

**MINUTES OF THE SEPTEMBER 7, 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 September 7, 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, Vanwhy, Hay, Pierce, and Lewis. Also present were Executive Director Tom McGuire and General Counsel, Katharine Fina, Esq. Commissioners Shelly and Scerbo 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 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**

Cecile Franceschino, Helen Williams, and Ann Marie Cortezzo were present. There was discussion regarding on ongoing issues with bed bugs. Ms. Franceschino stated that Tom has done everything he can; he is doing his best. She asked what is the next step. Mr. McGuire advised that he will speak with the exterminator and look into heat treatment.

There was also discussion regarding the smell of marijuana on Authority property. Mr. McGuire advised that as the Authority is federal property, the possession and use of marijuana is prohibited on Authority property.

**ACCEPTANCE OF THE MINUTES OF THE ANNUAL REORGANIZATION MEETING OF AUGUST 3, 2022.** *Commissioner Hay* moved to approve the minutes, which motion was seconded by *Commissioner Pierce*. The minutes were unanimously accepted.

**ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 3, 2022.** *Commissioner Hay* moved to approve the minutes, which motion was seconded by *Commissioner Vanwhy*. The minutes were unanimously accepted with a change to reflect the correct date of August 3, 2022 in the heading.

**ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE SESSION MEETING OF AUGUST 3, 2022.** *Commissioner Pierce* moved to approve the minutes, which motion was seconded by *Commissioner Hay*. The minutes were unanimously accepted.

**BILLS – August 2022**

*Commissioner Hay* moved to approve the bills for August 2022, which motion was seconded by *Commissioner Pierce*. Bills were unanimously approved.

*Commissioner Pierce* asked about Check No. 16959 for “Fire Doors”. Mr. McGuire explained that this was a purchase of new fire doors as required by the Fire Marshall.

### **COMMUNICATIONS**

Mr. McGuire advised that the Authority received a communication from New Jersey Transit regarding repair of the bus stop on South Main Street and Mercer Street. Upon review, it was learned that there is an agreement from 1993 between NJT and the Authority stating that the Authority owns the bus stop and is required to maintain the bus stop. Mr. McGuire reported that the Authority will make the necessary repairs.

### **ADMINISTRATIVE REPORT**

Mr. McGuire announced that Paul Ford, who has been employed with the Authority for 24 years, submitted his retirement papers effective the end of the year.

Mr. McGuire also announced that Becky Johnson, the ROSS Coordinator, is being recognized next week at the Firth Youth Center’s Annual Banquet for her service to the community.

Mr. McGuire reported that the Authority had its HUD inspection. He reported it went well. There was only one (1) health and safety issue, which involved a resident having their AC unit in a window, preventing egress if necessary. The AC unit was removed.

Mr. McGuire reported that he had various meetings with Police Chief Stettner, Captain Swick, and the Mayor regarding security on Authority property. These meetings involved discussions as to providing police access to the Authority’s video surveillance, which would require the Authority to purchase new software, which may be done through a State contract or co-op. This would involve a shared services agreement. Mr. McGuire stated that discussions with the Town would continue.

### **REPORT OF THE SECRETARY TREASURER**

Mr. McGuire reported that in August there was 4 move-outs and 1 move-in. The application list is presently open for seniors only with 27 on the waiting list.

Mr. McGuire reported that there are 23 vacant units, which is a result of the moratorium being lifted and eviction process occurring.

### **REPORT OF COMMITTEES**

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

#### **Personnel:**

Mr. McGuire announced that the new Handbook was distributed.

### **NEW BUSINESS:**

**RESOLUTION #1969 – APPROVAL TO RENEW MEMBERSHIP IN THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND**

**NOW THEREFORE BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* agree as follows:

1. Phillipsburg Housing Authority hereby renews its membership in the New Jersey Public Housing Authority Joint Insurance Fund for a three (3) year period, beginning January 1, 2023 and ending December 31, 2025.
2. Phillipsburg Housing Authority hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws, and other organizational and operational documents of the New Jersey Public Housing Authority Joint Insurance Fund as from time to time amended and altered by the Department of Insurance in accordance with the Applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. Phillipsburg Housing Authority agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership the New Jersey Public Housing Authority Joint Insurance Fund agrees, subject to the continuing approval of the Commissioner of Insurance, to accept the renewal application of the Phillipsburg Housing Authority.
5. Executed the 7<sup>th</sup> day of September, 2022 as the lawful and binding act and deed of the Phillipsburg Housing Authority, which execution has been duly authorized by public vote of the governing body.

*Commissioner Pierce* moved to adopt Resolution #1969, which motion was seconded by *Commissioner Hay*. All were in favor.

