

**MINUTES OF THE SEPTEMBER 6, 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 September 6, 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, Hay, Scerbo, Vanwhy, and Pierce. Also present were Executive Director Tom McGuire and General Counsel Katharine Fina, Esq. Commissioners Shelly and Lewis were 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 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

Mr. Craig Ellis stated that Mr. Tim Burger's vehicle is taking up two parking spots. Mr. Ellis stated that when he spoke to Mr. Burger about it, the "Maintenance Only" sign was moved to in front of the parking spots.

Mr. Ellis also stated that he filed a complaint against resident regarding their loud music. He stated that Mr. DeGerolamo told him to call the police. Mr. Ellis would like the PHA to handle. Mr. McGuire advised on the process of complaints: first, the PHA will send a letter to the resident; if the conduct continues, the PHA will send a cease and desist, then, eviction. Mr. McGuire advised that a police report helps with this process.

Mr. Ellis also stated that there is a resident that is smoking in a non-smoking area. Mr. McGuire advised that the process is the same as with the resident with the load music. Mr. McGuire asked Mr. Ellis to call the office when he sees the resident smoking.

ACCEPTANCE OF THE MINUTES OF THE ANNUAL REORGANIZATION MEETING ON AUGUST 2, 2023. *Commissioner Pierce* moved to approve the minutes, which motion was seconded by *Commissioner Hay*. Commissioners Corcoran, Vanwhy and Hay were in favor. Commissioners Scerbo and Pierce abstained. Minutes were held for the October 2023 meeting.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING ON AUGUST 2, 2023. *Commissioner Hay* moved to approve the minutes, which motion was seconded by *Commissioner Pierce*. Commissioners Corcoran, Vanwhy and Hay were in favor. Commissioners Scerbo and Pierce abstained. Minutes were held for the October 2023 meeting.

BILLS – August 2023

Commissioner Pierce asked about Check No. 17892 for Home Depot. Mr. McGuire advised that this was for plywood, framing, etc. Commissioner Pierce also asked about Check No. 17967. Mr. McGuire advised that this was for framing, ultra-light, drywall, parts for mailboxes, etc.

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

COMMUNICATIONS

None.

ADMINISTRATIVE REPORT

Mr. McGuire reported that Turnkey Technology was on site on August 28th to install the LPRs and cameras. They will return on September 5th. There was discussion regarding the MOA with the Town and Police Department regarding access to the LPR information and camera feed.

REPORT OF THE SECRETARY TREASURER

Mr. McGuire reported that in August 2023, there was 14 move-outs and 6 move-ins. The waiting list includes 29 for the Senior units and 86 for the family units. The PHA closed the application list for the family units.

The occupancy rate is 96%.

REPORT OF COMMITTEES

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

Personnel:

Nothing to report.

NEW BUSINESS:

RESOLUTION #2069 – APPROVAL FOR THE PHILLIPSBURG HOUSING AUTHORITY SAVINGS RATE POLICY FOR PUBLIC HOUSING

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby* establish the passbook rate for earnings on net assets in excess of \$5,000 at 0.06% effective October 1, 2023, which will remain the same.

Commissioner Pierce moved to adopt Resolution #2069, which motion was seconded by *Commissioner Scerbo*. This Resolution was unanimously approved.

RESOLUTION #2070 – APPROVAL OF WRITE-OFFS FOR SEPTEMBER 2023 AMP I

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby* accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$101,286.98 for the following:

<u>Amp I</u>	<u>Total Amounts</u>
Rent Losses	\$67,283.19
Vacate Charges	\$24,436.19
Other monies owed	\$ 9,567.60
Total Write-offs Amp 1	\$101,286.98

Commissioner Pierce moved to adopt Resolution #2070, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION #2071 – APPROVAL OF WRITE-OFFS FOR SEPTEMBER 2023 AMP II
NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$10,653.61 for the following:

<u>Amp II</u>	<u>Total Amounts</u>
Rent Losses	\$9,651.02
Vacate Charges	\$ 561.36
Other monies owed	\$ 441.23
Total Write-offs Amp 1	\$10,653.23

Commissioner Pierce moved to adopt Resolution #2071, which motion was seconded by *Commissioner Scerbo*. This Resolution was unanimously approved.

EXECUTIVE SESSION

None

COMMISSIONER COMMENT

Commissioner Pierce asked for an update as to the crosswalk to Wawa. Mr. McGuire responded that the Town is in the process of addressing. The Town was seeking a grant for a light and crosswalk. McGuire was not sure where the Town is/was in the process.

Commissioner Scerbo stated that he sent an email after smelling chemicals on his walk, but asked whether residents were notified of cleaning/powerwashing. Mr. McGuire advised that while nothing was posted, all residents were sent a notice that powerwashing of the buildings were occurring. Mr. McGuire advised that he has the information regarding the chemicals used, which included Simple Green.

Commissioner Hay stated that he is noticing a lot of Pennsylvania and New York plates. He asked about issues with non-residents residing on the property. Mr. McGuire advised that the PHA is looking into towing illegal vehicles. As to non-residents residing on PHA property, Mr. McGuire stated that the difficult part is proving non-residents are residing on PHA property. If the PHA receives notice of such, the PHA starts the eviction process.

Commissioner Pierce asked if the PHA has an on-board process for new tenants. Mr. McGuire advised that it does. Residents will come in for about 1-hour to go through process and rules. Tenants will also meet with the Ross Coordinator for opportunities.

Commissioner Scerbo asked about security for the residents. Particularly asked about the hiring of Class III Officers. Following discussion on security, Attorney Fina was tasked on researching whether the PHA can hire Class III officers. There was also discussion on speaking with NORWESCAP regarding a grant for foot patrol or safety on the properties.

Commissioner Pierce asked if the PHA could improve the lighting. Comments were made that the PHA already has good lighting.

Commissioner Pierce asked about the status of the NJ Transit Bus Shelter. Mr. McGuire advised that it was the PHA's responsibility to fix the bus shelter, which has been completed.

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 Hay. Meeting adjourned at 7:22PM.

THOMAS F. McGUIRE
Executive Director/Secretary-Treasurer

T. KENT CORCORAN
Chairman