

**MINUTES OF THE APRIL 3, 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 **April 3, 2019 at 6:30 PM**, in the offices of the Housing Authority, 530 Heckman Street, Phillipsburg, New Jersey.

Pledge of Allegiance

The meeting was called to order by Chairperson Korp at **6:37 PM** and upon roll call the following members were present: Commissioners: Baptista, Franceschino, Korp, Mugavero, Shelly & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following commissioner was excused: Commissioner Clark

There were no members of the public present.

Chairperson 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. Vice Chairperson Franceschino directed said announcement be entered in the minutes of the meeting.

VISITORS: Bill Katchen Fee Accountant

PULIC COMMENT: None

Mr. Katchen reported on the audit to the board. He advised that there was a repeat audit finding due to it being so close to the close of the first quarter of the year. He advised that there were compliance issues with the oversight of contractors and procurement issues.

He advised that there are no changes in the results of operations.

Executive Director Rummerfield advised that Mr. McGuire is following up this year to ensure the audit is submitted on time.

Commissioner Mugavero questioned several items on the audit. Executive Director Rummerfield advised that the PHA has tightened up on the oversight, and all the previous issues should be resolved.

Commissioner Mugavero questioned several items on the budget. Commissioner Mugavero questioned the lack of time to review the budget. Commissioner Swick advised that he did not want to hold anything up but was not comfortable approving it due to the lack of time to review it.

The Rental Assistance Demonstration (RAD) was discussed in detail. Executive Director Rummerfield advised that there is another conference call with Jaime Bordenave, our RAD consultant. He further advised that he received the EMG reports and the figures look pretty good. He further advised that the best option may be to pull the Heckman Terrace Annex from RAD and do a Demo Disposition.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 6, 2019

Commissioner Baptista moved to approve the Minutes of the Regular Meeting of March 6, 2019, which motion was seconded by **Commissioner Swick**. Upon roll call the motion was as follows:

AYES

Baptista
 Franceschino
 Shelly
 Swick

NAYS**ABSTAINS**

Korp
 Mugavero

ABSENT

Clark

BILLS –March 2019

Commissioner Shelly moved to approve the bills list for March 2019; which motion was seconded by **Commissioner Baptista**. All were in favor of this motion.

COMMUNICATIONS - Letter from DCA advising that Commissioner Clark's term ends in 2023. It was mistakenly sent as ending in 2024.

REPORT OF THE SECRETARY – TREASURER

Executive Director Rummerfield reported on the Move-ins for March 2019
 Executive Director Rummerfield reported on the Move-outs for March 2019
 Executive Director Rummerfield reported on the Vacancies for March 2019
 Executive Director Rummerfield reported on the applications that the list is closed and should be opening by April 15, 2019.

REPORT OF COMMITTEES**FINANCE/BANK BALANCES**

Already discussed above

MAINTENANCE

No Report

RESIDENTS

No Report

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised that he has the contract and notice to proceed for the vestibule off the front foyer. He advised that it would save AC costs in the summer and heating costs in the winter.

PERSONNEL

No Report

ADMINISTRATIVE REPORT

Executive Director Rummerfield advised the board of the NJAHRO Conference beginning May 5, 2019. He advised the commissioners to let us know if they are interested in attending so we can make reservations.

NEW BUSINESS:**RESOLUTION#: 1687- Approval of Payment to “General Supply ”**

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of **\$14,606.00** to “*General Supply*” for Doors for Community Building at 535 Fisher Avenue.

Commissioner Baptista moved to adopt Resolution #: **1687**, which motion was seconded by **Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION #: 1688 – Approval of Boiler and Heating Maintenance Services proposal from “PJM Mechanical Contractors, Inc.” for all developments

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has advertised for proposals for Boiler and Heating Maintenance Services for all developments.

WHEREAS, the following proposals were received:

Binsky Service
Air Systems
PJM Mechanical Contractors

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that after reviewing the above proposals, hereby awards the Boiler & Heating Maintenance Services to “PJM Mechanical Contractors, Inc.” at the rate of \$74.95 per hour for mechanics and \$58.32 per hour for mechanics helpers.

