

**MINUTES OF THE February 5, 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 February 5, 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, Baptista & Corcoran. Also present was Executive Director Paul Rummerfield and General Counsel, Katharine Fina, Esq. Commissioner Franceschino was absent.

The following members of the public were present: Helen Williams; Nicole Rismiller; Carl Bal Trisha Negn; Donald Spence; Karen Heinrich; Judith Hutchison; Theresa Smith; Carl Race; Steve Cafflad.

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.

**ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 8, 2020**  
*Commissioner Decker* moved to approve the minutes, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

**ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE SESSION OF JANUARY 8, 2020**  
*Commissioner Decker* moved to approve the minutes, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

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

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

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

**BILLS – January 2020**

*Commissioner Swick* moved to approve the bills for January 2020, which motion was seconded by *Commissioner Decker*. 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.

Mr. Rummerfield provided and reviewed the Vacancy Report and status of units.

## **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.

## **PUBLIC COMMENT**

- Ms. Helen Williams commented on the traffic violations, including speeding.
- Ms. Teresa Smith commented on the heat issues on the first floor of the Heckman House and lack of chairs.
- Ms. Karen Heinrich commented on the bed bug infestations and potential precaution.
- Mr. Carl Race commented on individuals living in the Authority property without a lease or paying rent.
- Mr. Donald Spence commented on a car that almost hit him in the gazebo.
- Ms. Karen Heinrich commented on the lack of cameras in the hallways. She also commented on contacting the office with respect to have a gentleman come to the Housing Authority to sing.
- Several residents commented about an incident which occurred the prior weekend relative to an individual, not a resident, gaining access to the inside of an Authority-owned building. It was advised that the matter Phillipsburg Police Department was handling the matter.

## **REPORT OF COMMITTEES**

### **Development/Modernization:**

Enclosure by the front-office is almost complete. Mr. Rummerfield stated that he met with the architect to review the work. The Authority is waiting the on architect to draft and send punch list for completion.

Mr. Rummerfield advised that there is a resolution for approval to hire an architect for the new roof and stucco repair to the community building. Mr. Rummerfield advised that bids are going out for the call system.

There was discussion regarding whether the Authority ever considered hiring security guards. Mr. Rummerfield advised that he has considered hiring security guards or enter into agreement for Class C Officers.

Commissioner Swick asked about the status of the previously purchased vanities and toilets. Mr. Rummerfield advised that they are in storage.

Commissioner Decker asked about the previously purchased plywood and whether the plywood is still usable. Commissioner Shelly asked how he knew about the plywood. Commissioner Decker stated that he spoke with members of the maintenance staff. Mr. Rummerfield advised that they anticipate using the plywood for the roofing project.

#### Personnel:

Mr. Rummerfield advised that he is working on revising maintenance policies. He spoke with Bill Ketchen regarding establishing a salary structure. In the future, Mr. Rummerfield anticipates bringing a comprehensive plan for revising the structure of the maintenance department.

The Authority also advertised a job opportunity for a tenant. So far, Mr. Rummerfield believes there are two applicants and he anticipates interviewing both individuals.

There was discussion regarding the need for an Operations Facilities Manager. Mr. Rummerfield advised that he is assessing this matter and that there is a need for a position to fill certain tasks previously done by the Operations Facilities Manager. As such, Mr. Rummerfield is reviewing the possibility of modifying the position.

#### Policy Committee:

Commissioner Swick provided an update on the Policy Committee's review of Authority Policy, including ongoing review of the Authority's Vehicle and Phone use policies.

The Policy Committee recommended to the entire Board a change to the Authority's Accumulated Sick Leave Payment Policy. The Committee recommended to increase the lump sum payment of supplemental compensation to \$15,000. The Committee also recommended the removal of the exception for Division and Department Heads, with the exception of the current Executive Director. Attorney directed to draft policy language incorporating this recommendation for consideration at March 2020 meeting.

Mr. Rummerfield advised the Board regarding RAD, specifically efforts to enter into shared services agreement with Town of Phillipsburg.

#### **NEW BUSINESS**

**RESOLUTION #1732 – APPROVAL OF THE INTER-LOCAL AGREEMENT FOR SOLID WASTE DISPOSAL WITH THE POLLUTION CONTROL FINANCING AUTHORITY OF WARRANT COUNTY**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves the Inter-local Agreement for Solid Waste Disposal with the “Pollution Control Financing Authority of Warren County” commencing on March 1, 2020 and terminating on February 28, 2021, at the rate of \$80.00 per ton plus \$3.00 NJDEP Recycling Tax. *Commissioner Swick* moved to adopt Resolution #1732, which motion was seconded by *Commissioner Baptista*. All were in favor of this motion.

**RESOLUTION #1733 – APPROVAL TO HIRE “W2A DESIGN”, ARCHITECT FOR NEW ROOF AND STUCCO REPAIR TO COMMUNITY BUILDING AS REPLACEMENT 220 PORCH ROOFS ON THE HECKMAN TERRACE**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves the hiring of “W2A Design” for New Roof and Stucco Repair to Community building as well as replacement of 220 roof porches on the Heckman Terrace. *Commissioner Swick* moved to adopt Resolution #1733, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

**RESOLUTION #1734 – APPROVAL OF PAYMENT TO LAN ASSOCIATES**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves and authorizes said payment in the amount of \$979.50 to LAN Associates for Architectural work on JFO entry system, air conditioner sleeves & fans, as well as fans in the Heckman House units.

*Commissioner Decker* moved to adopt Resolution #1734, which motion was seconded by *Commissioner Swick*. All were in favor of this motion.

**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 re-enter into Regular Session, which motion was seconded by *Commissioner Baptista*. 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 contract.

*Commissioner Corcoran* moved for Approval for one-month Extension of Shared Services with Newton Housing Authority to provide managerial services. Such motion was seconded by *Commissioner Shelly*. Motion passed with a 5 to 1 vote, with *Commissioner Swick* opposing.

**ADJOURNMENT**

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