

**MINUTES OF THE MARCH 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 March 2, 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, Van Why, Hay, Scerbo, Pierce, and Lewis. Also present were Acting Executive Director Tom McGuire; the Authority's Accountant William Katchen, CPA; 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.

**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 Hay*. Upon roll call vote, the motion was unanimous.

**PUBLIC COMMENT**

Ms. Meliss Paulus commented that the Board should vote "no" on Resolution No. 1921.

**ACCEPTANCE OF THE AMENDED MINUTES OF THE REGULAR MEETING OF NOVEMBER 3, 2021.** *Commissioner Shelly* moved to approve the amended minutes, which motion was seconded by *Commissioner Pierce*. The minutes were accepted with a 6-0-1 vote, with Commissioner Lewis abstaining.

**ACCEPTANCE OF THE AMENDED MINUTES OF THE REGULAR MEETING OF DECEMBER 1, 2021.** *Commissioner Hay* moved to approve the amended minutes, which motion was seconded by *Commissioner Pierce*. The minutes were accepted with a 5-0-2 vote, with Commissioners Pierce & Lewis abstaining.

**ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 2, 2022.** *Commissioner Shelly* moved to approve the minutes, which motion was seconded by *Commissioner Pierce*. The minutes were accepted with a 6-0-1 vote, with Commissioner Lewis abstaining.

**BILLS – February 2022**

*Commissioner Shelly* moved to approve the bills for February 2022, which motion was seconded by *Commissioner Van Why*. Bills were unanimously approved.

**COMMUNICATIONS**

Mr. McGuire advised that there were two communications: Facilities Request from Warren County Board of Elections to use the PHA Maintenance Building & John F. O'Donnell Apartment Building for polling places on June 7, 2022 & November 8, 2022; request from the Phillipsburg Town Council President to use the Community and Envision rooms in the Community Building to hold Council Meetings and Work Sessions.

**ADMINISTRATIVE REPORT**

Acting Executive Director Mr. McGuire asked the Board of Commissioners whether there were any objections to offering residents a discount, from \$150 to \$120, for air conditioning if paid in full by the end of April. No objection was made.

Mr. McGuire provided an update on the boilers.

**REPORT OF THE SECRETARY TREASURER**

Mr. McGuire reported that in February there was 1 move-out; 1 move-in; and zero applicants as the list was closed. Mr. McGuire reported that there are 12 vacant units. There are several that need gut jobs due to damage as a result of the ric well leaks.

**REPORT OF COMMITTEES**

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

**Executive Director Hiring Committee:** Chairman Corcoran advised that the Committee interviewed two of the three candidates. He anticipates bringing two candidates before the entire Board of Commissioners for consideration. Commissioner Scerbo asked whether the entire Board could be advised of the names of all candidates. Chairman Corcoran agreed that information would be provided to the entire Board.

**Personnel:** Chairman Corcoran advised that the Committee is still reviewing the Personnel Handbook. Chairman Corcoran removed himself from the Committee and appointed Commissioner Lewis based upon his HR experience.

**NEW BUSINESS:**

**RESOLUTION #1921 – APPROVAL OF PAYMENT TO WILLIAM PAUL RUMMERFIELD FOR HIS SICK TIME AND VACATION TIME UPON HIS RETIREMENT FROM THE PHILLIPSBURG HOUSING AUTHORITY**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves and authorizes said payment to William Paul Rummerfield in the total amount of \$114,961.53 (\$26,605.38 for vacation time and \$88,356.15 for sick time payout) upon his retirement from the Phillipsburg Housing Authority.

*Commissioner Pierce* moved to adopt Resolution #1921, which motion was seconded by *Commissioner Van Why*. Resolution was passed by a vote of 4-3 with Commissioners Corcoran, Shelly, Van Why, and Lewis voting in the affirmative and Commissioners Scerbo, Hay, and Pierce voting in the negative.

**RESOLUTION #1922 – APPROVAL TO AWARD LANDSCAPING SERVICES FOR SENIOR HIGH RISES CONTRACT TO PAT’S LAWN CARE**

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the proposal for Landscaping Services for the Senior High Rises to Pat’s Lawn Care at the rates of \$2,100/month or \$600 per cut; shrub trimming at \$1,900; spring planting at \$8.00/flat; and fall planting at \$11.00/mum.

