

**MINUTES OF THE SEPTEMBER 1, 2021
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 September 1, 2021 following the Annual Reorganization Meeting at the Phillipsburg Housing Authority Community Building, 535 Fisher Avenue, Phillipsburg, New Jersey 08865.

The meeting was called to order by Chairman Corcoran and upon roll call the following members were present: Commissioners Corcoran, Shelly, Scerbo, and Pierce. Commissioners Korp, Van Why, and Hay were absent. 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.

PUBLIC COMMENT

None

ACCEPTANCE OF THE MINUTES OF THE ANNUAL REORGANIZATION MEETING OF AUGUST 4, 2021 were held to next meeting.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 4, 2021 were held to the next meeting.

ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING OF AUGUST 4, 2021 were held to the next meeting.

BILLS – August 2021

Commissioner Pierce moved to approve the bills for August 2021, which motion was seconded by *Commissioner Shelly*. Bills were approved unanimously. Commissioner Pierce asked why the Authority has several internet providers and inquired as to whether the Authority can consolidate to bring down the cost. Mr. McGuire advised that he would look into the consolidation and costs.

COMMUNICATIONS

None

ADMINISTRATIVE REPORT

Acting Executive Director McGuire reported that Bureau Veritas, will be conducting the physical needs assessment for RAD, will be on site the from September 27, 2021 to October 8, 2021.

In August, the Authority had one laborer resign. The employee had moved to New Jersey from Arizona and was now moving back to Arizona. The Authority will be hiring additional laborers.

Mr. McGuire announced that the front office was closed due to potential COVID-19 exposure. Employees were being tested.

REPORT OF THE SECRETARY TREASURER

Mr. McGuire announced that the Authority had 3 move-outs and 7 move-ins. The list of applications is open for seniors, disabled persons, and three-bedrooms. Commissioner Scerbo asked about the property across from Wawa. Mr. McGuire advised that the Authority received \$5,000 from the insurance company for repairs. The issues are exterior. Mr. McGuire advised if they did not find a company to complete the repairs, the Authority would go out to bid.

NEW BUSINESS:

RESOLUTION #: 1884 – APPROVAL FOR THE PHILLIPSBURG HOUSING AUTHORITY PASSBOOK SAVINGS RATE POLICY FOR PUBLIC HOUSING

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby establishes the passbook rate of earnings on net assets in excess of \$5,000 at 0.06% effective October 1, 2021.

Commissioner Scerbo moved to adopt Resolution #1884, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION #: 1885 – APPROVAL OF WRITE-OFFS FOR SEPTEMBER 2021 AMP II

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby accepts the recommendation of the Acting Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$3,372.03 for the following:

<u>AMP II</u>	<u>Total Amounts</u>
Rent Losses	\$1,252.60
Vacate Charges	\$2,119.43
Other monies owed	\$ 0.00
Total write-offs	\$3,372.03

Commissioner Pierce moved to adopt Resolution #1885, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION #: 1886 – APPROVAL OF WRITE-OFFS FOR SEPTEMBER 2021 AMP I

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby accepts the recommendation of the Acting Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$11,340.16 for the following:

<u>AMP I</u>	<u>Total Amounts</u>
Rent Losses	\$10,145.91
Vacate Charges	\$ 0.00
Other monies owed	\$ 1,194.25
Total write-offs	\$ 11,340.16

Commissioner Scerbo moved to adopt Resolution #1886, which motion was seconded by *Commissioner Pierce*. All were in favor of this motion.

RESOLUTION #: 1887 – APPROVAL TO AMEND RESOLUTION #1791 CREATION OF GENERAL LABORER I, II, AND III AND FACILITIES MAINTENANCE TECHNICIAN I, II, AND III

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby adopts the amended salary grade and steps for positions General Laborer I and Facilities Maintenance Technician I and II.

Commissioner Shelly moved to adopt Resolution #1887, which motion was seconded by *Commissioner Scerbo*. All were in favor of this motion.

COMMISSIONER COMMENT

None.

EXECUTIVE SESSION

Commissioner Pierce moved to enter into Executive Session which motion was seconded by *Commissioner Scerbo*. Upon roll call vote, the motion was unanimous.

Commissioner Pierce moved to re-enter into Regular Session, which motion was seconded by *Commissioner Corcoran*. Upon roll call vote, the motion was unanimous.

ADJOURNMENT

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

THOMAS F. McGUIRE

Acting Executive Director/Secretary-Treasurer

T. KENT CORCORAN

Chairman