

**MINUTES OF THE MARCH 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 March 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, Scerbo, and Hay. Also present were Acting Administrator Tom McGuire; Tony Giampaolo, Auditor; William Katchen, CPA, Cost Accountant; and General Counsel, Katharine Fina, Esq.

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 SPECIAL MEETING OF JANUARY 28, 2021**  
*Commissioner Corcoran* moved to approve the minutes, which motion was seconded by *Commissioner Hay*. Minutes were unanimously accepted.

**ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING OF JANUARY 28, 2021**  
*Commissioner Van Why* moved to approve the minutes, which motion was seconded by *Commissioner Shelly*. Minutes were unanimously accepted.

**ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 3, 2021**  
*Commissioner Corcoran* moved to approve the minutes, which motion was seconded by *Commissioner Shelly*. Commissioner Scerbo requested the Minutes be revised to reflect that he was absent. With inclusion of this revision, the Minutes were accepted by a vote of 5-0-1 with Commissioner Scerbo abstaining.

**ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING OF FEBRUARY 3, 2021**  
*Commissioner Shelly* moved to approve the minutes, which motion was seconded by *Commissioner Corcoran*. Minutes were accepted by a vote of 5-0-1 with Commissioner Scerbo abstaining.

**BILLS – FEBRUARY 2021**

*Commissioner Scerbo* moved to approve the bills for February 2021, which motion was seconded by *Commissioner Corcoran*. Bills were approved unanimously.

**NEW BUSINESS:**

**RESOLUTION #1819 – APPROVAL TO PURCHASE NATURAL GAS FROM UGI ENERGY SERVICES**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the Bid for the Purchase of Natural Gas to “UGI Energy Services” at the fixed term rate of 0.411 per therm from 4/1/2021 to 3/31/2022.

*Commissioner Shelly* moved to adopt Resolution #1819, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

**RESOLUTION #1820 – APPROVAL TO PURCHASE ELECTRICITY FROM NEXTERA ENERGY**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal for the Purchase of Electricity to Nextera Energy at a fixed rate of 0.08029 per kwh from 5/1/2021 to 4/30/2021.

*Commissioner Hay* moved to adopt Resolution #1820, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

**RESOLUTION #1821 – REJECTION OF RE-CERTIFICATION SERVICES PROPOSALS**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby rejects proposals for the Re-Certification Services and authorizes Thomas F. McGuire to negotiate for said services now that the Housing Authority has advertised for proposals two times with the first resulting in no proposals received and the second resulting in (1) proposal to be rejected due to the cost being in excess of the budgeted amount.

*Commissioner Corcoran* moved to adopt Resolution #1821, which motion was seconded by *Commissioner Hay*. All were in favor of this motion.

**RESOLUTION #1822 – APPROVAL TO NEGOTIATE FOR DUCT WORK CLEANING SERVICES**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes Thomas F. McGuire to negotiate for said services now that the Housing Authority has advertised for proposals two times with the first resulting in one proposal that was received late and the second resulting in no proposals received.

*Commissioner Hay* moved to adopt Resolution #1822, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

**RESOLUTION #1823 – APPROVAL FOR ONE (1) FACSIMILE SIGNATURE ON CHECKS**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approve the use of one Facsimile Signature and one Original Signature to execute bank checks on behalf of the Authority. The Facsimile Signature can be that of any approved signatory of the Authority.

*Commissioner Shelly* moved to adopt Resolution #1823, which motion was seconded by *Commissioner Corcoran*. This Resolution passed with a vote of 5-1 with Commissioners Korp,

Corcoran, Shelly, Van Why, Scerbo voting in the affirmative and Commissioner Hay voting in the negative.

**RESOLUTION #1824 – APPROVAL OF JULY 1, 2019 – JUNE 30, 2020 AUDIT AND SUBMITTAL TO HUD FOR APPROVAL**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended June 30, 2020 and specifically, has reviewed the sections of the audit report entitled “General Comments and Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

*Commissioner Corcoran* moved to adopt Resolution #1824, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

**RESOLUTION #1825 – INTRODUCTION OF THE 2021 PHILLIPSBURG HOUSING AUTHORITY BUDGET AND APPROVAL FOR THE SUBMITTAL TO DCA & HUD**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approve the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2021 and ending 6/30/2022, which was presented at an open public meeting held on March 3, 2021; and the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms, and provisions as stipulated in the said Housing Authority’s outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and the governing body of the Authority will consider the Annual Budget and Capital Budget/Program for adoption at its May 5, 2021 meeting.

*Commissioner Shelly* moved to adopt Resolution #1825, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

**RESOLUTION #1826 – RESOLUTION FOR COMMISSIONER ANN BAPTISTA**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby expresses its appreciation for Ann Baptista’s unwavering dedication, admirable service and active leadership to the Phillipsburg Housing Authority and its residents; and presents this Resolution to Commissioner Baptista to perpetuate her legacy of integrity loyalty and compassion and her faithful commitment to the Phillipsburg Housing Authority.

*Commissioner Shelly* moved to adopt Resolution #1826, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

**RESOLUTION #1827 – ANTICIPATED EMERGENCY REPAIR FOR RICWELL LEAK IN HECKMAN TERRACE ANNEX**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves and authorizes said anticipated repairs to the Ricwell at the Heckman Terrace Annex.

*Commissioner Hay* moved to adopt Resolution #1827, which motion was seconded by *Commissioner Scerbo*. All were in favor of this motion.

**RESOLUTION #1828 – APPROVE THE INTER-LOCAL AGREEMENT FOR SOLID WASTE DISPOSAL WITH THE POLLUTION CONTROL FINANCING AUTHORITY OF WARREN COUNTY**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves the Inter-local Agreement for Solid Waste Disposal with the “Pollution Control Financing Authority of Warren County” commencing on March 1, 2021 and terminating on February 28, 2022 at the rate of \$81.00 per ton plus \$3.00 NJDEP Recycling Tax. *Commissioner Van Why* moved to adopt Resolution #1828, which motion was seconded by *Commissioner Hay*. All were in favor of this motion.

**RESOLUTION #1829 – APPROVAL FOR CHANGE ORDER #3 TO HYGRADE INSULATORS FOR COMMUNITY CENTER REROOFING**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves and authorizes said Change Order #3 in the amount of \$1,346.31 for installation of additional snow guards to protect ventilation & exhaust pipes. *Commissioner Van Why* moved to adopt Resolution #1829, which motion was seconded by *Commissioner Hay*. All were in favor of this motion.

**PUBLIC COMMENT**

None.

**EXECUTIVE SESSION**

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

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

**RESOLUTION #1830 – SALARY INCREASE OF THOMAS F. MCGUIRE, ACTING EXECUTIVE DIRECTOR**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves and authorizes, in recognition of Thomas F. McGuire performing the role as Acting Executive Director, in addition to his regularly assigned duties as Director of Human Resources and Finance, the increase of Mr. McGuire’s base salary to \$130,000.00. This salary adjustment is in effect as of January 29, 2021 and will remain in effect as long as he performs in the combined roles of Acting Executive Director and his existing responsibilities.

*Commissioner Corcoran* moved to adopt Resolution #1830, which motion was seconded by *Commissioner Hay*. All were in favor of this motion.

**ADJOURNMENT**

There being no further business to come before this Authority, Commissioner Corcoran moved at the call of Chairman Korp, the meeting be adjourned, which motion was seconded by Commissioner Hay. Upon roll call the motion was unanimous. Meeting adjourned at approximately 8:40PM.