*Commissioner Pierce* moved to adopt Resolution #1922, which motion was seconded by *Commissioner Hay*. All were in favor.

**RESOLUTION # 1923 – APPROVAL TO AWARD ON-CALL PLUMBING SERVICES CONTRACT TO MAGIC TOUCH CONSTRUCTION**

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for On-Call Plumbing Services to Magic Touch Construction at the standard rate of \$102.40/Plumber, \$71.25/Helper, and the weekend/overtime rate of \$153.60/Plumber, and \$106.88/Helper.

*Commissioner Shelly* moved to adopt Resolution #1923, which motion was seconded by *Commissioner Van Why*. All were in favor.

**RESOLUTION #1924 – APPROVAL OF PURCHASE NATURAL GAS FROM UGI ENERGY SERVICES**

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby awards the bid for the Purchase of natural gas to UGI Energy Services at the fixed term rate of 0.640 per therm from 5/1/2022 to 4/30/2023.

*Commissioner Pierce* moved to adopt Resolution #1924, which motion was seconded by *Commissioner Hay*. Resolution passed with a vote of 6-0-1 with Commissioner Pierce abstaining.

**RESOLUTION #1925 – APPROVAL OF PURCHASE ELECTRICITY FROM EDF ENERGY**

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby awards the proposal for the purchase of electricity to EDF Energy at a fixed rate of 0.09915 per kwh from 5/1/2022 to 4/30/2023.

*Commissioner Shelly* moved to adopt Resolution #1925, which motion was seconded by *Commissioner Pierce*. Resolution passed with a vote of 6-0-1 with Commissioner Pierce abstaining.

**RESOLUTION #1926 – APPROVAL OF INTER-LOCAL AGREEMENT FOR SOLID WASTE DISPOSAL WITH THE POLLUTION CONTROL FINANCING AUTHORITY OF WARREN COUNTY**

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves the inter-local agreement with the Pollution Control Financing Authority of Warren County for solid waste disposal from March 1, 2022 to February 28, 2023 at the rate of \$84 per ton, plus \$3.00 NJDEP Recycling Tax.

*Commissioner Pierce* moved to adopt Resolution #1926, which motion was seconded by *Commissioner Scerbo*. All were in favor.

**RESOLUTION #1927 – INTRODUCTION OF THE 2022 PHILLIPSBURG HOUSING AUTHORITY BUDGET AND APPROVAL FOR THE SUBMITTAL TO DCA & HUD**

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg*, at an open public meeting held on March 2, 2022; the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2022 and ending 6/30/2023; hereby approved; and that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority’s outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and the governing body of the Phillipsburg Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on May 4, 2022.

*Commissioner Pierce* moved to adopt Resolution #1927 which motion was seconded by *Commissioner Shelly*. All were in favor.

**RESOLUTION #1928- APPROVAL OF WRITE-OFFS FOR MARCH 2022 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 \$20,024.54 for the following:

<b><u>Amp 1</u></b>	<b><u>Total Amounts</u></b>
Rent Losses	\$11,736.28
Vacate Charges	\$ 7,417.75
Other monies owed	\$ 870.51

*Commissioner Hay* moved to adopt Resolution #1928, which motion was seconded by *Commissioner Pierce*. All were in favor.

**RESOLUTION #1929 – APPROVAL OF WRITE-OFFS FOR MARCH 2022 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 \$1,699.00 for the following:

<b><u>Amp 1</u></b>	<b><u>Total Amounts</u></b>
Rent Losses	\$ 1,184.37
Vacate Charges	\$ 511.77
Other monies owed	\$ 2.86

*Commissioner Pierce* moved to adopt Resolution #1929, which motion was seconded by *Commissioner Hay*. All were in favor.

**COMMISSIONER COMMENT**

None.

**ADJOURNMENT**

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

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**THOMAS F. McGUIRE**

Acting Executive Director/Secretary-Treasurer

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**T. KENT CORCORAN**

Chairman