

**MINUTES OF THE FEBRUARY 6, 2019 MEETING
OF THE HOUSING AUTHORITY
OF THE TOWN OF PHILLIPSBURG**

The regularly scheduled meeting of the Housing Authority of the Town of Phillipsburg was held **February 6, 2019 at 6:30 PM**, in the offices of the Housing Authority, 530 Heckman Street, Phillipsburg, New Jersey.

The oath of office was administered by Executive Director Rummerfield to Mr. Lee Clark who was sworn in as our new state appointed housing authority commissioner.

Pledge of Allegiance

The meeting was called to order by Chairman Korp at **6:35 PM** and upon roll call the following members were present: Commissioners: Baptista, Clark, Franceschino, Korp, Mugavero, Shelly & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

There were no members of the public present.

Chairman Korp announced in accordance with the Open Meetings Act, on August 10, 2012; 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. Chairman Korp directed said announcement be entered in the minutes of the meeting.

VISITORS: None

PULIC COMMENT:

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 6, 2018

Commissioner Franceschino moved to approve the Minutes of the Regular Meeting of December 6, 2018, which motion was seconded by *Commissioner Swick*. Upon roll call the motion was as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>	<u>ABSENT</u>
Baptista		Clark	
Franceschino		Mugavero	
Korp			
Shelly			
Swick			

BILLS –December, 2018 & January 2019

Commissioner Shelly moved to approve the bills list for December 2018 & January 2019; which motion was seconded by *Commissioner Mugavero*. All were in favor of this motion.

COMMUNICATIONS - None

REPORT OF THE SECRETARY – TREASURER

Executive Director Rummerfield reported on the Move-ins for December 2018 & January 2019
Executive Director Rummerfield reported on the Move-outs for December 2018 & January 2019
Executive Director Rummerfield reported on the Vacancies for December 2018 & January 2019
Executive Director Rummerfield reported on the applications that the list is closed.

REPORT OF COMMITTEES

FINANCE/BANK BALANCES

Executive Director Rummerfield asked if there were any questions on the Finance/Bank Balances. He advised the board that the Audit is scheduled for February 25, 2019.

He reviewed the write-offs with the board.

MAINTENANCE

RESIDENTS

Executive Director Rummerfield advised the board that the housing authority has been issuing ceases for housekeeping violations as many units are so untidy that there is a great potential for fire hazards and are very unhealthy. He advised that the Fire Marshall is scheduled to come in for inspections.

Commissioner Mugavero asked the process we use when we come across these units and how we are notified. Executive Director Rummerfield advised that the maintenance staff is trained to report on housekeeping when they go in for a work order and that there are times that we are notified by the Police Department. He further advised that the housing authority issues cease notices to tenants for housekeeping issues. Mr. Rummerfield handed out photos of a unit that had a very high potential of having a fire due to placement of clothing and objects in the furnace room.

Commissioner Mugavero asked if Mr. Rummerfield was aware of procedures that other housing authorities use.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield gave an update on the progression of the vestibule in the foyer area. The company that submitted the proposal is CMG. He advised that Tom McGuire reviewed the proposal and Mark Zgoda validated it.

Executive Director Rummerfield updated the board on the elevator revamp at Andover-Kent Towers. He advised that it was a great success minus the article in the paper. He said there was only a ten-day shut-down of the elevator. He stated that the success was due to good planning. The materials were on site in advance. The contractor had men working two shifts. The maintenance staff delivered mail.

Mr. Rummerfield further advised that several tenants commented on the appearance of the elevator and the timely manner it was completed in.

PERSONNEL

Executive Director Rummerfield advised that we have one employee out on Family Medical Leave, one employee who will be retiring effective May 1st after almost 30 years of service, and one employee who has resigned, effective immediately, after almost 19 years of service.

The board expressed compassion for the employee on FMLA and offered their best wishes for the employee who retired and the employee who resigned.

Executive Director Rummerfield advised the board that he will be coming to them with a change of salary grades instead of steps for the maintenance department in the near future.

