

**MINUTES OF THE NOVEMBER 6, 2019
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 November 6, 2019 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, Franceschino, & Decker. Also present was Executive Director Paul Rummerfield and General Counsel, Katharine Fina, Esq. Commissioner Baptista was absent. Yvette Day, Executive Director Community Prevention Resources of Warren County was present.

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.

Yvette Day, Executive Director of Community Prevention Resources of Warren County made a presentation about the Envision Center.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF MAY 6, 2019

Commissioner Swick moved to approve the minutes, which motion was seconded by *Commissioner Shelly*. Motion carried 4-0-1 with Commissioner Decker abstaining.

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF MAY 6, 2019

Commissioner Shelly moved to approve the minutes, which motion was seconded by *Commissioner Swick*. Motion carried 4-0-1 with Commissioner Decker abstaining.

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 OCTOBER 2, 2019

Commissioner Swick moved to approve the minutes, which motion was seconded by

Commissioner Decker. All were in favor of this motion.

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF OCTOBER 2, 2019

Commissioner Swick moved to approve the minutes, which motion was seconded by *Commissioner Decker.* All were in favor of this motion.

BILLS – October 2019

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

COMMUNICATIONS – Letter from Chairwoman Fiedorczyk of Newton HA

REPORT OF THE SECRETARY – TREASURER

- a. Move outs September/October 2019
- b. Move ins September/October 2019
- c. List of applications September/October 2019
- d. Vacancy Report

There was discussion regarding the turnover of apartments and the length of time.

There was a discussion that the policy Committee met twice to discuss the Authority's Phone Use Policy and Vehicle Use Policy. The Committee intends to look at policies of other organizations. There was a discussion regarding the Authority's vehicles. Mr. Rummerfield reported that the Authority was purchasing 4 new vehicles, which includes a diesel crew cab with plow. Mr. Rummerfield also reported that they will either scrap or try to auction or bid some of the older vehicles.

NEW BUSINESS:

RESOLUTION #1722 – Approval of all Revisions to the Admissions and Occupancy (ACOP) Policy as recommended by Nan Mckay

BE IT RESOLVED, the 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.

Commissioner Swick moved to adopt Resolution # 1722, which motion was seconded by *Commissioner Shelly.* All were in favor of this motion.

RESOLUTION #1723 – Approval of Award of Contract for Professional Engineering Services for the Evaluation of the Elevators at the O'Donnell House to LAN Associates in the amount of \$41,250.00.

Commissioner Decker moved to adopt Resolution #1723, which motion was seconded by *Commissioner Franceschino.* All were in favor of this motion.

RESOLUTION #1724 – Approval of Award of Contract for Professional Engineering Services for the Sleeves and Ceiling Fans at the O'Donnell House and Heckman to LAN in the amount of \$16,325.00.

Commissioner Shelley moved to adopt Resolution #1724, which motion was seconded by *Commissioner Swick.* All were in favor of this motion.

RESOLUTION #1725 – Approval of Award of Contract for Professional Engineering Services for the Entrance System at O’Donnell to LAN Associates in the amount of \$12,875.00.

Commissioner Swick moved to adopt Resolution #1725, which motion was seconded by *Commissioner Decker*. All were in favor of this motion.

EXECUTIVE SESSION

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

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

Commissioner Swick 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) and employment matters.

NEW BUSINESS

RESOLUTION #1726 – Approval to Increase Not-to-Exceed Cap on Payment to Special Counsel, CSG, by \$39,053.73.

Commissioner Decker moved to adopt Resolution #1726, which motion was seconded by *Commissioner Swick*. All were in favor of this motion.

RESOLUTION #1727 – Approval to pay the final invoice of Special Counsel, CSG, in the amount of \$60,172.54.

Commissioner Decker moved to adopt Resolution #1727, which motion was seconded by *Commissioner Swick*. All were in favor of this motion.

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 Shelly. Upon roll call the motion was unanimous. Meeting adjourned at 8:50P.M.