

**MINUTES OF THE FEBRUARY 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 February 2, 2022 at 6:30P.M. via Webex 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 at 6:30 PM by Chairman Corcoran and upon roll call the following members were present: Commissioners Corcoran, Shelly, Van Why, Hay, Scerbo, and Pierce. 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.

Chairman Corcoran announced that Resolution #1919 was being tabled until March 2022.

**PUBLIC COMMENT**

No members of the public commented.

**ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 1, 2021.** Commissioner Pierce that it be reflected that he was not present at the December 2021 meeting. He also requested that the typo be corrected in the Public Comment section – “anu” should be “any”. *Commissioner Hay* moved to approve the minutes with these corrections, which motion was seconded by *Commissioner Van Why*. The minutes were accepted with a 4-1-1 vote, with Commissioner Scerbo voting nay and Commissioner Pierce abstaining.

**ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING OF DECEMBER 1, 2021.** *Commissioner Shelly* moved to approve the minutes, which motion was seconded by *Commissioner Hay*. The minutes were accepted with a 5-0-1 vote, with Commissioner Pierce abstaining.

**BILLS** – December 2021 & January 2022

*Commissioner Scerbo* moved to approve the bills for December 2021 & January 2022, which motion was seconded by *Commissioner Hay*. Bills were unanimously approved after the following discussion:

Commissioner Pierce asked why the bills list does not provide more description as to the purchases. Mr. McGuire advised that the Authority’s system only provides limited information. Commissioner Pierce asked about the following bills:

- Check No. 16311 “Petty Cash Fund”. Mr. McGuire advised that this was for the cost of an employee’s notary commission, notary stamp, and tolls.
- Check No. 16324 “Home Depot Credit Services”. Mr. McGuire advised that this was for signs, doors, floors, tools, and ladders.
- Check No. 16330 “Office Concept Groups”. Mr. McGuire advised that this was for overtime slips, envelopes, and forms.
- Check No. 16334 “Safeguard Business Systems”. Mr. McGuire advised that this was for checks for Accounts Payable/Vendor payments.
- Check No. 16339 “Aqua New Jersey”. Mr. McGuire advised that this was for water for the firehose.
- Check No. 16356 “Fraser Advanced Information Services”. Commissioner Pierce asked why the Authority is paying for shipping for toner, but not for toner. Mr. McGuire advised that toner is included, but Authority must pay cost of shipping for the toner.
- Check Nos. 16363 & 16370 “Holiday decorations”. Mr. McGuire advised that check no. 16363 was the cost of the food for the holiday luncheon. Check no. 16370 was for decorations, silverware, and trees for the high rise.
- Check No. 16432 “Amazon”. Mr. McGuire advised this was for thumb drives for additional security.
- Check No. 16443 “Kaplans – new flags & roping”. Mr. McGuire advised that this was for flags.
- Check No. 16448 “NJ Advance Media”. Mr. McGuire advised that this was for legal advertisements for soliciting plumbing and landscaping bids.

## **COMMUNICATIONS**

None

## **ADMINISTRATIVE REPORT**

Acting Executive Director Mr. McGuire reported that on December 13, 2021, the Authority’s Re-certification specialist quit and Ms. Jolene Petchonka was promoted to fill the position. The Authority is now interviewing applicants to fill the open position of Housing Specialist.

Mr. McGuire reported that the Authority was obtaining a temporary boiler to service the Annex to assure heat and water as the Annex has had ongoing issues with the current boilers. He anticipates having the temporary boiler for 1 to 2 months. The rental of the temporary boiler is approximately \$40,000/month.

Mr. McGuire stated that the Authority solicited proposals for security services. The Authority received one proposal and is still reviewing the feasibility as to cost.

## **REPORT OF THE SECRETARY TREASURER**

Mr. McGuire reported that in December there were 8 move-outs, 7 move-ins and in January there were 2 move-outs, and 4 move-ins. In December, the list of applications included 60 for the Family units and 19 for the Elderly units. In January, the applications for the Elderly Wait List were 2 and the Family Wait List was 8. These numbers for January were low due to the closing of the open wait lists. Mr. McGuire anticipates re-opening the waiting list by the end of month.

## **REPORT OF COMMITTEES**

**Finance/Bank Balances:** Mr. McGuire provided a statement of the Authority's Investments.

**Personnel:** Chairman Corcoran advised that the Committee was scheduled to meet in December to review legal counsel's revisions to the Employee Handbook, but that not everyone could make the meeting. He anticipates the rescheduling the meet.

**Executive Director Hiring Committee:** Chairman Corcoran also advised that the Authority received 7-8 applications for the Executive Director position. He anticipates the Committee will interview 3-4 candidates and the Committee will recommend 1-2 candidates come before the full board for interview and consideration.

