

**MINUTES OF THE MARCH 4, 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 March 4, 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; General Counsel, Katharine Fina, Esq.; Bill Ketchen; and Michael Maurice, CPA. Commissioner Franceschino was absent.

Members of the public were 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.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING ON FEBRUARY 5, 2020 was tabled.

ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE SESSION ON FEBRUARY 5, 2020 was tabled.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF JUNE 5, 2019
Commissioner Swick moved to approve the minutes, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE SESSION OF JUNE 5, 2019
Commissioner Swick moved to approve the minutes, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 4, 2019
Commissioner Shelly moved to approve the minutes, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

BILLS – February 2020

Commissioner Shelly moved to approve the bills for February 2020, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

COMMUNICATIONS – None

REPORT OF THE SECRETARY – TREASURER

- a. Move outs February 2020
- b. Move ins February 2020
- c. List of applications February 2020
- d. Vacancy Report

Mr. Rummerfield reviewed in the Move-in and Move-outs for February 2020. Mr. Rummerfield advised that there were 4 new vacancies. He discussed and provided a summary of water leaks in the Annex.

Mr. Rummerfield discussed and provided a summary of Maintenance Work History at Newton Housing Authority for 2019.

REPORT OF COMMITTEES

Finance:

Michael Maurice, CPA presented a review of the Authority audit. Mr. Maurice noted that the Authority's ending net position increased. He noted that maintenance costs have decreased, utilities has decreased, and administrative has increased. It was also noted that there was an increase in the PILOT to the Town. Mr. Ketchen presented the Authority's budget. He noted that the Authority has a \$13 million expected surplus.

NEW BUSINESS

RESOLUTION #1735 – APPROVAL TO HIRE “ADVANCED VIDEO SURVEILLANCE, INC.” PER LAN ASSOCIATES FOR REPLACEMENT OF THE SECURITY DOOR ENTRY SYSTEM AT THE JOHN F. O’DONNELL APARTMENTS

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves the hiring of “advanced Video Surveillance, Inc.” to replace the security door entry system at the John F. O’Donnell apartments with a bid of \$52,647.67. The lobby video entry system and (70) tenant apartment stations to be purchased by the Phillipsburg Housing Authority. *Commissioner Shelly* moved to adopt Resolution #1735, which motion was seconded by *Commissioner Baptista*. All were in favor of this motion.

RESOLUTION #1736 – APPROVAL TO PURCHASE NATURAL GAS FROM “WOODRUFF ENERGY”

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the bid for the Purchase of Natural Gas to “Woodruff Energy” at the fixed term rate of 0.399 per therm from 4/1/2020 to 3/31/2021.

Commissioner Swick moved to adopt Resolution #1736, which motion was seconded by *Commissioner Decker*. All were in favor of this motion.

RESOLUTION #1737 – APPROVAL OF PURCHASE OF ELECTRICITY FROM “NEXTERA ENERGY”

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the purchase of Electricity to “Nextera Energy” at a fixed rate of 0.079991 per kwh from 5/1/2020 to 4/30/2021.

Commissioner Decker moved to adopt Resolution #1737, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION #1738 – APPROVAL OF PAYMENT TO “CMG” OF EASTON

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 \$66,078.00 to “CMG of Easton” for 90% completion of the new vestibule as the office entrance.

Commissioner Corcoran moved to adopt Resolution #1738, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION #1739 – 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 \$3,862.50 to “LAN Associates” for services rendered for the John F. O’Donnell entry system.

Commissioner Decker moved to adopt Resolution #1739, which motion was seconded by *Commissioner Baptista*. All were in favor of this motion.

RESOLUTION #1740 – APPROVAL OF PAYMENT TO “FERGUSON ENTERPRISES INC.”

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 \$2,810.17 to “Ferguson Enterprises Inc.” for a cordless ProPress tool (used to repair piping under units at Annex Ricwell).

Commissioner Decker moved to adopt Resolution #1740, which motion was seconded by *Commissioner Baptista*. All were in favor of this motion.

RESOLUTION #1741 – APPROVAL OF JULY 1, 2018 – JUNE 30, 2019 AUDIT AND SUBMITTAL TO HUD FOR APPROVAL

Was Held

RESOLUTION #1742– INTRODUCTION OF THE 2020 PHILLIPSBURG HOUSING AUTHORITY BUDGET AND APPROVAL FOR THE SUBMITTAL TO DCA & HUD

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg, at an open public meeting held on March 4, 2020, the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2020 and ending 6/30/2020; hereby approved; and that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures, expenses and all covenants, terms and provisions as stipulated in the said Housing Authority’s outstanding debt obligations, capital lease arrangements, services contracts and other pledged agreements; and will consider the Annual Budget and Capital Budget/Program for adoption on May 6, 2020.

Commissioner Shelly moved to adopt Resolution #1742, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

RESOLUTION #1743 – APPROVAL OF ACC AMENDMENT TO ITS CAPITAL FUND PROGRAM IN THE AMOUNT OF \$1,643,261.00

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes the Executive Director, Paul Rummerfield, to execute the 2020 ACC Amendment to the Capital Fund Program.

Commissioner Corcoran moved to adopt Resolution #1743, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

PUBLIC COMMENT

- Melissa Paulus: commented on the allegations of harassment and retaliation
- Commented on and praised the work of the Authority's maintenance staff.

EXECUTIVE SESSION

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

Commissioner Decker moved to re-enter into Regular Session, which motion was seconded by *Commissioner Corcoran*. 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), personnel matters, and contract.

Commissioner Corcoran moved for Approval for one-month Extension of Shared Services with Newton Housing Authority to provide managerial services and to investigate a management agreement. Such motion was seconded by *Commissioner Baptista*. 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 at 10:11P.M.