

**MINUTES OF THE MAY 5, 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 May 5, 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 Chairman Korp at 6:00P.M. and upon roll call the following members were present: Commissioners: Shelly, Corcoran, Van Why, Hay, Scerbo, and Pierce. Also present were Acting Executive Director Tom McGuire and General Counsel, Katharine Fina, Esq.

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

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF APRIL 7, 2021

Commissioner Shelly moved to approve the minutes, which motion was seconded by *Commissioner Van Why*. The minutes were accepted by a vote of 5-0-2 with Chairman Korp and Commissioner Hay abstaining.

ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING OF APRIL 7, 2021

Commissioner Corcoran moved to approve the minutes, which motion was seconded by *Commissioner Scerbo*. Minutes were accepted by a vote of 5-0-2 with Chairman Korp and Commissioner Hay abstaining.

BILLS – APRIL 2021

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

COMMUNICATIONS

Letter from NORWESCAP Food Bank requesting the use of the PHA Community Room to provide free lunches to children in Phillipsburg during summer.

EXECUTIVE SESSION

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

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

RESOLUTION #1856 – APPROVAL OF COMPENSATION TO WILLIAM KECK

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes said payment to the Estate of William Keck in the total amount of \$15,177.45 (\$6,504.29 for vacation time payout and \$8,673.16 for sick time payout) upon his separation from the Phillipsburg Housing Authority.

Commissioner Shelly moved to adopt Resolution #1856, which motion was seconded by *Commissioner Hay*. All were in favor of this motion.

NEW BUSINESS:

RESOLUTION #1842 – APPROVAL OF THE CAPITAL FUND ANNUAL PLAN AND FIVE-YEAR ACTION PLAN FOR THE FISCAL YEARS 2021-2025

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorize Chairman John Korp to execute the Certification of Compliance with PHA Plan and Related Regulations.

Commissioner Pierce moved to adopt Resolution #1842, which motion was seconded by *Commissioner Scerbo*. All were in favor of this motion.

RESOLUTION #1843 – ADOPTION OF ANNUAL AND CAPITAL BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg, at an open public meeting held on May 5, 2021; the Annual Budget and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2021 and ending 6/30/2022; hereby Adopted and shall constitute appropriations for the purposes stated; and that the Annual Budget and Capital Budget/Program as presented for Adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and Approved Budget, including all amendments thereto, if any, which have been approved by the Director of Local Government Services.

Commissioner Corcoran moved to adopt Resolution #1843, which motion was seconded by *Commissioner Hay*. All were in favor of this motion.

RESOLUTION #1844 – APPROVAL TO SUBSIDIZE FIRTH YOUTH CENTER REGISTRATION FEES FOR CHILDREN WHO RESIDE IN THE PHILLIPSBURG HOUSING AUTHORITY

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves to subsidize the Firth Youth Center Registration Fees for the children up to eighteen (18) years of age or seniors in high school who reside in the Phillipsburg Housing Authority.

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

RESOLUTION #1845 – APPROVAL TO AMEND PERSONNEL POLICY, SECTION VI – LEAVE TIME (A, A-2, A-7, A-10, & B-2)

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Acting Executive Director to amend Section VI-Leave Time (A, A-2, A-7, A-10, B-2) in the Personnel Policy.

Commissioner Pierce moved to table Resolution 1845, which motion was seconded by *Commissioner Scerbo*. Commissioners Pierce, Scerbo, Hay, and Van Why were in favor of tabling Resolution 1845; Chairman Korp, Vice-Chairman Corcoran, and Commissioner Shelly were against. Resolution 1845 was tabled.

RESOLUTION #1846 – APPROVAL FOR CHANGE ORDER #5 TO “AUTOMATIC DOOR SYSTEMS” FOR PURCHASE OF ADDITIONAL SEALANT

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves and authorizes said Change Order #5 in the amount of \$624.40 for additional sealant.

Commissioner Hay moved to adopt Resolution #1846, which motion was seconded by *Commissioner Pierce*. All were in favor of this motion.