## **NEW BUSINESS:**

### **RESOLUTION #1906 – APPROVAL FOR WRITE-OFF OF 1995 CHEVROLET PICK-UP TRUCK (VIN #1GCEC14Z9SZ130952)**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves the write-off for the 1995 Chevrolet Pickup Truck (Vin # 1GCEC14Z9SZ130952).

*Commissioner Shelly* moved to adopt Resolution # 1906, which motion was seconded by *Commissioner Hay*. Resolution was passed by a vote of 5-1 with Commissioner Pierce voting in the negative.

### **RESOLUTION # 1907 – APPROVAL OF ALL REVISIONS TO THE ADMISSIONS & OCCUPANCY (ACOP) POLICY AS RECOMMENDED BY NON MCKAY**

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes all revisions to the Admissions & Occupancy (ACOP) Policy, as recommended by Nan McKay.

*Commissioner Hay* moved to adopt Resolution #1907, which motion was seconded by *Commissioner Shelly*. Resolution was passed by a vote of 5-0-1 with Commissioner Pierce abstaining.

### **RESOLUTION # 1908 – RESOLUTION FOR COMMISSIONER KORP**

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby expresses its appreciation for Commissioner John Korp's unwavering dedication, admirable service, and active leadership to the Phillipsburg Housing Authority and its residents.

*Commissioner Hay* moved to adopt Resolution #1908, which motion was seconded by *Commissioner Shelly*. All were in favor.

### **RESOLUTION # 1909- APPROVAL FOR ANTICIPATED EMERGENCY REPAIR FOR BOILERS IN THE 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 boiler at the Heckman Terrace Annex for labor and materials.

*Commissioner Hay* moved to adopt Resolution #1909, which motion was seconded by *Commissioner Pierce*. All were in favor.

**RESOLUTION # 1910 – APPROVAL FOR ANTICIPATED EMERGENCY REPAIR FOR BOILERS IN THE JOHN F. O’DONNELL APARTMENT BUILDING**

**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 boiler at the John F. O’Donnell Apartment Building for labor and materials.

*Commissioner Shelly* moved to adopt Resolution #1910, which motion was seconded by *Commissioner Van Why*. All were in favor.

**RESOLUTION # 1911 – APPROVAL OF PAYMENT TO CLAMPETT INDUSTRIES, LLC d/b/a BUREAU VERITAS FOR RAD PHYSICAL CONDITION ASSESSMENT**

**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 \$23,800.00 to Clampett Industries, LLC d/b/a Bureau Veritas for RAD physical Condition Assessment.

*Commissioner Hay* moved to adopt Resolution #1911, which motion was seconded by *Commissioner Van Why*. All were in favor.

**RESOLUTION # 1912 – APPROVAL OF PAYMENT TO O&S ASSOCIATES FOR ELEVATOR UPGRADES AT THE JOHN F. O’DONNELL APARTMENT BUILDING**

**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 \$3,500 to O&S Associates for elevator upgrades at the John F. O’Donnell Apartment Building.

*Commissioner Hay* moved to adopt Resolution #1912 which motion was seconded by *Commissioner Shelly*. All were in favor.

**RESOLUTION # 1913 – APPROVAL OF PAYMENT TO ROVANCO PIPING SYSTEM FOR THE RICWELL REPAIRS ON GREEN STREET & WALNUT STREET**

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes payment in the amount of \$21,726.31 to Rovanco Piping System for services rendered for Ricwell Repairs on Green Street & Walnut Street.

*Commissioner Hay* moved to adopt Resolution #1913, which motion was seconded by *Commissioner Van Why*. All were in favor.

**RESOLUTION # 1914 – APPROVAL OF PAYMENT TO JHM SIGNS**

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes payment in the amount of \$6,312.26 to JHM Signs for signage for the Housing Authority property.

*Commissioner Hay* moved to adopt Resolution #1914, which motion was seconded by *Commissioner Shelly*. All were in favor.

**RESOLUTION # 1915 – APPROVAL OF INTER-LOCAL AGREEMENT FOR THE PURCHASE OF GASOLINE, MOTOR FUEL & ROCK SALT WITH THE TOWN OF PHILLIPSBURG FOR THE 2022 CALENDAR YEAR**

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves the inter-local agreement with the Town of Phillipsburg at the actual cost of gasoline plus 3% surcharge, and the actual cost of motor fuel & rock salt.

*Commissioner Hay* moved to adopt Resolution #1915, which motion was seconded by *Commissioner Shelly*. The resolution was passed with a vote of 4-0-2, with Commissioners Scerbo and Pierce abstaining.

