

**MINUTES OF THE JANUARY 8, 2020
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 January 8, 2020 at 6:30 P.M., in the offices of the Housing Authority, 530 Heckman Street, Phillipsburg, New Jersey.

Pledge of Allegiance

The meeting was called to order by Chairperson John Korp at 6:30P.M. and upon roll call the following members were present: Commissioners: Korp, Shelly, Swick, Decker, & Corcoran. Also present was Executive Director Paul Rummerfield and General Counsel, Katharine Fina, Esq. Commissioner Baptista and Franceschino were absent.

There were no members of the public present.

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.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 5, 2019
Was tabled.

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF JUNE 5, 2019
Was tabled.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 4, 2019
Was tabled.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 4, 2019
Commissioner Corcoran moved to approve the minutes, which motion was seconded by *Commissioner Swick*. All were in favor of this motion with revision to minutes reflecting that Resolution No. 1729 to include amount of \$155,197.42.

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF DECEMBER 4, 2019
Commissioner Decker moved to approve the minutes, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

BILLS – December 2019

Commissioner Swick moved to approve the bills for November 2019, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

COMMUNICATIONS – None

REPORT OF THE SECRETARY – TREASURER

- a. Move outs November 2019
- b. Move ins November 2019
- c. List of applications November 2019
- d. Vacancy Report

Chairman Korp asked, and Mr. Rummerfield confirmed, that the List of Applications is still open.

There was discussion regarding the turnover of apartments, the length of time, and historical occupancy rates.

Chairman Korp asked about bed bugs. Mr. Rummerfield reported that bed bugs spiked over the holidays.

REPORT OF COMMITTEES

Finance:

Mr. Rummerfield stated that the auditor has been in the office and he anticipates a presentation at the March 2020 meeting.

Development/Modernization:

Enclosure by the front-office is almost complete. Mr. Rummerfield stated that he would have architect do a punch list for completion of the project.

Personnel:

Mr. Rummerfield stated that the Authority hired a temp from Staffing Alternatives. She is assisting Tom on accounting tasks.

Policy Committee:

Commissioner Swick advised that the policy committee did not meet in December due to the holidays. They are reviewing policies.

Mr. Rummerfield advised that he is reviewing the Maintenance Manual. He also advised that he is reviewing staffing levels with corresponding salary guides. Mr. Rummerfield also advised that all employees will be receiving copies and reviewing the employee manual and handbook. Employees will also be undergoing training through MEL.

Mr. Rummerfield reported that there are leaks in the heating system.

Mr. Rummerfield reported status of RAD and that he had preliminary discussion with the Town Council members regarding a Shared Services Agreement for Section 8. If Council does not agree with the Shared Services Agreement, Mr. Rummerfield stated that he may be asking the Commissioners for approval to enter into a shared services agreement with a different municipal entity.

Mr. Rummerfield reported that he was reviewing the Authority policies and employee handbook. He advised that he would like to change the office hours from 8:00A.M. to 4:30P.M. with closure from 12:00P.M. to 12:30P.M. for lunch. He also would like to eliminate the two 15-minute breaks for maintenance staff. Following discussion, **Commissioner Shelly** made a motion to approve these changes to the office hours and elimination of the maintenance staff breaks, which was seconded by **Commissioner Corcoran**. Following further discussion, the Motion failed to a vote of 2 to 3 with Commissioners Korp and Shelly in favor and Commissioners Corcoran, Decker, and Swick opposed.

Mr. Rummerfield discussed the Authority's designation as a standard performer.

EXECUTIVE SESSION

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

Commissioner Decker moved to exit Executive Session, which motion was seconded by **Commissioner Swick**. Upon roll call vote, the motion was unanimous.

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

Attorney Fina announced that during executive session, the Commissioners discussed matters of potential litigation (J.T. v. PHA).

ADJOURNMENT

There being no further business to come before this Authority, Commissioner Decker moved at the call of Chairman Korp, the meeting be adjourned, which motion was seconded by Commissioner Swick. Upon roll call the motion was unanimous. Meeting adjourned.