, examined the residence, and there is no mold present.

REPORT OF THE SECRETARY TREASURER

Mr. McGuire reported that in November there were 2 move-outs and 4 move-ins. The application list is presently open for seniors only with 37 on the waiting list.

Mr. McGuire reported that there are 24 unoccupied units, but 10 will be rented this month. There is an occupancy of approximately 96%.

REPORT OF COMMITTEES

Finance/Bank Balances: Mr. McGuire provided a statement of the Authority's Investments. There were no questions.

Personnel:

Nothing to report.

COMMISSIONER COMMENT

Chairman Corcoran asked the Board if there was interest in awarding a bonus. Following discussion, *Commissioner Shelly* moved to approve a Bonus in the amount of \$550 to Authority employees, which motion was seconded by *Commissioner Pierce*. All were in favor of the motion.

Mr. McGuire reminded the Board that the Holiday Luncheon is scheduled for December 16, 2022 at 2:00PM at La Bella Via.

Commissioner Pierce made a motion for a Resolution memorializing and honoring Mr. Ford's service to the Authority be prepared and presented to Mr. Ford. This motion was seconded by Commissioner Hay. All were in favor.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business to come before this Authority, Commissioner Pierce moved at the call of Chairman Corcoran to adjourn the meeting, which motion was seconded by Commissioner Scerbo. Meeting adjourned at approximately 7:16 P.M.

THOMAS F. McGUIRE
Executive Director/Secretary-Treasurer

T. KENT CORCORAN
Chairman