

**MINUTES OF THE DECEMBER 4, 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 December 4, 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, 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.

T. Kent Corcoran was sworn-in as Commissioner of the Phillipsburg Housing Authority.

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 NOVEMBER 6, 2019

Commissioner Shelley moved to approve the minutes, which motion was seconded by *Commissioner Swick*. All were in favor of this motion, with the exception of Commissioner Corcoran who abstained.

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

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

BILLS – November 2019

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

COMMUNICATIONS – Email from Cephas Ward, Portfolio Mgmt. Specialist, HUD

REPORT OF THE SECRETARY – TREASURER

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

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

There was discussion regarding employees' attendance at the League of Municipalities in Atlantic City. There was discussion regarding the need to hire more maintenance staff. Discussion regarding restructuring, reviewing job descriptions and responsibilities to facilitate additional hiring.

Chairman Korp asked, and Mr. Rummerfield confirmed, that the List of Applications is still open. Chairman Korp stated that, in his opinion, it should remain open.

REPORT OF COMMITTEES

Mr. Rummerfield advised that the Envision kick-off is scheduled for Monday, December 9, 2019 from 11:00A.M. to 1:00P.M. Members from HUD will be present.

Mr. Rummerfield reported that there is a mold/mildew issue with one of the bungalows.

Mr. Rummerfield reported that in moving forward with RAD, the Town will need to enter into a shared services agreement with the Town of Phillipsburg or another Section 8 Housing Program. Mr. Rummerfield was in contact with Passaic, who would be interested in entering into a shared services agreement.

Mr. Rummerfield reported that they are moving forward on the ceiling fans at O'Donnell and Heckman; the entrance system at O'Donnell; and the elevators at O'Donnell.

Mr. Rummerfield reported that he is looking into hiring from a temp agency to work with T. McGuire on financial/accounting work.

Policy Committee: Commissioner Swick reported that the Policy Committee is presently reviewing the Authority's cell phone policy. The Committee is looking at other policies to formulate a new policy. Commissioner Swick also reported that the Committee is reviewing the Authority's vehicle use policy and other policies.

The Commissioners discussed the PILOT. Mr. Rummerfield stated that he would check with Mr. Ketchen regarding the formula.

NEW BUSINESS:

RESOLUTION #1728– Appointment of “JIF Fund Commissioner”

BE IT RESOLVED, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby appoints W. Paul Rummerfield as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2020.

Commissioner Swick moved to adopt Resolution # 1728, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION #1729– Approve Payment in Lieu of Taxes (PILOT) in the amount of \$155,197.42

BE IT RESOLVED, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves the Payment in-Lieu of Taxes (PILOT) in the amount of \$155,197.42 to the Town of Phillipsburg.

Commissioner Swick moved to adopt Resolution # 1729, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION #1730– Approval of Inter-Local Agreement for the Purchase of Gasoline Motor Fuel & Rock Salt with the Town of Phillipsburg for the 2020 Calendar Year

BE IT RESOLVED, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves the inter-local agreement with “The Town of Phillipsburg” for the purchase of gasoline, motor fuel and rock salt.

Commissioner Swick moved to adopt Resolution # 1730, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION #1731– Approval Awarding Risk Management Services, 2nd year, to “Alamo Risk Management Services”

BE IT RESOLVED, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves the bid award for 2nd year for Risk Management Services to “Alamo Risk Management Services” effective January 1, 2020 through December 31, 2020.

Commissioner Swick moved to adopt Resolution # 1729, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

MOTIONS

After discussion, *Commissioner Shelly* moved to approve a Year End Adjustment in the amount of Three Hundred (\$300.00) Dollars which motion was seconded by *Commissioner Decker*. All were in favor of this motion.

Mr. Rummerfield advised the Board that the Authority Luncheon will be held on Friday, December 20, 2020 at LaBella Via Restaurant.

After discussion, *Commissioner Shelly* moved to approve an early office closing on Tuesday, December 24, 2019 and Tuesday, December 31, 2019 which was seconded by *Commissioner Decker*. All were in favor of this motion.

There was discussion as to whether employees are permitted to take Authority-owned property home.

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 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.

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 Corcoran. Upon roll call the motion was unanimous. Meeting adjourned.