

**MINUTES OF THE JUNE 2, 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 June 2, 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 SPECIAL MEETING OF APRIL 21, 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 21, 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.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF MAY 5, 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 MAY 5, 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 – MAY 2021

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

Commissioner Pierce asked the following questions, and Acting Executive Director provided the following responses:

Question: 15744 - Action Plumbing and Heating - where was the video and snake done?
Answer: Andover Kent 1st floor common bathroom.

Question: 15750 - Home Depot - Flooring for what?
Answer: Units prior to re-renting

Question: 15752 - Pants for John Burger - How often do we allow them to get a credit for pants reimbursement?
Answer: Once - \$150.00 Maximum.

Question: 15762 - Rossnagles Service Center - What repairs were done?
Answer: Ford F550 Super Duty Dump Truck Brakes, calipers, clean rotors, install new seals, repair taillights and labor.

Question: 15764 - Shell - What was the Overnight Delivery Fee for?
Answer: Delivery of Gas credit cards.

Question: 15765 - Sherwin Williams - I don't understand how we are buying so much paint.
Answer: To paint units prior to re-renting.

Question: 15766 - Summit Doors - Annex Shop? Clarification?
Answer: Repairs mandated by the Fire Marshall – furnish and install 1 liftmaster commercial door opener with 3 button control station, compliant safety eyes.

Question: 15767 - Town of Phillipsburg - Sprint Cell?
Answer: Taxes for Sprint Cell Towers on the Heckman House and Andover Kent. We are reimbursed by Sprint.

Question: 15772 - All Brand Appliances - What parts where bought?
Answer: Stove backsplash and surface burners.

Question: 15775 - Autozone - What parts were bought?
Answer: O-rings for Toro mower.

Question: 15780 - Grainger - Guard Pins? For what?
Answer: Window guards.

Question: 15784 - Legal Fees?
Answer: Tenant/Landlord legal fees.

Question: 15788 - O'Neil Reimbursement for what?
Answer: Pants.

Question: 15790 - NAPA Battery?
Answer: Replacement battery.

Question: 15791 - Office Supplies? What supplies were needed? I feel like we are buying almost every month supplies.

Answer: Pens, Ink, 2 hole punch.

Question: 15794 - Plasterer - Repairs to bac?

Answer: Repairs to the Backhoe.

Question: 15796 - Rossnagles - What cars were inspected, and what if any repairs are in need?

Answer: 2004 Ford Econoline Van front & rear brakes, replace door lock cylinder, replace ball joint and code lock cylinder, replace gas master cylinder, NJ state inspection and labor.

Question: 15798 - Storr Trackor parts - What parts?

Answer: Part for scout (o-ring) and Toro hoses.

Question: 15802 - Nitrite gloves - for what?

Answer: Protection for maintenance employees and staff.

Question: 15805 - Advance Auto - Parts?

Answer: 243 blue thread 6ml part.

Question: 15808 - Ferguson - Parts?

Answer: For Andover Kent 1st floor common bathroom.

Question: 15810 - Grove Supply - Parts?

Answer: Blower kits for water heaters.

Question: 15811 - HD Supply - Parts?

Answer: Stove parts.

Question: 15813 - Office Supplies - Supplies?

Answer: Folders, tissues, labels, copy paper and file storage.

Question: 15825 - Ferguson - Plugs?

Answer: 4 PVC DMV raised CO plugs.

Question: 15830 - Office Concepts - boxes?

Answer: Banker Boxes for file storage.

COMMUNICATIONS

None

ADMINISTRATIVE REPORT

Acting Executive Director McGuire reported that the Mayor, through the Business Administrator, requested a meeting to discuss garbage removal. Mr. McGuire reported he would be meeting with the Business Administrator on June 3rd.

Acting Executive Director McGuire reported that HUD approved the Authority's request to change to PBRA. The Authority plans to solicit proposals for an architect/engineer for an updated physical needs assessment.

