

**MINUTES OF THE APRIL 5, 2023
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 April 5, 2023 at 6:30 P.M. at the Phillipsburg Housing Authority Community Building, 535 Fisher Avenue, Phillipsburg, New Jersey 08865.

The meeting was called to order at 6:30 P.M. by Chairman Corcoran and upon roll call the following members were present: Commissioners Corcoran, Shelly, VanWhy, Hay, Scerbo, Lewis and Pierce. Also present were Executive Director Tom McGuire and General Counsel, Chris Perrucci, 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 Housing Authority website. Chairman Corcoran directed said announcement to be entered in the minutes of the meeting.

PUBLIC COMMENT

None.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING ON MARCH 1, 2023. *Commissioner Shelly* moved to approve the minutes, which motion was seconded by *Commissioner Scerbo*. The minutes were accepted. Commissioner Pierce abstained.

BILLS – March 2023

Commissioner Pierce moved to approve the bills for March 2023, which motion was seconded by *Commissioner Hay*. Bills were approved.

COMMUNICATIONS

None.

ADMINISTRATIVE REPORT

Mr. McGuire advised that the PHA would be providing an air conditioning discount of \$120 for tenants who pay by April 30, 2023.

Mr. McGuire reminded the Board that they must submit their Financial Disclosure by April 30, 2023. All Commissioners should have received an email from Ms. Tersigni on March 31, 2023 regarding filing.

Mr. McGuire reported on RAD financing. He announced a Special Meeting on April 19th to approve the vendor for the financing.

REPORT OF THE SECRETARY TREASURER

Mr. McGuire reported that in March 2023, there were 5 move-outs and 6 move-ins. There are 11 on the waiting list for senior units. There are 51 on the waiting list for the 3 and 4 bedroom units.

Mr. McGuire reported that there are 12 unoccupied units, which is an occupancy of 97.92%.

REPORT OF COMMITTEES

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

Personnel:

There was a brief discussion regarding the Executive Director's review and new contract.

NEW BUSINESS:

RESOLUTION #2029 – APPROVAL OF PHILLIPSBURG HOUSING AUTHORITY BOARD OF COMMISSIONERS TO SUBMIT THE FIVE YEAR AND ANNUAL PLANS 2023-2027 TO HUD

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby authorizes the Executive Director, Thomas McGuire, to execute the 2023-2027 Five Year and Annual Plan and all its components.

Commissioner Pierce moved to adopt Resolution #2027, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION #2030 – APPROVAL FOR CHANGE ORDER #2 TO TOM BARTHA & SON EXCAVATING FOR ADDITIONAL COMPENSATION FOR THE UNSEEN UNDERGROUND CIRCUMSTANCE FOR THE ADDITIONAL CONCRETE PLACEMENT

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approve and authorize said Change Order No. 1 in the amount of \$4,066.00 for Labor, Overhead & Profit.

Commissioner Scerbo moved to adopt Resolution #2028, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 2031 – APPROVAL OF PAYMENT TO CURRENT ELEVATOR TECHNOLOGY

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby authorize and approve said payment in the amount of \$73,800 to Current Elevator Technology for John F. O'Donnell Elevator equipment received.

Commissioner Pierce moved to adopt Resolution #2029, which motion was seconded by *Commissioner Shelly*. This Resolution was unanimously approved.

RESOLUTION # 2032 – APPROVAL OF PAYMENT TO CURRENT ELEVATOR TECHNOLOGY

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby authorize and approve said payment in the amount of \$68,400 to Current Elevator Technology for John F. O’Donnell Elevator equipment value of materials properly stored. *Commissioner Shelly* moved to adopt Resolution #2030, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 2033 – APPROVAL OF PAYMENT TO PHILLIPSBURG HOUSING AUTHORITY FOR REIMBURSEMENT OF INDEPENDENT AUDIT

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby authorizes and approves said reimbursement in the amount of \$2,000 to the Phillipsburg Housing Authority for the Independent Audit. *Commissioner Pierce* moved to adopt Resolution #2031, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved with Commissioner Pierce abstaining.

RESOLUTION # 2034 – APPROVAL OF ALL REVISIONS TO THE ADMISSIONS & OCCUPANCY (ACOP) POLICY AS RECOMMENDED BY NAN 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 Scerbo* moved to adopt Resolution #2032, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 2035 – APPROVAL TO UPDATE TENANT CHARGES LISTED IN THE ACOP APPENDIXES FOR SMOKE ALARMS AS PER NEW NSPIRE RULES

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said revision to the Admissions & Occupancy (ACOP) Policy Appendixes for Tenant Charge – effective immediately. *Commissioner Pierce* moved to adopt Resolution #2033, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

COMMISSIONER COMMENT

There was a discussion regarding fire extinguishers in the PHA units. Commissioner VanWhy asked about fire extinguishers in the bungalows only.

Commissioner Pierce asked when the last time the roads were paved.

Commissioner Scerbo discussed his tour of the empty units, wrestling room and fire panel. He stated that he has a new perspective on the conditions of some units and what maintenance encounters.

EXECUTIVE SESSION

None.

ADJOURNMENT

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

THOMAS F. McGUIRE
Executive Director/Secretary-Treasurer

T. KENT CORCORAN
Chairman