

**MINUTES OF THE FEBRUARY 3, 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 February 3, 2021 at 6:00 P.M., via telephone conference pursuant to the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.

The meeting was called to order by Chairperson John Korp at 6:00P.M. and upon roll call the following members were present: Commissioners: Korp, Shelly, Corcoran, Van Why, Hay. Also present was Acting Administrator Tom McGuire and General Counsel, Katharine Fina, Esq. Commissioners Baptista and Scerbo were absent.

Chairperson Korp 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. Chairperson Korp directed said announcement to be entered in the minutes of the meeting.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 2, 2020

Commissioner Shelly moved to approve the minutes, which motion was seconded by *Commissioner Van Why*. Minutes were accepted with a vote of 4-0-1, with Commissioner Hay abstaining.

ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING OF DECEMBER 2, 2020

Commissioner Corcoran moved to approve the minutes, which motion was seconded by *Commissioner Van Why*. Minutes were accepted with a vote of 4-0-1, with Commissioner Hay abstaining.

BILLS – DECEMBER 2020 & JANUARY 2021

Commissioner Shelly moved to approve the bills for December 2020 & January 2021, which motion was seconded by *Commissioner Corcoran*. Bills were approved unanimously.

NEW BUSINESS:

Chairman Korp called for nominations for nominations for Vice-Chairperson for the period from February 3, 2021 through August 4, 2021. Commissioner Shelly nominated and moved for Commissioner Corcoran to be appointed for office of Vice-Chairperson, which was seconded by Commissioner Hay. Upon roll call vote, motion to appoint Commissioner Corcoran as the Vice-Chairperson passed with an unanimous vote.

RESOLUTION #1812 – APPROVAL AWARDING CONCRETE WORK TO “RVT CONSTRUCTION”

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves the bid award for Concrete Work to “RVT Construction”, at a cost of \$44,939.00.

Commissioner Corcoran moved to adopt Resolution #1812, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

RESOLUTION #1813 – APPROVAL OF WRITE-OFFS FOR FEBRUARY 2021 FOR AMP

I

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$20,370.34 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 13,094.78
Vacate Charges	\$ 4,998.28
Other monies owed	\$ 2,277.28
TOTAL WRITE-OFFS AMP I	\$ 20,370.34

Commissioner Shelly moved to adopt Resolution #1813, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

RESOLUTION #1814 – APPROVAL OF WRITE-OFFS FOR FEBRUARY 2021 FOR AMP

II

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$20,361.44 for the following:

<u>Amp II</u>	<u>Total Amounts</u>
Rent Losses	\$ 21,860.83
Vacate Charges	\$ 2,577.02
Other monies owed	\$ 1,923.59
TOTAL WRITE-OFFS AMP I	\$ 26,361.44

Commissioner Corcoran moved to adopt Resolution #1814, which motion was seconded by *Commissioner Hay*. All were in favor of this motion.

RESOLUTION #1815 – APPROVAL FOR CHANGE ORDER #1 TO HYGRADE INSULATORS FOR HECKMAN TERRACE HANDRAIL REPLACEMENT

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves and authorizes said Change Order #1 in the amount of \$12,723.48 for installation of six additional handrails.

Commissioner Van Why moved to adopt Resolution #1815, which motion was seconded by *Commissioner Hay*. All were in favor of this motion.

RESOLUTION #1816 – APPROVAL TO CHANGE PERSONNEL POLICY, SECTION III, LETTER H, “PROBATIONARY PERIOD”

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Executive Director to change the probationary period of all newly hired employees from three (3) to twelve (12) months.

Commissioner Hay moved to adopt Resolution #1816, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

RESOLUTION #1817 – APPROVAL TO DESIGNATE THOMAS F. MCGUIRE AS ADDITIONAL SIGNATORY

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approved Thomas F. McGuire as additional signatory to execute bank checks on behalf of the Authority while in the role Acting Executive Director.

Commissioner Corcoran moved to adopt Resolution #1817, which motion was seconded by *Commissioner Hay*. All were in favor of this motion.

PUBLIC COMMENT

Ms. Meliss Paulus commented that Special Counsel did not respond to her email.

Commissioner Hay advised that he needed to leave the meeting upon entering into Executive Session due to matters related to the Town.

EXECUTIVE SESSION

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

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

Attorney Fina announced that during executive session, the Commissioners discussed matters of pending/anticipated litigation.

RESOLUTION #1818 – APPROVAL OF AUTHORIZATION OF SIGNATURES ON ALL CHECKS

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that Chairman Korp and Vice-Chairman Corcoran, and Commissioners Shelly and Van Why are so authorized to sign all checks, causing each check to carry two signatures with the exception of checks drawn on the Payroll Fund where the Acting Executive Director, Secretary-Treasurer and Chairman are so authorized. In the absence of the Acting Executive Director, Secretary-Treasurer that the Chairman is to be authorized to sign for the Acting Executive Director, Secretary-Treasurer. The Acting Executive Director, Secretary-Treasurer and the Chairman or Co-Chairman (or in the absence of the Chairman or Co-Chairman), any other designated Commissioner approved in this resolution, along with the Acting Executive Director, Secretary-Treasurer is authorized to exercise the following powers: (1) open any deposit or share account(s) in the name of the Authority, (2) endorse checks and orders or otherwise withdraw or transfer

funds on deposit with this financial institution. This Resolution removes Michael Swick and Paul Rummerfield as an authorized signature on any/all checks. This Resolution, effective February 3, 2021, supersedes all previous resolutions covering signatures on checks on the Housing Authority of the Town of Phillipsburg, New Jersey.

Commissioner Corcoran moved to adopt Resolution #1818, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

REPORT

Acting Administrator/Executive Director Tom McGuire advised that the office closed at Noon on Monday, February 1, 2021 and closed on Tuesday, February 2, 2021 due to the weather. He also advised and commended our maintenance staff for working through the storm.

Mr. McGuire also updated the Board on ongoing Authority projects, including the Community Building, O'Donnell House; Heckman House, and Terrance. Many of these projects are complete and the Authority is waiting on punchlist items from the engineer.

Mr. McGuire reported that the audit will be conducted on February 10th and 11th.

Commissioner Shelly commended the maintenance staff for a job well done during the winter storm.

ADJOURNMENT

There being no further business to come before this Authority, Commissioner Shelly moved at the call of Chairman Korp, the meeting be adjourned, which motion was seconded by Commissioner Corcoran. Upon roll call the motion was unanimous. Meeting adjourned at 7:20PM.