

**MINUTES OF THE DECEMBER 6, 2023
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 December 6, 2023 at 6:30 P.M. at the Phillipsburg Housing Authority Community Building, 535 Fisher Avenue, Phillipsburg, New Jersey 08865.

The meeting was called to order at 6:30 P.M. by Chairman Corcoran and upon roll call the following members were present: Commissioners Corcoran, Shelly, Lewis, Scerbo, Vanwhy, and Pierce. Also present were Executive Director Tom McGuire and General Counsel Katharine Fina, Esq. Commissioner Hay was absent.

Chairman 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 Housing Authority Lobby and on the Housing Authority website. Chairman Corcoran directed said announcement to be entered in the minutes of the meeting.

PUBLIC COMMENT

Meliss Paulus stated that she wanted to comment on what she witnessed at the last meeting. She stated that she has been coming to the Authority meetings since 2015 when she commented on receiving false documents from the Authority and in 2017 when she attended a meeting to discuss unsolicited pictures and videos from an Authority employee. Ms. Paulus commented that the Authority's minutes did not reflect her comments. Ms. Paulus stated that change was coming.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING ON October 4, 2023, 2023. *Commissioner Lewis* moved to approve the minutes, which motion was seconded by *Commissioner Pierce*. Following discussion, Commissioner Scerbo requested that the minutes be revised to reflect his comments made at the October 4, 2023 meeting. Commissioner Scerbo requested the following comment be reflected in the minutes, that on July 31, 2021, Commissioner Lewis received a \$250 check from Mr. McGuire for a PAC fund. Commissioner Lewis, as treasurer of the PAC, Committee for a Progressive Phillipsburg, deposited the check into the campaign PAC fund. Commissioner Lewis, as treasurer of the PAC, wrote a check to the Phillipsburg Democratic Committee out of the PAC fund. The Phillipsburg Democratic Committee is chaired by Chairman Kent Corcoran. Then, Chairman Corcoran and Commissioner Lewis voted in favor of Resolution 1956, which approved Mr. McGuire as the Executive Director of the Authority.

Commissioner Shelly responded that he would not vote in favor of the revision as there is nothing from Commissioner Scerbo in writing as to how he wants the minutes amended.

Chairman Corcoran responded that Commissioner Scerbo's comments are nothing but political theatre. Commissioner Scerbo was advised that if he believed there was a violation of the Ethics Law, he has been told to file a Complaint with the New Jersey Division of Local Government Services. Chairman Corcoran also stated that Mr. Scerbo violated the NJ Ethics Act when he voted

in favor of awarding Florio Perrucci Steinhardt Cappelli & Tipton the contract for general legal services when Mr. Scerbo received political support from the Warren County Republican Committee, the Chairman of which is Douglas Steinhardt.

Following discussion, Commissioner Scerbo voted in favor of the minutes with revision, Commissioners Corcoran, Shelly, Lewis, and VanWhy voted against the minutes with revisions, Commissioner Pierce abstained. Minutes were held for the December 2023 meeting.

BILLS – November 2023

Commissioner Pierce moved to approve the bills for November 2023, which motion was seconded by **Commissioner Lewis**. Bills were unanimously approved, with Commissioner Pierce abstaining from Invoices 18200, 18177, and 18178.

COMMUNICATIONS

Kelly Post-Sheedy, Executive Director of the Firth Youth Center, was present to provide a presentation and written proposal regarding the playground program. Mrs. Post-Sheedy stated that the Firth Youth Center serves 73 youth from the PHA, 39 of which are in elementary school. The Firth Youth Center runs the playground program for the summer and is proposing to run the program at the Authority's Park. There was discussion by the Board and praise of the Firth Youth Center. Commissioner Pierce noted that the proposal provides for the Authority to hold liability, which Attorney Fina confirmed. He also confirmed that the proposal would require the Authority to purchase storage containers and picnic tables, which Mr. McGuire confirmed. Mr. McGuire also stated that the Authority would be fixing up the park before the summer. Commissioner Lewis made a motion to commit to the proposal for the Firth Youth Center to run the parks program at the Authority's Park for the summer of 2024. Commissioner Scerbo seconded the motion. The motion passed with a vote of 5-0-1, with Commissioner Pierce abstaining.