Commissioner Baptista moved to adopt Resolution #: **1688**, which motion was seconded by **Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION #: 1689 – Approval of Heating, Ventilation, & Air Conditioning (HVAC) Services proposal from “PJM Mechanical Services” for all developments

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has advertised for proposals for Heating, Ventilation, & Air Conditioning (HVAC) Services for all developments.

WHEREAS, the following proposals were received:

Binsky Service
Air Systems
MPA Mechanical Contractors
PJM Mechanical Contractors

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that after reviewing the above proposals, hereby awards the HVAC Services contract to “PJM Mechanical Contractors” at the rate of \$74.95 per hour for mechanics and \$58.32 per hour for mechanics helpers.

Commissioner Baptista moved to adopt Resolution #: **1689**, which motion was seconded by **Commissioner Framceschino**. All were in favor of this resolution.

RESOLUTION #: 1690 – Approval for PHA to re-advertise for Electrical Services

WHEREAS, *Housing Authority of the Town of Phillipsburg* Requested Proposals for Electrical Services, and

WHEREAS, *the Housing Authority of the Town of Phillipsburg* received no proposals:

WHEREAS, the Housing Authority of the Town of Phillipsburg wishes to re-advertise for bids”.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the re-advertising for bids.

Commissioner Baptista moved to adopt Resolution #: **1690** which motion was seconded by **Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1691 - Approval of July 1, 2017 – June 30, 2018 Audit and submittal to HUD for approval

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual report for the fiscal year ended June 30, 2018, has been completed and filed with the Commissioners of the *Housing Authority of the Town of Phillipsburg* pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within forty-five (45) days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and, specifically, the sections of the audit report entitled “General Comments and Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and personally reviewed the annual audit and have specifically reviewed the sections of the audit report entitled “General Comments and Recommendations” in accordance with N.J.S.A. 40A:5A-17; and

NOW THEREFORE, BE IT RESOLVED that the governing body of the *Housing Authority of the Town of Phillipsburg* hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended June 30, 2018 and , specifically, has reviewed the sections of the audit report entitled “General Comments and Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

Commissioner Franceschino moved to adopt Resolution #: **1691**, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

RESOLUTION #: 1692: Approval of Annual and Capital Budget for Fiscal Year beginning July 1, 2019 and ending June 30, 2020 and submittal to HUD & DCA

WHEREAS, the Annual Budget and the Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020 has been presented before the *Board of Commissioners of the Housing Authority* at its’ open public meeting on April 2, 2014; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of **\$4,937,848**, Total Appropriations including any Accumulated Deficit, if any, of **\$4,819,170** and Total Fund Balance utilized of \$ **0**; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of **\$560,000** and Total Fund Balance planned to be utilized as funding thereof \$ **-0-**; and

WHEREAS, the schedule of rents, fees and other user charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulations or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2 does not confer any authorization to raise or expend funds; rather it is a document to be used as part of said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

BE IT FURTHER RESOLVED, 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 said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements.

NOW THEREFORE BE IT RESOLVED, that the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg*, at an open public meeting held on April 2, 2014; the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2019 and ending 6/30/2020; hereby approve and will be considered for adoption on May 1, 2019.

Commissioner Mugavero moved to adopt Resolution #: **1692**, which motion was seconded by **Commissioner Shelly**. After a lengthy conversation, all were in favor of this resolution, except Commissioner Swick as he felt the board was not given enough time to review the budget.

EXECUTIVE SESSION

Commissioner Franceschino moved to enter Executive Session which motion was seconded by **Commissioner Baptista** at **7:32 PM**. Upon roll call the motion was unanimous.

Commissioner Franceschino moved to exit Executive Session, which motion was seconded by **Commissioner Baptista** at **7:32 PM**. Upon roll call the motion was unanimous.

Commissioner Baptista moved to re-enter into Regular Session **8:11PM**; which motion was seconded by **Commissioner Franceschino**.

ADJOURNMENT

There being no further business to come before this Authority, **Commissioner Mugavero** moved at the call of **Chairperson Korp**, the meeting be adjourned, which motion was seconded by **Commissioner Shelly**. Upon roll call the motion was unanimous. The meeting was adjourned at **8:11 PM**, April 3, 2019.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JOHN KORP
Chairman