NEW BUSINESS:

RESOLUTION #: 1857 APPROVAL TO AMEND ACOP AS PER PIH NOTICE 2021-14; SECTIONS: PH & HCV-2, PH & HCV-3, PH & HCV-4, PH & HCV-5, PH & HCV-7, PH-1, PH-4, PH-5, PH-7, PH-8, PH-10, PH-13, PH-14, 12-A, 12-C, 12-E, 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 PIH Notice 2020-33; Sections PH & HCV-2, PH & HCV-3, PH & HCV-4, PH & HCV-5, PH & HCV-7, PH-1, PH-4, PH-5, PH-7, PH-8, PH-10, PH-13, PH-14, 12-a, 12-c, & 12-e, under the CARES Act.

Commissioner Hay moved to adopt Resolution #1857, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

RESOLUTION #: 1858 APPROVAL TO OFFER SECOND YEAR OPTION FOR AUDIT SERVICES TO "HYMANSON, PARNES, & GIAMPAOLO"

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the second-year option for Audit Services to "*Hymanson, Parnes, & Giampaolo*" as the PHA Auditor in the amount of \$8,025.00 per year for fiscal year July 1, 2020 to June 30, 2021.

Commissioner Scerbo moved to adopt Resolution #1858, which motion was seconded by *Commissioner Hay*. All were in favor of this motion.

RESOLUTION #: 1859 APPROVAL TO OFFER SECOND YEAR OPTION FOR FEE ACCOUNTING SERVICES TO "WILLIAM KATCHEN, CPA"

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the second-year option for Fee Accounting Services to "*William Katchen, CPA*" at the rate of \$3,000.00 per month for the period of July 1, 2021 to June 30, 2022.

Commissioner Shelly moved to adopt Resolution #1859, which motion was seconded by *Commissioner Scerbo*. All were in favor of this motion.

RESOLUTION #: 1860 APPROVAL DUCT WORK CLEANING SERVICES PROPOSALS TO "GUARDIAN POWER CLEANING"

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby awards the Contract for Duct Work Cleaning Services at the following costs:

ONE BEDROOM BUNGALOW: \$1,200.00

TWO BEDROOM BUNGALOW:	\$1,300.00
TWO BEDROOM UP & DOWN UNIT:	\$1,395.00
THREE BEDROOM UP & DOWN UNIT:	\$1,495.00

Commissioner Hay moved to adopt Resolution #1860, which motion was seconded by *Commissioner Pierce*. All were in favor of this motion.

RESOLUTION #: 1861 APPROVAL TO AMEND EXHIBIT I (SECTIONS B-1, B-2 & D), EXHIBIT II, EXHIBIT III, EXHIBIT V, EXHIBIT VI, EXHIBIT X, EXHIBIT XI, & EXHIBIT XII OF THE ADMISSION AND OCCUPANCY POLICY (ACOP).

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said changes to Exhibit I (Sections B-1, B-2 & D), Exhibit II, Exhibit III, Exhibit V, Exhibit VI, Exhibit X, Exhibit XI, & Exhibit XII of the Admission and Occupancy Policy (ACOP), – effective immediately.

Commissioner Corcoran moved to adopt Resolution #1861, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

RESOLUTION #: 1862 APPROVAL OF GENERAL COUNSEL LEGAL SERVICES TO FLORIO, PERRUCCI, STEINHARDT, CAPPELLI, TIPTON, & TAYLOR, LLC

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Proposal for Legal Services of General Counsel to Florio Perrucci Steinhardt Cappelli Tipton & Taylor, LLC at the rate of \$175.00 per hour for Legal Counsel Representation for the period of 7/1/2021 to 6/30/2022.

Commissioner Shelly moved to adopt Resolution #1862, which motion was seconded by *Commissioner Hay*. All were in favor of this motion.

RESOLUTION #: 1863 APPROVAL OF TENANT/LANDLORD LEGAL SERVICES TO JOHN CALECA III, ESQ.

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Proposal for Legal Services of Tenant/Landlord Counsel to John Caleca III, Esq. a retainer fee in the sum of Eighteen Thousand Dollars (\$18,000) payable in twelve (12) monthly installments of One thousand five hundred (\$1,500) for up to thirty (30) tenant landlord filings per month and the sum of \$150.00 per hour for each additional tenant landlord filing in excess of thirty (30) for the period of 7/1/2021 to 6/30/2022.