Mr. McGuire had communications with Chief Stettner about a shot spotter.

ADMINISTRATIVE REPORT

Mr. McGuire reported that the Authority is in the process of reviewing the draft physical needs assessment for RAD. Once the assessment is finalized, it will be uploaded to HUD.

REPORT OF THE SECRETARY TREASURER

Mr. McGuire reported that in November 2023, there was 4 move-outs and 3 move-ins. The waiting list includes 20 for the Senior units and the list for the family units is closed.

There are 16 vacancies. The occupancy rate is 97.23%.

REPORT OF COMMITTEES

Finance/Bank Balances: Mr. McGuire provided a statement of the Authority's Investments. There were no questions.

Personnel:

Nothing to report.

NEW BUSINESS:**RESOLUTION #2089 – APPOINTMENT OF FUND COMMISSIONER**

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby appoints Thomas F. McGuire as its Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2024.*

Commissioner Pierce moved to adopt Resolution #2089, which motion was seconded by *Commissioner Shelly*. This Resolution was unanimously approved.

RESOLUTION #2090 – APPROVAL OF GRANT WRITING SERVICES

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby awards the Proposal for Grant Writing Services to Trink Consulting, LLC at the rate of \$85.00 per hour for a one (1) year contract with an option for two (2) additional one (1) year contracts.*

Commissioner Shelly moved to adopt Resolution #2090, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

RESOLUTION #2091 – APPROVAL OF ALL REVISIONS TO THE ADMISSIONS & OCCUPANCY (ACOP) POLICY AS RECOMMENDED BY NAN MCKAY FOR HOTMA & NSPIRE

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes all revisions to the Admissions & Occupancy (ACOP) Policy, as recommended by Nan McKay for HOTMA & NSPIRE.*

Commissioner Pierce moved to adopt Resolution #2091, which motion was seconded by *Commissioner Scerbo*. This Resolution was unanimously approved.

RESOLUTION #2092 – APPROVAL OF PAYMENT IN LIEU OF TAXES (PILOT) IN THE AMOUNT OF \$197,829.93

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves the Payment in-lieu of Taxes (PILOT) in the amount of \$197,829.93 to the Town of Phillipsburg.*

Commissioner Shelly moved to adopt Resolution #2092, which motion was seconded by *Commissioner Pierce*. This Resolution was unanimously approved.

RESOLUTION #2093 – APPROVAL OF THE PURCHASE OF FOUR LPR'S & FOUR MULTI-HEAD CAMERAS THROUGH ESCNJ CO-OP

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves the purchase of four LPR's & four multi-head cameras from Turnkey Technologies.*

Commissioner Shelly moved to adopt Resolution #2093, which motion was seconded by *Commissioner Pierce*. This Resolution was unanimously approved.

RESOLUTION #2094 – APPROVAL TO PURCHASE FURNITURE FOR THE JOHN F. O'DONNELL APARTMENT BUILDING THROUGH THE CO-OP

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby* approves and authorizes the purchase in the amount of \$15,085.92 for three lounge chairs, three loveseats, three end tables and one coffee table.

Commissioner Pierce moved to adopt Resolution #2094, which motion was seconded by *Commissioner Scerbo*. This Resolution was unanimously approved.

RESOLUTION #2095 - APPROVAL OF TOWING SERVICES FOR ANDOVER-KENT TOWERS, HECKMAN HOUSE, JOHN F. O'DONNELL & GREEN STREET PARKING LOTS

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby* awards the Towing Services to both H&K auto Body & Rossnagle's Service Center at the following rates:

H&K Auto Body	\$175/Tow	\$50/Daily Storage Fee
Rossnagle's Service Center	\$175/Tow	plus \$7 per mile \$50/Daily Storage Fee

Commissioner Pierce moved to adopt Resolution #2095, which motion was seconded by *Commissioner Shelly*. This Resolution was unanimously approved.

