

**MINUTES OF THE JUNE, 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 June 1, 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, Pierce, and Lewis. Also present were Executive Director Tom McGuire and General Counsel, Katharine Fina, Esq. Commissioner Scerbo 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 MAY 4, 2022.
Commissioner Pierce moved to approve the amended minutes, which motion was seconded by *Commissioner Shelly*. The minutes were accepted with a vote of 5-0-1, Commissioner Hay abstaining, with a change to reflect that Commissioner Pierce had abstained from the vote of approval of the minutes of the regular meeting on April 6, 2022.

BILLS – May 2022

Commissioner Pierce moved to approve the bills for May 2022, which motion was seconded by *Commissioner Lewis*. Bills were unanimously approved with Commissioner Pierce abstaining from approval of Check No. 16723.

COMMUNICATIONS

None

ADMINISTRATIVE REPORT

Mr. McGuire announced that the Authority had an employee appreciation luncheon, which went well. The employees appreciated it.

Mr. McGuire announced that Mr. John Burger is celebrating 20 years with the Authority.

Mr. McGuire reported that the Authority is again short on maintenance staff but they are still working towards meeting the goal of 97% occupancy.

Mr. McGuire advised that on May 11, 2022, there was a Hunger Coalition meeting to discuss the fact that Phillipsburg is on the NJEDA's list of designated food desert communities. There was also discussion regarding the Food Desert Relief fund, which will provide grants to communities on the list of food desert communities. Mr. McGuire advised that Mayor Tersigni was not present at the meeting. Considering the seriousness of the issue, Mr. McGuire reached out to the Mayor to discuss the designation of the Town being placed on the list of communities and potential grant relief to help alleviate the issues the Town residents are facing. Mr. McGuire advised that to receive grant funding from the NJEDA, the Town must take the initiative to apply for the grant. Mr. McGuire advised Mayor Tersigni that the Authority would do anything it could to assist.

REPORT OF THE SECRETARY TREASURER

Mr. McGuire reported that in March there was 1 move-out and 1 move-in. The application list was re-opened on May 2, 2022 and there are 221 persons on the Waiting List for the Family units, although this list includes many duplicates as an applicant may qualify for both a 2-, 3-, and/or 4-bedroom unit. There are 21 names on the Waiting List for the senior apartments.

Mr. McGuire reported that there are 16 vacant units. 3 units will be filled by Monday, June 6, 2022.

REPORT OF COMMITTEES

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

Personnel:

Commissioner Shelly reported that the personnel committee has updated the Employee Handbook and will have Executive Director McGuire circulate to the Board for review and discussion at the next meeting.

NEW BUSINESS:

RESOLUTION #1948 – APPROVAL OF FLAT RENT SIGNIFICANT AMENDMENT

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* will place a cap on any increase in a family's rental payment that exceeds 35 percent, and is a result of changes to the flat rental amount as follows:

- Multiply the existing flat rental payment by 1.35 and compare that to the updated flat rental amount;
- The PHA will present two rent options to the family as follows:
 - The lower of the product of the calculation and the updated flat rental amount; and
 - The income-based rent.

Commissioner Hay moved to adopt Resolution #1948, which motion was seconded by *Commissioner Pierce*. All were in favor.

RESOLUTION #1949 – APPROVAL OF AUDIT SERVICES TO GIAMPAOLO & ASSOCIATES

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for Audit Services to Giampaolo & Associates at the rate of \$8,745 for fiscal year 7/1/2021 to 6/30/2022. Second year option is for the same price.

Commissioner Shelly moved to adopt Resolution #1949, which motion was seconded by *Commissioner VanWhy*. All were in favor.

RESOLUTION # 1950 – APPROVAL OF FEE ACCOUNTANT SERVICES TO WILLIAM KATCHEN, CPA

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for Fee Accounting Services to William Katchen at the rate of \$3,500 per month for the period of 7/1/2022 to 6/30/2023. Second year option is for the same price.

Commissioner Pierce moved to adopt Resolution #1950, which motion was seconded by *Commissioner Hay*. All were in favor.