Commissioner Hay moved to adopt Resolution #1863, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

RESOLUTION #: 1864 APPROVAL OF FLAT RENT SIGNIFICANT AMENDMENT

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* will place a cap on any increase in a family’s rental payment that exceeds 35 percent, and is a result of changes to the flat rental amount as follows:

- Multiply the existing flat rental payment by 1.35 and compare that to the updated flat rental amount;
- The PHA will present two rent options to the family as follows:
 - The lower of the product of the calculation and the updated flat rental amount; and

- The income-based rent.
to the family as follows: the lower of the product of the calculation and the updated flat rental amount; and the income-based rent.

Commissioner Shelly moved to adopt Resolution #1864, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

RESOLUTION #: 1865 - APPROVAL OF WRITE-OFFS FOR JUNE 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 \$6,737.05 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 4,153.58
Vacate Charges	\$ 1,731.65
Other monies owed	\$ 851.82
TOTAL WRITE-OFFS AMP I	\$ 6,737.05

Commissioner Scerbo moved to adopt Resolution #1865, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION #: 1866 - APPROVAL OF WRITE-OFFS FOR JUNE 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 \$1,871.02 for the following:

<u>Amp II</u>	
Rent Losses	\$ 1,085.38
Vacate Charges	\$ 785.64
Other monies owed	\$ 0.00
TOTAL WRITE-OFFS AMP II	\$ 1,871.02

Commissioner Scerbo moved to adopt Resolution #1866, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION #: 1867 - APPROVAL OF PAYMENT TO “LAN ASSOCIATES”

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$489.74 for construction inspection of ceiling fans at both the Heckman House and John F. O’Donnell buildings.

Commissioner Hay moved to adopt Resolution #1867, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

RESOLUTION #: 1868 - APPROVAL OF PAYMENT TO “TERENCE GETZ CONSTRUCTION, LLC”

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$12,272.80 for closeout of air conditioner sleeves at the John F. O’Donnell building.

Commissioner Corcoran moved to adopt Resolution #1868, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION #: 1869 - APPROVAL OF PAYMENT TO “W2A DESIGN GROUP”

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,131.00 for closeout of the Heckman Terrace handrail project.

Commissioner Hay moved to adopt Resolution #1869, which motion was seconded by *Commissioner Scerbo*. All were in favor of this motion.

RESOLUTION #: 1870 - APPROVAL OF PAYMENT TO “GRAINGER”

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$2,186.62 for two new picnic tables at the John F. O’Donnell building.

Commissioner Pierce moved to adopt Resolution #1870, which motion was seconded by *Commissioner Hay*. All were in favor of this motion.

RESOLUTION #: 1872 – COMMEMORATION OF JUNETEENTH AS AN ANNUAL CELEBRATION OF BLACK ECONOMIC LIBERATION

NOW, THEREFORE BE IT RESOLVED, the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby recognizes and approves Juneteenth as an annual celebration of the past, present, and future of black economic liberation and those who work towards that liberation.

Commissioner Hay moved to adopt Resolution #1872, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

PUBLIC COMMENT

None.

EXECUTIVE SESSION

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

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

RESOLUTION #: 1871 – CONSENTING TO THE SETTLEMENT AGREEMENT IN THE MATTER OF JOANNE TERSIGNI V. PHILLIPSBURG HOUSING AUTHORITY AND WILLIAM PAUL RUMMERFIELD, WRN-L-368-19

NOW, THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby consents to and approves the settlement agreement in the matter

of Joanne Tersigni v. Phillipsburg Housing Authority and William Paul Rummerfield and authorizes the Chairman and Acting Executive Director to execute any and all documents necessary to effectuate the terms of this Resolution.

Commissioner Corcoran moved to adopt Resolution #1871, which motion was seconded by *Commissioner Pierce*. All were in favor of this motion.

ADJOURNMENT

There being no further business to come before this Authority, Commissioner Scerbo moved at the call of Chairman Korp, the meeting be adjourned, which motion was seconded by Commissioner Shelly. Upon roll call the motion was unanimous. Meeting adjourned at approximately 7:51PM.

THOMAS F. McGUIRE

Acting Executive Director/Secretary-Treasurer

JOHN KORP

Chairman