

**MINUTES OF THE APRIL 7, 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 April 7, 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 Vice-Chairperson Kent Corcoran at 6:00P.M. and upon roll call the following members were present: Commissioners: Shelly, Corcoran, Van Why, Scerbo, and Pierce. Commissioners Korp and Hay were absent. Also present were Acting Executive Director Tom McGuire and General Counsel, Katharine Fina, Esq.

Vice-Chairperson 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. Vice-Chairperson Corcoran directed said announcement to be entered in the minutes of the meeting.

**Acting Executive Director McGuire called for a moment of silence in honor of Jack Steinmetz, a retired PHA employee, who passed away on March 30, 2021; Bill Keck, PHA employee, who passed away on April 3, 2021; and Phillipsburg Police Officer Dominic Belcastro, who passed away on April 3, 2021.**

**ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF MARCH 3, 2021**  
*Commissioner Scerbo* moved to approve the minutes, which motion was seconded by *Commissioner Shelly*. The minutes were accepted by a vote of 4-0-1 with Commissioner Pierce abstaining.

**ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING OF MARCH 3, 2021**  
*Commissioner Van Why* moved to approve the minutes, which motion was seconded by *Commissioner Shelly*. Minutes were accepted by a vote of 4-0-1 with Commissioner Pierce abstaining.

**BILLS – MARCH 2021**

*Commissioner Scerbo* moved to approve the bills for March 2021, which motion was seconded by *Commissioner Shelly*. Bills were approved unanimously, with the exception of Commissioner Pierce recusing himself on the approval of Check Document Number 15649 for the payment to Rutgers, the State University of New Jersey for Commissioner Pierce's training course.

**COMMUNICATIONS**

Warren County Board of Elections requested to use the PHA Maintenance Building & John F. O'Donnell Building for the June 8 and November 2, 2021 elections. Mr. McGuire asked the Board of Commissioners to pass a motion authorizing the Warren County Board of Elections' request for

use of the buildings. The Board was in agreement. General Counsel opined that a motion was not necessary.

Kelly Post-Sheedy, Director of the Firth Youth Center, submitted a communication requesting that the PHA revise its policy to pay the membership fee of children only if the household is in good standing with the PHA. Ms. Post-Sheedy stated that the children should not be hurt simply because the head of household is not fulfilling his/her obligations. Several Commissioners voiced their agreement. Commissioner Shelly stated that the PHA should also review the policy for the pool membership. Mr. McGuire stated that he would prepare a resolution for consideration at the May 2021 meeting.

The Council of the Town of Phillipsburg sent a letter to the PHA appointing Dustin Pierce as the new PHA Commissioner, filling the remainder of Ann Baptista's term.

**ADMINISTRATIVE REPORT:  
(Executive Director's Report)**

Mr. McGuire advised that the PHA is proceeding with hiring maintenance personnel. The PHA received twenty-seven (27) applications following advertisement. The PHA contacted seven (7) applicants, only three (3) applicants were still interested. The applicants were interviewed by Mr. McGuire, Mr. DeGerolamo, and Mr. Burger. Mr. McGuire recommended the hiring of Douglas Solinger as General Laborer; Michael O'Neill as Facilities Maintenance Technician II; and Matthew VanScoten as Facilities Maintenance Technician II.

**NEW BUSINESS:**

**RESOLUTION #1830 – APPOINTMENT OF FUND COMMISSIONER**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby appoint Thomas McGuire as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2021.

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

**RESOLUTION #1831 – RESOLUTION OF APPRECIATION FOR COMMISSIONER SWICK**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby expresses its appreciation to Commissioner Swick for his unwavering dedication, admirable service and active leadership to the Phillipsburg Housing Authority and its residents.

*Commissioner Scerbo* moved to adopt Resolution #1831, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

**RESOLUTION #1832 – APPROVAL OF ACC AMENDMENT TO ITS CAPITAL FUND PROGRAM IN THE AMOUNT OF \$1,723,490.00**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorize the Acting Executive Director, Thomas McGuire, to execute the 2021 ACC Amendment to the Capital Fund Program.

*Commissioner Shelly* moved to adopt Resolution #1832, which motion was seconded by *Commissioner Scerbo*. All were in favor of this motion.

**RESOLUTION #1833 – APPROVAL OF HVAC MAINTENANCE SERVICES PROPOSAL FROM “MPA” FOR ALL DEVELOPMENTS**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the HVAC Services to “MPA” at the following rates: standard rate of \$98.00 per hour for mechanic, \$78.00 per hour for a mechanic’s helper; weekend rate of \$147.00 per hour for mechanic, \$117.00 per hour for mechanic’s helper; holiday rate of \$196.00 for mechanic, \$156.00 per hour for mechanic’s helper; overtime rate of \$137.00 per hour for mechanic, \$107.00 per hour for mechanic’s helper; and parts markup rate of 25%.