**RESOLUTION #1970 – RENEWAL OF MEMBERSHIP IN THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND**

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby resolves as follows:

1. The Phillipsburg Housing Authority agrees to renew its membership in the New Jersey Public Housing Authority Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Chairperson/Executive Director shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Public Housing Authority Joint Insurance Fund evidencing the Authority's intention to renew its membership.

*Commissioner Pierce* moved to adopt Resolution #1970, which motion was seconded by *Commissioner Hay*. All were in favor.

**RESOLUTION # 1971 – APPROVAL OF PAINTING SERVICES BID FROM PAX MUNDUS ENTERPRISE, LLC FOR UNIT TURNSOVERS FOR ALL DEVELOPMENTS**

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Painting Services contract to Pax Mundus Enterprises, LLC. *Commissioner Pierce* moved to adopt Resolution #1971, which motion was seconded by *Commissioner Hay*. This Resolution passed with a vote of 4-0-1, with Commissioner Pierce abstaining.

**RESOLUTION # 1972 – APPROVAL OF CONCRETE SERVICES BID FROM TOM BARTHA EXCAVATING FOR HECKMAN TERRACE**

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Concrete Services contract to Tom Bartha Excavating. *Commissioner Hay* moved to adopt Resolution #1972, which motion was seconded by *Commissioner Pierce*. All were in favor.

**RESOLUTION # 1973 – APPROVAL OF PAYMENT TO MARK J. ZGODA, A/A PA**

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes payment in the amount of \$5,570.00 to Mark J. Zgoda, A/A PA for Architectural and Engineering Services for the Heckman Terrace. *Commissioner Hay* moved to adopt Resolution #1973, which motion was seconded by *Commissioner Vanwhy*. Motion was approved with a vote of 4-0-1, with Chairman Corcoran abstaining.

**RESOLUTION # 1974 – APPROVAL OF PAYMENT TO CLAMPETT INDUSTRIES, LLC d/b/a EMG**

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes payment in the amount of \$2,215.00 to Clampett Industries, LLC d/b/a EMG for RAD Capital Needs Assessment. *Commissioner Pierce* moved to adopt Resolution #1974, which motion was seconded by *Commissioner Hay*. All were in favor.

**RESOLUTION #1975 – APPROVAL OF WRITE-OFFS FOR SEPTEMBER 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 \$81,842.60 for the following:

<u>AMP I</u>	<u>Total Amounts</u>
Rent Losses	\$71,419.16
Vacate Charges	\$ 2,448.72
Other Monies Owed	<u>\$ 7,974.72</u>
<b>TOTAL WRITE-OFFS AMP I</b>	<b><u>\$81,842.60</u></b>

**BE IT FURTHER RESOLVED**, the *Board of Commissioners of the Housing Authority of Phillipsburg* approves AMP I Total Collection Loses of \$81,842.60 and hereby adopts said Resolution #1975 and approves Collection Losses for AMP I totaling \$81,842.60. *Commissioner Pierce* moved to adopt Resolution #1975, which motion was seconded by *Commissioner Hay*. All were in favor.

**RESOLUTION #1976 – APPROVAL OF WRITE-OFFS FOR SEPTEMBER 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 \$9,405.18 for the following:

<b><u>AMP II</u></b>	<b><u>Total Amounts</u></b>
Rent Losses	\$ 9,204.74
Vacate Charges	\$ 0.00
Other Monies Owed	\$ 200.44
<b>TOTAL WRITE-OFFS AMP II</b>	<b>\$ 9,405.18</b>

**BE IT FURTHER RESOLVED**, the *Board of Commissioners of the Housing Authority of Phillipsburg* approves AMP II Total Collection Loses of \$9,405.18 and hereby adopts said Resolution #1953 and approves Collection Losses for AMP II totaling \$9,405.18.

*Commissioner Hay* moved to adopt Resolution #1976, which motion was seconded by *Commissioner Vanwhy*. All were in favor.

**RESOLUTION #1977 – CHANGES TO EMPLOYEE HANDBOOK – SECTION XXIII – PAID SICK LEAVE – CARRYOVER OF PAID SICK LEAVE HOURS**

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves the amendment to the Employee Handbook effective September 7, 2022.

*Commissioner Pierce* moved to adopt Resolution #1977, which motion was seconded by *Commissioner Hay*. All were in favor.

**COMMISSIONER COMMENT**

Commissioner Pierce asked about the treatment of bed bugs. Mr. McGuire discussed how the Authority treats bed bugs.

Commissioner Pierce asked whether the properties have an office manager located at each of the apartment buildings. Mr. McGuire advised that the Authority did not.

**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 Vanwhy. Meeting adjourned at 7:41P.M.

---

**THOMAS F. McGUIRE**  
Executive Director/Secretary-Treasurer

---

**T. KENT CORCORAN**  
Chairman