**RESOLUTION # 1916 – APPROVAL TO APPOINT PROVIDENT BANK FOR BANKING SERVICES**

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby awards the contract for banking services to Provident Bank with an interest rate of .25%

*Commissioner Hay* moved to adopt Resolution #1916, which motion was seconded by *Commissioner Pierce*. All were in favor.

**RESOLUTION # 1917 – APPROVAL TO APPOINT MARK ZAGODA, AIA PA FOR ARCHITECT OF RECORD**

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby awards the contract for Architect of Record to Mark Zagoda, AIA PA.

*Commissioner Hay* moved to adopt Resolution #1914, which motion was seconded by *Commissioner Scerbo*. The resolution was passed with a vote of 5-0-1, with Commissioner Corcoran abstaining.

**RESOLUTION # 1918 – APPROVAL OF PAYMENT TO CLAMPETT INDUSTRIES, LLC d/b/a BUREAU VERITAS FOR RAD PHYSICAL NEEDS ASSESSMENT**

**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 \$4,650.00 to Clampett Industries, LLC d/b/a Bureau Veritas for RAD Physical Needs Assessment.

*Commissioner Hay* moved to adopt Resolution #1918, which motion was seconded by *Commissioner Shelly*. All were in favor.

**RESOLUTION # 1919 – APPROVAL FOR CHANGE ORDER #1 TO W2A DESIGN GROUP ARCHITECT FOR THE FEASIBILITY STUDY FOR THE HECKMAN TERRACE ANNEX**

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said Change Order No. 1 in the amount of \$5,900.00 for the Feasibility Study of the Heckman Terrace Annex.

*Commissioner Hay* moved to adopt Resolution #1919, which motion was seconded by *Commissioner Shelly*. The resolution was passed with a vote of 5-0-1, with Commissioner Pierce abstaining.

**RESOLUTION # 1920 – APPROVAL TO AMEND RESOLUTION #1879 TO REMOVE JOHN J. KORP AS A SIGNATORY ON ALL CHECKS**

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* that in the absence of the Chairman or Vice Chairman that Commissioner Shawn VanWhy are so authorized to sign all checks, causing each check to carry two signatures with the exception of checks drawn on the payroll Fund where the Executive Director, Secretary-Treasurer and Chairman is so authorized.

**BE IT FURTHER RESOLVED**, that former Commissioner John J. Korp is hereby removed as signatory from all checks for the Housing Authority of the Town of Phillipsburg.

**BE IT FURTHER RESOLVED**, that in the absence of the Executive Director, Secretary-Treasurer that the Chairman is to be authorized to sign for the Executive Director, Secretary-Treasurer.

**BE IT FURTHER RESOLVED**, that the Executive Director, Secretary-Treasurer and the Chairman or Co-Chairman (or in the absence of the Chairman or Co-Chairman), any other designated Commissioners approved in this resolution, along with the Executive Director, Secretary-Treasurer is authorized to exercise the following powers: (1) open any deposit or share account(s) in the name of the Authority; (2) endorse checks and orders or otherwise withdraw or transfer funds on deposit with this financial institution.

**BE IT FURTHER RESOLVED**, that this Resolution, effective February 2, 2022, supersedes all previous resolutions covering signatures on checks of the Housing Authority of the Town of Phillipsburg, New Jersey.

**BE IT FURTHER RESOLVED**, this Resolution shall continue to have effect until express written notice of its' rescission or modification has been received and recorded by the financial institution.

*Commissioner Hay* moved to adopt Resolution #1920, which motion was seconded by *Commissioner Pierce*. The resolution passed with a unanimous vote.

**COMMISSIONER COMMENT**

Commissioner Pierce made a motion to amend the November 2021 meeting minutes to correct the spelling of his name and state that the meeting was not adjourned with a unanimous vote. The motion was seconded by Commissioner Scerbo. All were in favor.

Commissioner Pierce commented that the Bylaws state that the Secretary-Treasurer is responsible for the meeting minutes, but that the job descriptions for the Executive Assistant is responsible for the minutes. Commissioner Pierce also commented that the Bylaws state that the Secretary - Treasurer is responsible for recording all votes. Commissioner Pierce stated that he is displeased with the lack of decorum at the November 2021 meeting and Commissioner Pierce made a motion to remove Kent Corcoran as Chairman of the Board of Commissioners. The motion was seconded by Commissioner Scerbo. Following discussion and upon a roll call vote, the motion failed 1-4 with Commissioner Pierce voting in the affirmative and Commissioners Corcoran, Shelly, Van Why, and Hay voting in the negative.

**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 Shelly. Meeting adjourned.

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**THOMAS F. McGUIRE**

Acting Executive Director/Secretary-Treasurer

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**T. KENT CORCORAN**

Chairman