RESOLUTION #2096 – APPROVAL FOR CHANGE ORDER #1 TO ON-BOARD COMPANIES FOR ADDITIONAL RESEARCH AND VENDOR CONTRACTS FOR HEATER/HOT WATER OPTIONS

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby* approves and authorizes said Change Order #1 in the amount of \$7,920.00 for additional research and vendor contacts for Heater/Hot Water Options.

Commissioner Pierce moved to adopt Resolution #2096, which motion was seconded by *Commissioner Shelly*. This Resolution was unanimously approved.

RESOLUTION #2097 – APPROVAL OF PAYMENT TO O & S ASSOCIATES INC.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby* approves and authorizes said payment in the amount of \$1,500.00 to O&S Associates for Administrative Services for John F. O'Donnell elevators.

Commissioner Shelly moved to adopt Resolution #2097, which motion was seconded by *Commissioner Vanwhy*. This Resolution was approved by a vote of 5-0-1 with Commissioner Pierce abstaining.

RESOLUTION #2098 – APPROVAL OF PAYMENT TO O&S ASSOCIATES, INC.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby* approves and authorizes said payment in the amount of 3,900.00 to O&S Associates for Administrative Services for John F. O'Donnell elevators.

Commissioner Shelly moved to adopt Resolution #2098, which motion was seconded by *Commissioner Vanwhy*. This Resolution was approved by a vote of 5-0-1 with Commissioner Pierce abstaining.

RESOLUTION #2099 – APPROVAL TO PURCHASE FOUR (4) CAMERAS & FOURTEEN (14) LICENSES FROM TURN-KEY TECHNOLOGIES

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby* approves and authorizes said purchase in the amount of \$12,409.58 to Turn-Key Technologies for four (4) cameras and fourteen (14) licenses for Heckman House/Office.

Commissioner Shelly moved to adopt Resolution #2099, which motion was seconded by *Commissioner Pierce*. This Resolution was unanimously approved.

RESOLUTION #2100 – APPROVAL TO PURCHASE CAMERAS WITH INSTALLATION FROM TURN-KEY TECHNOLOGIES

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby* approves and authorizes said purchase in the amount of \$126,231.34 to Turn-key Technologies for software, cameras, accessories, Aruba Networks Point to Point, Support & Installation Services for the Heckman Terrace & Annex.

Commissioner Shelly moved to adopt Resolution #2100, which motion was seconded by *Commissioner Pierce*. This Resolution was unanimously approved.

RESOLUTION #2101 – APPROVAL OF WRITE-OFFS FOR DECEMBER 2023 FOR AMP

I

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby* approves AMP I Total Collection Losses of \$83,566.01 and hereby adopts said Resolution and approves Collection Losses for AMP I totaling \$83,566.01.

Commissioner Lewis moved to adopt Resolution #2101, which motion was seconded by *Commissioner Scerbo*. This Resolution was approved with a vote of 5-0-1 with Commissioner Pierce abstaining.

RESOLUTION #2102 – APPROVAL OF WRITE-OFFS FOR DECEMBER 2023 FOR AMP

II

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby* approves AMP II Total Collection Losses of \$3,495.49 and hereby adopts said Resolution and approves Collection Losses for AMP II totaling \$3,495.49.

Commissioner Pierce moved to adopt Resolution #2102, which motion was seconded by *Commissioner Shelly*. This Resolution was unanimously approved.

RESOLUTION #2103 – APPROVAL OF PAYMENT TO CLAMPETT INDUSTRIES, LLC d/b/a BUREAU VERITAS

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby* approves and authorizes payment in the amount of \$51,500.00 to Clampett Industries, LLC d/b/a Bureau Veritas for John F. O'Donnell for Short Term Radon Testing.

Commissioner Pierce moved to adopt Resolution #2103, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #2104 – APPROVAL OF CHANGE ORDER FROM CLAMPETT INDUSTRIES, LLC d/b/a BUREAU VERITAS FOR SHORT TERM RADON RE-TESTING IN SPECIFIC AREAS AS SUBMITTED IN THEIR CHANGE ORDER AUTHORIZATION FORM

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby* approves and authorizes payment in the amount of \$6,950.00 for Change Order #1 to Clampett Industries, LLC d/b/a Bureau Veritas for John F. O’Donnell for Short Term Radon Re-Testing.