RESOLUTION #1847 – APPROVAL FOR CHANGE ORDER #1 TO “TERRENCE GETZ CONSTRUCTION” FOR REMOVAL OF ALLOWANCE NOT USED DURING CONSTRUCTION

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves and authorizes said Change Order #1 for a decrease in the amount of \$10,000 for allowance not used during construction.

Commissioner Hay moved to adopt Resolution #1847, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

RESOLUTION #1848 – APPROVAL TO AMEND ACOP AS PER PIH NOTICE 2020-33, SECTIONS: PH & HCV-1, PH & HCV-2, PH & HCV-3, PH & HCV-4, PH & HCV-5, PH & HCV-7, PH-1, PH-4, PH-7, PH-10, PH-13, PH-14, 12-a, 12-c, MR-1, MR-0, MR-3, & MR-4, UNDER THE CARES ACT

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts and approves the recommendation of the Acting Executive Director to amend the ACOP as per PH & HCV-1, PH & HCV-2, PH & HCV-3, PH & HCV-4, PH & HCV-5, PH & HCV-7, PH-1, PH-4, PH-7, PH-10, PH-13, PH-14, 12-a, 12-c, MR-1, MR-0, MR-3, & MR-4, under the CARES Act.

Commissioner Corcoran moved to adopt Resolution #1848, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

RESOLUTION #1849 – APPROVAL OF PAYMENT TO “ADVANCED VIDEO SURVEILLANCE, INC.

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves and authorizes said payment in the amount of \$52,647.67 for the installation of the secure entry system at John F. O’Donnell High Rise Building.

Commissioner Pierce moved to adopt Resolution #1849, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION #1850 – APPROVAL OF PAYMENT TO “FERGUSON ENTERPRISES INC.”

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves and authorizes said payment in the amount of \$1,900.32 for Ricwell Repairs to the Heckman Terrace Annex.

Commissioner Hay moved to adopt Resolution #1850, which motion was seconded by *Commissioner Pierce*. All were in favor of this motion.

RESOLUTION #1851 – APPROVAL OF PAYMENT TO HYGRADE INSULATORS, INC.

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 \$116,660.23.

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

RESOLUTION #1852 – APPROVAL OF PAYMENT TO FAST WELD

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 \$785.00 for repair of Ricwell at Heckman Terrace Annex.

Commissioner Shelly moved to adopt Resolution #1852, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

RESOLUTION #1853 – APPROVAL OF PAYMENTS 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 payment in the amount of \$7,400.00 for Installation of Ceiling Fans at Heckman House & John F. O’Donnell High Rise Buildings.

Commissioner Corcoran moved to adopt Resolution #1853, which motion was seconded by *Commissioner Hay*. All were in favor of this motion.

RESOLUTION #1854 – APPROVAL OF PAYMENT TO TOM BARTHA & SON EXCAVATING

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 \$48,498.00 to Tom Bartha & Son Excavating for Ricwell Repairs at the Heckman Terrace Annex.

Commissioner Hay moved to adopt Resolution #1853, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION #1855 – APPROVAL TO AMEND ACOP LEASE APPENDIXES; APPENDIX A – SECTION I-7, I-12, SECTION XI & XIA, SECTION XV, APPENDIX C, APPENDIX D, & APPENDIX H- SECTION C-2

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts and approves the recommendation of the Acting Executive Director to amend the ACOP Lease Appendixes; Appendix A – Section I-7, I-12, Section XI & XIA, Section XV, Appendix C, Appendix D, & Appendix H – Section C-2.

Commissioner Corcoran moved to adopt Resolution #1853, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

PUBLIC COMMENT

None.

ADJOURNMENT

There being no further business to come before this Authority, Commissioner Hay moved at the call of Chairman Korp, the meeting be adjourned, which motion was seconded by Commissioner Scerbo. Upon roll call the motion was unanimous. Meeting adjourned at approximately 7:44PM.