RESOLUTION # 1951 – APPROVAL OF ACC AMENDMENT TO ITS CAPITAL FUND PROGRAM IN THE AMOUNT OF \$2,112,717.00

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby authorizes the Acting Executive Director, Thomas McGuire, to execute the 2022 ACC Amendment to the Capital Fund Program.

Commissioner Hay moved to adopt Resolution #1951, which motion was seconded by *Commissioner Shelly*. All were in favor.

RESOLUTION #1952 – APPROVAL OF WRITE-OFFS FOR JUNE 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 \$21,435.61 for the following:

<u>AMP I</u>	<u>Total Amounts</u>
Rent Losses	\$12,565.61
Vacate Charges	\$ 8,670.00
Other Monies Owed	\$ 200.00
TOTAL WRITE-OFFS AMP I	\$21,435.61

BE IT FURTHER RESOLVED, the *Board of Commissioners of the Housing Authority of Phillipsburg* approves AMP I Total Collection Loses of \$21,435.61 and hereby adopts said Resolution #1952 and approves Collection Losses for AMP I totaling \$21,435.61.

Commissioner Hay moved to adopt Resolution #1952, which motion was seconded by *Commissioner Pierce*. All were in favor.

RESOLUTION #1953 – APPROVAL OF WRITE-OFFS FOR JUNE 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 \$1,633.80 for the following:

<u>AMP II</u>	<u>Total Amounts</u>
Rent Losses	\$1,106.93
Vacate Charges	\$ 501.87
Other Monies Owed	\$ 25.00
TOTAL WRITE-OFFS AMP II	\$1,633.80

BE IT FURTHER RESOLVED, the *Board of Commissioners of the Housing Authority of Phillipsburg* approves AMP II Total Collection Loses of \$1,633.80 and hereby adopts said Resolution #1953 and approves Collection Losses for AMP II totaling \$1,633.80.

Commissioner Hay moved to adopt Resolution #1952, which motion was seconded by *Commissioner Shelly*. All were in favor.

RESOLUTION #1954 – APPROVAL FOR PHA TO REJECT BIDS FOR SECURITY SERVICES

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves to reject the bids for security services due to the cost.

Commissioner Hay moved to adopt Resolution #1954, which motion was seconded by *Commissioner Shelly*. All were in favor.

RESOLUTION #1955 – APPROVAL OF PAYMENT TO HYMANSON, PARNES & GIAMPAOLO

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 \$2,000.00 to Hymanson, Parnes & Giampaolo for the Independent Audit.

Commissioner Pierce moved to adopt Resolution #1955, which motion was seconded by *Commissioner Hay*. All were in favor.

RESOLUTION #1956 – AUTHORIZING APPOINTMENT OF THOMAS F. MCGUIRE AS EXECUTIVE DIRECTOR OF THE PHILLIPSBURG HOUSING AUTHORITY

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves the appointment of Thomas F. McGuire as the Executive Director of the Phillipsburg Housing Authority, subject to approval of the New Jersey Department of Community Affairs and subject to the terms and conditions to be agreed upon in an employment contract between the Phillipsburg Housing Authority and Thomas F. McGuire.

Commissioner Hay moved to adopt Resolution #1956, which motion was seconded by *Commissioner Pierce*. All were in favor.

RESOLUTION #1957 – APPROVAL TO APPOINT CURRENT ELEVATOR TECHNOLOGY FOR THE ELEVATOR MODERNIZATION 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 awards the Proposal for the Elevator Modernization at John F. O'Donnell Apartments to Current Elevator in the amount of \$696,600.00.

Commissioner Hay moved to adopt Resolution #1957, which motion was seconded by *Commissioner Shelly*. All were in favor.

COMMISSIONER COMMENT

The Commissioners congratulated Tom on his appointment as Executive Director.

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 at 7:09P.M.

THOMAS F. McGUIRE
Executive Director/Secretary-Treasurer

T. KENT CORCORAN
Chairman