Commissioner Shelly moved to adopt Resolution #2104, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

RESOLUTION #2105 – APPROVAL OF INTER-LOCAL AGREEMENT FOR SOLID WASTE DISPOSAL WITH THE POLLUTION CONTROL FINANCING AUTHORITY OF WARREN COUNTY

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby* approves the inter-local agreement with Pollution Control Financing Authority of Warren County for Solid Waste Disposal from January 1, 2024 to December 31, 2024 at the rate of \$84 per ton, plus \$3.00 NJDEP Recycling Tax.

Commissioner Pierce moved to adopt Resolution #2105, which motion was seconded by *Commissioner Scerbo*. This Resolution was unanimously approved.

RESOLUTION #2106 – APPROVAL AWARDED DUCT CLEANING SERVICES FOR HECKMAN TERRACE TO REMEDIATION SPECIALISTS, INC.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby* awards the Proposal of Duct Cleaning Services for the Heckman Terrace to Remediation Specialists, Inc.

Commissioner Pierce moved to adopt Resolution #2106, which motion was seconded by *Commissioner Shelly*. This Resolution was unanimously approved.

EXECUTIVE SESSION

None

COMMISSIONER COMMENT

Commissioner Shelly discussed a holiday bonus to the PHA employees. Commissioner Shelly made a motion to award each PHA employee a \$500.00 holiday bonus. Commissioner Lewis seconded. Commissioner Scerbo stated that in the past year, the Board approved new jobs descriptions with raises and salary adjustments and he was concerned that if the Board provides a Holiday bonus, the employees will come to expect the bonus. Commissioner Pierce stated that there are a lot of big projects coming with RAD and he rather have the money go to those projects, such as the parks. Commissioner Pierce stated he was not in favor of the monetary bonus, but he is okay with an employee luncheon. Commissioner Shelly stated that he understood Commissioner Scerbo and Commissioner Pierce’s viewpoints, but this is something the Board is permitted to do and shows that the Board appreciates all the hard work the employees do throughout the year. Upon a roll call vote, the motion to award each PHA employee a \$500.00 holiday bonus was approved by a vote of 5-1, with Commissioner Pierce against.

Commissioner Pierce asked if the fence was fixed at the O'Donnell house. Mr. McGuire reported that it is scheduled to be done.

Commissioner Pierce asked about the blinking lights throughout the property and it has been ongoing for a month. Commissioner Pierce asked if someone was driving through the PHA property at night to look out and fix the lights. Mr. McGuire reported that they do fix the lights, or if there are several out, they will hire an electrician to come out and fix them. Commissioner Pierce requested that this be looked into and have someone come late at night.

Commissioner Scerbo made a motion to audio record the PHA meetings to make uniform with the Town and Board of Education. Motion was seconded by Commissioner Pierce. There was discussion regarding costs. Upon a roll call vote, Commissioners Scerbo and Pierce voted in favor. Commissioners Lewis, Corcoran, Shelly, and Vanwhy were opposed, but wished to receive a cost for the audio equipment.

Commissioner Scerbo stated that he does not believe other board members believe in transparency. He believes several members have a conflict of interest and has talked about this for months. Commissioner Scerbo stated that the Board voted to revise job descriptions in 2022. Commissioner Scerbo stated that an employee of the Authority is doing work on a board member's house.

Commissioner Shelly stated that everyone remembers the purpose of the Authority and all of its accomplishments. That the Authority is a higher performer, listing several achievements reached by the PHA.

Commissioner Pierce stated that the Authority has a lot of work to do. There are issues to be resolved. The Authority is on the right track, but the Authority needs to step it up.

ADJOURNMENT

There being no further business to come before this Authority, Commissioner Shelly moved at the call of Chairman Corcoran to adjourn the meeting, which motion was seconded by Commissioner Lewis. Meeting adjourned at 8:07P.M.

THOMAS F. McGUIRE
Executive Director/Secretary-Treasurer

T. KENT CORCORAN
Chairman