Executive Director Rummerfield advised the board that he spoke with counsel and our Risk Management Consultant regarding the subject of health insurance coverage during a leave of absence. He advised that our current policy states that you have to purchase insurance through the housing authority while on an unpaid leave. Mr. Rummerfield advised that counsel and insurance consultant feel legally we cannot force someone to purchase insurance and coverage, but COBRA should be offered and allow employee to decide if they wish to continue coverage. He advised that he would like the board to consider a resolution changing the personnel policy.

ADMINISTRATIVE REPORT

Executive Director Rummerfield updated the board on the Fire Panel issue at the Heckman House. He advised that it happened on December 22, 2019. He advised that Simplex had been in to service the panel approximately a month prior to the issue. He stated that the Fire Marshall worked very well with the housing authority. The panel had to be monitored 24/7 by our maintenance staff. He advised that there was a total of 641.5 hours overtime due to the issue. He commended the maintenance department for their time and dedication. He advised that the panel had to be manned during the entire Christmas holiday. The board expressed their gratitude to the maintenance staff.

Commissioner Franceschino inquired about the Heat Wheel in the Heckman House. Executive Director Rummerfield advised that the Heat Wheel is working; however, the blower is out.

Executive Director Rummerfield advised the board that our counsel had prepared the Shared Services Agreement for us with Newton and that he had given it to Newton's attorney for their approval. Commissioner Swick asked what the contract price is. Executive Director Rummerfield advised that it is \$14,500.00 per month, to be evaluated yearly. He further advised that he hoped it would be ready for approval by next month's meeting.

Executive Director Rummerfield advised that he delivered the PILOT check to the Mayor in the amount of \$135,346.00.

Commissioner Swick complimented the new financial sheets in the packets. Executive Director Rummerfield advised it was a report pulled from our new software system, PHA-web. He further advised that PHA-web appears to be much user friendlier for everyone.

There was a lengthy discussion regarding the RAD Program. He advised that he has been advised that the Heckman Terrace, Andover-Kent Towers, Heckman House & John F. O'Donnell Developments will be RAD; however, the Heckman Terrace Annex may have to be a demo disposition prior to going to RAD. He suggested the possibility of partnering with the town to redevelop some of the property bordering the Heckman Terrace Annex. Commissioner Swick recommended that Executive Director Rummerfield and Chairman Korp petition the town to

appoint the Housing Authority the Town's Redevelopment Agency. The board agreed that would be beneficial to all.

NEW BUSINESS:

RESOLUTION #: 1662 - Approve Payment In Lieu of Taxes (PILOT) in the amount of \$135,346.00

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves the Payment in-Lieu of Taxes (PILOT) in the amount of **\$135,346.00** to the Town of Phillipsburg.

Commissioner Swick moved to adopt Resolution #: **1662**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION #: 1663 - Appointment of "JIF Fund Commissioner"

BE IT RESOLVED, that *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* does hereby appoint W. Paul Rummerfield as its FUND COMMISSIONER for the *New Jersey Public Housing Authority Joint Insurance Fund* for the Fund Year 2019.

Commissioner Swick moved to adopt Resolution #: **1663**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION#: 1664- Approval of Payment to "A1 Security Cameras"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,200.00 to "A1 Security Cameras" for Technology Equipment.

Commissioner Swick moved to adopt Resolution #: **1664**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION#: 1665- Approval of Payment to "Newegg Business, Inc."

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$817.36 to "Newegg Business, Inc." for Technology Equipment.

Commissioner Swick moved to adopt Resolution #: **1665**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION#: 1666- Approval of Payment to "Management Computer Services, Inc."

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$10,900.00 to "Management Computer Services, Inc." for Software program.

Commissioner Swick moved to adopt Resolution #: **1666**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION#: 1667- Approval of Payment to "Current Elevator Technology."

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$66,727.80 to "Current Elevator Technology." for Elevator revamp at Andover-Kent Towers.

Commissioner Swick moved to adopt Resolution #: **1667**, which motion was seconded by *Commissioner Baptista*. All were in favor of this resolution.