*Commissioner Van Why* moved to adopt Resolution #1833, which motion was seconded by *Commissioner Scerbo*. All were in favor of this motion.

**RESOLUTION #1834 – APPROVAL OF BOILER & HEATING MAINTENANCE SERVICES PROPOSALS FROM “MPA” FOR ALL DEVELOPMENTS**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the Boiler & Heating Maintenance Services to “MPA” at the following rates: standard rate of \$98.00 per hour for mechanic, \$78.00 per hour for a mechanic’s helper; weekend rate of \$147.00 per hour for mechanic, \$117.00 per hour for mechanic’s helper; holiday rate of \$196.00 for mechanic, \$156.00 per hour for mechanic’s helper; overtime rate of \$137.00 per hour for mechanic, \$107.00 per hour for mechanic’s helper; and parts markup rate of 25%.

*Commissioner Shelly* moved to adopt Resolution #1834, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

**RESOLUTION #1835 – APPROVAL OF ELECTRICAL SERVICES PROPOSALS FROM “MAGIC TOUCH” FOR ALL DEVELOPMENTS**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the Electrical Services to “Magic Touch” at the following rates: standard rate of \$102.40 per hour for technician, \$71.25 per hour for a technician’s helper; weekend rate of \$153.60 per hour for technician, \$106.88 per hour for technician’s helper; holiday rate of \$204.80 for technician, \$142.50 per hour for technician’s helper; overtime rate of \$153.60 per hour for technician, \$106.88 per hour for technician’s helper; and parts markup rate of 10%.

*Commissioner Pierce* moved to adopt Resolution #1835, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

**RESOLUTION #1836 – APPROVAL TO HIRE “W2A DESIGN GROUP”, ARCHITECT FOR A/E FEASIBILITY STUDY OF HECKMAN TERRACE ANNEX**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves the hiring of “W2A Design Group” as architect for Feasibility Study of the Heckman Terrance Annex to “W2A Design Group” in the amount of \$7,800.00.

*Commissioner Shelly* moved to adopt Resolution #1836, which motion was seconded by *Commissioner Pierce*. All were in favor of this motion.

**RESOLUTION #1837 – APPOINTMENT OF RIGHT TO KNOW COORDINATOR**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby appoints Timothy Burger as its RIGHT TO KNOW COORDINATOR for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2021.

*Commissioner Scerbo* moved to adopt Resolution #1837, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

**RESOLUTION #1838 – APPROVAL FOR CHANGE ORDER #1 TO “POWER WITH PRESTIGE, INC.”**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves and authorizes said Change Order #1 decreasing the amount by Five Thousand (\$5,000.00) Dollars for the installation of ceiling fans at the Heckman House and John F. O’Donnell Buildings for the allowance not used during construction.

*Commissioner Van Why* moved to adopt Resolution #1838, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

**RESOLUTION #1839 – APPROVAL OF PAYMENT TO HYGRADE INSULATORS, INC FOR COMMUNITY BUILDING RE-ROOFING**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves and authorizes payment in the amount of \$21,545.90 for services rendered for the Community Building Re-roofing.

*Commissioner Scerbo* moved to adopt Resolution #1839, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

**RESOLUTION #1840 – APPROVAL OF PAYMENT TO “ROVANCO PIPING SYSTEM” FOR THE RICWELL REPAIRS ON GREEN & ELM STREETS**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves and authorizes payment in the amount of \$35,814.92 to “Rovanco Piping System”, for services rendered for Ricwell Repairs on Green & Elm Streets.

*Commissioner Scerbo* moved to adopt Resolution #1840, which motion was seconded by *Commissioner Pierce*. All were in favor of this motion.

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

**RESOLUTION #1841 – APPROVAL OF ADDITIONAL COMPENSATION OF \$500.00/MONTH TO WILLIAM KATCHEN, CPA**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves and authorizes the additional payment of \$500.00 per month to William Katchen for additional services to be provided to the Authority while Thomas F. McGuire serves as Acting Executive director of the Phillipsburg Housing Authority.

*Commissioner Shelly* moved to adopt Resolution #1841, which motion was seconded by *Commissioner Scerbo*. All were in favor of this motion.

Commissioner Shelly requested that the Authority schedule a special meeting to discuss RAD and requested that Bill Katchen provide an explanation of RAD to the Board. Mr. McGuire advised that he and Mr. Katchen will be meeting with the Town Mayor on Friday to discuss. Following the meeting, he will schedule a special meeting of the PHA Board. Additionally, Mr. McGuire advised that he received a call from RAD regarding lack of progress and potential of RAD to revoke commitment.

**ADJOURNMENT**

There being no further business to come before this Authority, Commissioner Scerbo moved at the call of Vice-Chairman Corcoran, the meeting be adjourned, which motion was seconded by Commissioner Pierce. Upon roll call the motion was unanimous. Meeting adjourned at approximately 7:00PM.