

**MINUTES OF THE MAY 4, 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 May 4, 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, Scerbo, Pierce, and Lewis. Also present were Acting Executive Director Tom McGuire; William Ketchan; and General Counsel, Katharine Fina, Esq. Commissioner Hay 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

No members of the public were present.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF APRIL 6, 2022. *Commissioner Pierce* moved to approve the minutes, which motion was seconded by *Commissioner Shelly*. The minutes were unanimously accepted.

ACCEPTANCE OF THE MINUTES OF THE SPECIAL MEETING EXECUTIVE SESSION OF APRIL 18, 2022. *Commissioner Scerbo* moved to approve the minutes, which motion was seconded by *Commissioner Pierce*. The minutes were unanimously accepted.

ACCEPTANCE OF THE MINUTES OF THE SPECIAL MEETING OF APRIL 18, 2022. *Commissioner Shelly* moved to approve the minutes, which motion was seconded by *Commissioner VanWhy*. The minutes were unanimously accepted.

BILLS – April 2022

Commissioner Scerbo moved to approve the bills for April 2022, which motion was seconded by *Commissioner Lewis*. Bills were unanimously approved.

COMMUNICATIONS

Little Free Library – Mr. McGuire reported that a former resident approached him requesting to put up a Little Free Library on Authority property. She advised that she would be in charge of the Little Free Library, submit the application and pay for it. A location on Authority property has not been chosen. The resident anticipates coming back to the Authority once she gets approval from Little Free Library.

ADMINISTRATIVE REPORT

Mr. McGuire reported that the waiting list was opened on May 2, 2022.

Mr. McGuire also reported that there have been cases of the fire alarms going off in Heckman House. Mr. McGuire spoke with Commissioner Hay and the Town Fire Department will be giving a presentation to senior high rise tenants regarding procedure in the case of a fire. The Authority is also looking into purchasing stair chairs for the senior high rises.

REPORT OF THE SECRETARY TREASURER

Mr. McGuire reported that in March there were 3 move-outs and 2 move-ins. The application list was re-opened on May 2, 2022. Mr. McGuire reported that there are 13 vacant units.

REPORT OF COMMITTEES

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

Executive Director Hiring Committee:

Following discussion, it was determined to hold a special meeting on Wednesday, May 11, 2022 at 6:00PM to discuss the Executive Director contract.

Personnel:

The Personnel Committee is re-scheduling its meeting to complete the revisions to the Employee Handbook.

NEW BUSINESS:

RESOLUTION #1943 – ADOPTION OF ANNUAL AND CAPITAL BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2022

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners*, at an open public meeting held on May 4, 2022, the Annual Budget and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2022 and ending 6/30/2023, is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and Approved Budget, including all amendments thereto, if any, which have been approved by the Director of Local Government Services.

Commissioner Pierce moved to adopt Resolution #1943, which motion was seconded by **Commissioner Shelly**. All were in favor.

RESOLUTION #1944 – APPROVAL OF JULY 1, 2020 – JUNE 30, 2021 AUDIT AND SUBMITTAL TO HUD FOR APPROVAL

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby certifies to the Local Finance Board of the state of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended June 30, 2021 and, specifically, has reviewed the sections of the audit report entitled "General

Comments and Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

Commissioner Scerbo moved to adopt Resolution #1944, which motion was seconded by *Commissioner Lewis*. All were in favor.

RESOLUTION # 1945 – APPROVAL OF GENERAL COUNSEL LEGAL SERVICES TO FLORIO, PERRUCCI, STEINHARDT, CAPPELLI, TIPTON, & TAYLOR, LLC

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for Legal Services of General Counsel to Florio, Perrucci, Steinhardt, Cappelli, Tipton, & Taylor, LLC at the rate of \$185.00 per hour for Legal Counsel Representation and \$95.00 per hour for Paralegal Services for the period of 7/1/2022 to 6/30/2023.

Commissioner Shelly moved to adopt Resolution #1945, which motion was seconded by *Commissioner Van Why*. All were in favor.

RESOLUTION # 1946 – APPROVAL OF TENANT/LANDLORD LEGAL SERVICES TO JOHN CALECA III, ESQ.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for Legal Services of Tenant/Landlord Counsel to John Caleca III, Esq. , LLC for a retainer fee in the sum of Eighteen Thousand Dollars (\$18,000) payable in twelve (12) monthly installments of one thousand five hundred dollars (\$1,500) for up to thirty (30) tenant landlord filings per month and the sum of \$225.00 per hour for each additional tenant landlord filing in excess of thirty (30) for the period of 7/1/2022 to 6/30/2023.

Commissioner Pierce moved to adopt Resolution #1946, which motion was seconded by *Commissioner Shelly*. All were in favor.

RESOLUTION #1947 – APPROVAL OF PAYMENT TO CDW GOVERNMENT

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 \$3,718.32 to CDW Government for the purchase of three (3) laptops and one (1) laser printer.

Commissioner Pierce moved to adopt Resolution #1947, which motion was seconded by *Commissioner Lewis*. All were in favor.

COMMISSIONER COMMENT

Commissioner Pierce reported that he attended a convention at which there was a Pest Control class. The class discussed a new standard for inspections – NSPIRE Inspection. The new standards will require the showing of work orders for all units and maintenance throughout the year.

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 Shelly. Meeting adjourned at 7:02P.M.

THOMAS F. McGUIRE

Acting Executive Director/Secretary-Treasurer

T. KENT CORCORAN

Chairman