RESOLUTION#: 1668- Approval of Payment to “VDA, LLC.”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$3,400.00 to “VDA, LLC.” for Maintenance Contracts at Andover-Kent Towers, Heckman House Apartments, & John F. O'Donnell Apartments.

Commissioner Swick moved to adopt Resolution #: **1668**, which motion was seconded by *Commissioner Baptista*. All were in favor of this resolution.

RESOLUTION#: 1669- Approval of Payment to “Current Elevator Technology.”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$99,000.00 to “Current Elevator Technology” for Elevator revamp at Andover-Kent Towers.

Commissioner Swick moved to adopt Resolution #: **1669**, which motion was seconded by *Commissioner Baptista*. All were in favor of this resolution.

RESOLUTION#: 1670- Approval of Payment to “Universal Court Contractors.”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$6,500.00 to “Universal Court Contractors” for Heckman Terrace & Heckman Terrace Annex.

Commissioner Swick moved to adopt Resolution #: **1670**, which motion was seconded by *Commissioner Baptista*. All were in favor of this resolution.

RESOLUTION#: 1671 - Approval for PHA to reject Bid for “Payroll Services”

WHEREAS, *Housing Authority of the Town of Phillipsburg* Requested Bids for “Payroll Services”, and;

WHEREAS, the *Housing Authority of the Town of Phillipsburg* received one bid, and;

WHEREAS, the Housing Authority of the Town of Phillipsburg Personnel reviewed the bids and it was determined that the bid did not contain all required documentation, and;

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves to reject the bid for Payroll Services, to continue services with present vendor and advertise in November, 2019.

Commissioner Swick moved to adopt Resolution #: **1671**, which motion was seconded by *Commissioner Baptista*. All were in favor of this resolution.

RESOLUTION#: 1672 - EMERGENCY REPAIR OF FIRE ALARM PANEL IN HECKMAN HOUSE

WHEREAS, the *Housing Authority of the Town of Phillipsburg* experienced the need to obtain emergency Services; and,

WHEREAS, Brian Hirosky, Facilities/Operations Manager recommended to Paul Rummerfield, Executive Director the need for this immediate repair due the fire alarm not working; and

WHEREAS, Executive Director Rummerfield contacted the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* and notified them of the situation; and

WHEREAS, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes and approves the necessary repairs to the Fire Panel at the Heckman House Apartment Complex at an estimated cost of Twenty-five thousand (\$25,000.00) Dollars and additional labor costs to Simplex/Johnson Controls without prior approval from the Board of Commissioners.

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said repairs to the Fire Panel at the Heckman House Apartment Complex at a cost estimated at Twenty-five thousand (\$25,000.00) Dollars for the fire panel and additional labor charges to Simplex/Johnson Controls without prior approval from the Board of Commissioners.

Commissioner Swick moved to adopt Resolution #: **1672**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION #: 1673 - Approval for one-month Extension of Temporary Shared Services with Newton Housing Authority

BE IT RESOLVED, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby authorizes the Phillipsburg Housing Authority and the Executive Director to enter into a one (1) month extension expiring on February 28, 2019 for the shared services agreement with the Newton Housing Authority to continue to provide managerial services on a temporary basis.

Commissioner Swick moved to adopt Resolution #: **1673**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION #: 1674- APPROVAL OF INTER-LOCAL AGREEMENT FOR THE PURCHASE OF GASOLINE, MOTOR FUEL & ROCK SALT WITH THE TOWN OF PHILLIPSBURG FOR THE 2019 CALENDAR YEAR

BE IT RESOLVED, *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 #: **1674**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION#: 1675 - Approval to Accept Proposal to Complete Heckman House Vestibule from "CMG of Easton, Inc."

WHEREAS, *Housing Authority of the Town of Phillipsburg* advertised for Proposals for the Heckman house Vestibule, and;

WHEREAS, *Housing Authority* received Proposals from "*CMG of Easton, Inc.*" only, and;

WHEREAS, *Housing Authority* Personnel reviewed said proposal and found that "*CMG of Easton, Inc.*" met all of the required specifications in the Request for Proposal.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for the Heckman House Vestibule to "*CMG of Easton, Inc.*" in the amount of \$69,900.00.

Commissioner Swick moved to adopt Resolution #: **1675**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION #: 1676 – RESOLUTION OF APPRECIATION FOR ROBERT LARSEN

WHEREAS, Robert Larsen, has served with distinction on the *Phillipsburg Housing Authority Board of Commissioners* since June 2, 2011, having fulfilled his term and continuing until a new member was appointed on February 4, 2019.

WHEREAS, Robert Larsen has played a major role on the board of the *Phillipsburg Housing Authority*; and,

WHEREAS, the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg*, would like to extend our deepest appreciation of his term on the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* express our sincere gratitude to Mr. Larsen for his contributions to the Board. **Commissioner Swick** moved to adopt Resolution #: **1676**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION #: 1677 - Approve the Inter-local Agreement for Solid Waste Disposal with the Pollution Control Financing Authority of Warren 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, 2019 and terminating on February 28, 2020 at the rate of \$79.00 per ton plus \$3.00 NJDEP Recycling Tax.

Commissioner Swick moved to adopt Resolution #: **1677**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION #: 1678- Approval of Write-offs for January, 2019

WHEREAS, the following accounts appear on the books of the *Housing Authority of the Town of Phillipsburg*, and;

Amp 1	Total Amounts
Rent Losses	\$28,656.32
Vacate Charges	\$15,647.24
Other monies owed	<u>\$ 8,735.10</u>
TOTAL WRITE-OFFS AMP I	\$53,038.66
Amp II	
Rent Losses	\$ 2,970.84
Vacate Charges	\$ 2,509.29
Other monies owed	<u>\$ 189.54</u>
TOTAL WRITE-OFFS AMP I	\$ 5,669.67

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP 1 & AMP 2 Total Collection Losses of \$ **58,708.33** and hereby adopts said Resolution #: **1678** and approves Collection Losses for AMP 1 & 2 totaling \$ **58,708.33**.

Commissioner Swick moved to adopt Resolution #: **1678**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION #: 1679 - APPROVAL TO AMEND PERSONNEL POLICY SECTION V – LEAVE TIME SECTION

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to amend the Leave Time Section of the Personnel Policy and;

WHEREAS, “the Executive Director is recommending the Board of Commissioners approve the amendment of the Personnel Policy as recommended by our Insurance Consultant, and;

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes amendment of the Leave Time Section of the Personnel Policy as indicated with the changes in red bold:

LEAVE OF ABSENCE WITHOUT PAY:

1. Employees may be granted a personal leave of absence for up to six months at the sole discretion of the Executive Director if the leave does not cause undue operational disruption. The leave must include the use of any accrued vacation and sick leave time, if for medical reasons, regardless of the length of leave requested. The portion of the leave that runs beyond the exhaustion of vacation and sick leave will be without pay or longevity credit. In exceptional circumstances, the Executive Director may extend a leave of absence for an additional six months, if such extension is considered in the best interests of the Authority.

Personal leaves are not granted for the purpose of seeking or accepting employment with another employer, or for extended vacation time. Employees on personal leave of absence will not receive holiday pay, and will not accrue personal leave, sick leave or vacation time for that period.

~~Employees on leave of absence without pay for other than illness, must purchase health insurance directly from the Authority starting the first day of the month after the leave begins that the person is off payroll.~~

While on a personal unpaid leave of absence, Employees will have the opportunity of continuing their benefits for a maximum amount allowed by law by paying the monthly premiums as required by COBRA legislation.

2. A personal leave is granted with the understanding that the employee intends to return to work for the Authority. If the employee fails to return within five business days after the expiration of the leave, the employee shall be considered to have resigned.

Commissioner Franceschino moved to adopt Resolution #: **1679**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

ADJOURNMENT

There being no further business to come before this Authority, ***Commissioner Mugavero*** moved at the call of ***Chairman Korp***, the meeting be adjourned, which motion was seconded by ***Commissioner Clark***. Upon roll call the motion was unanimous. The meeting was adjourned at **7:55 PM**, February 6, 2019.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JOHN KORP
Chairman