

**MINUTES OF THE APRIL 9, 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 April 9, 2020 at 5:00 P.M., via telephone conference pursuant New Jersey Division of Local Government Services Guidance.

The meeting was called to order by Chairperson John Korp at 5:00P.M. and upon roll call the following members were present: Commissioners: Korp, Shelly, Swick, Decker, Franceschino & Corcoran. Also present was Executive Director Paul Rummerfield; and General Counsel, Katharine Fina, Esq. Commissioner Baptista was absent.

Ms. Marissa Paulus was 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.

BILLS – March 2020

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

COMMUNICATIONS – None

NEW BUSINESS

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

BE IT RESOLVED, the Board of Commissioners 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, 2019 and, specifically, has reviewed the sections of the audit report entitled “General Comments and Recommendation”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board. *Commissioner Decker* moved to adopt Resolution #1741, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

RESOLUTION #1744 – APPROVAL TO HIRE “HYGRADE INSULATORS,” PER W2A DESIGN GROUP FOR THEIR BASE BID (STANDING SEAM METAL ROOF FOR THE COMMUNITY BUILDING.

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves the hiring of “Hygrade Insulators” to install a standing seam metal roof at the PHA community building in the amount of \$183,625.00. Both performance & payment bonds to be provided after contract is awarded and prior to Notice to Proceed. *Commissioner*

Swick moved to adopt Resolution #1744, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION #1745 – AUTHORIZATION TO GO OUT TO RE-BID FOR THE TERRACE CANOPY ROOF

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes W2A Design Group to re-bid Terrace Canopy roof project as no bids were received during the first bid process.

Commissioner Corcoran moved to adopt Resolution #1745, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION #1746 – APPROVAL OF ELECTRICAL SERVICES PROPOSALS FROM “MAGIC TOUCH” FOR ALL DEVELOPMENTS

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the Electrical Services to “Magic Touch” at the rate of \$96.00 per hour for technician. *Commissioner Shelly* moved to adopt Resolution #1738, which motion was seconded by *Commissioner Decker*. All were in favor of this motion.

RESOLUTION #1747 – APPROVAL OF BOILER AND HEATING MAINTENANCE SERVICES PROPOSALS FROM “AIR SYSTEMS” FOR ALL DEVELOPMENTS

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the Boiler & Heating Maintenance Services to “Air Systems” at the rate of \$90.00 per hour for mechanics and \$60.00 per hour for mechanics helpers.

Commissioner Corcoran moved to adopt Resolution #1747, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION #1748 – APPROVAL OF HVAC MAINTENANCE SERVICES PROPOSAL FROM “PJM MECHANICAL” FOR ALL DEVELOPMENTS

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the HVAC Services to “PJM Mechanical” at the rate of \$76.95 per hour for mechanic.

Commissioner Corcoran moved to adopt Resolution #1748, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION #1749 – APPROVAL OF HIRE OF “W2A DESIGN GROUP” FOR TERRACE HANDRAIL PROJECT

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves the hiring of ‘W2A Design Group’ as Architect for the Terrace handrail project in the amount of \$3,900.00.

Commissioner Shelly moved to adopt Resolution #1749, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

RESOLUTION #1750– 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 payment in the amount of \$9,177.38 to “Lan Associates” for services rendered for the John F. O’Donnell entry system.

Commissioner Swick moved to adopt Resolution #1750, which motion was seconded by *Commissioner Franceschino*. All were in favor of this motion.

RESOLUTION #1751 – APPROVAL OF PAYMENT TO “ALARMAX DISTRIBUTORS, INC.”

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes the payment in the amount of \$17,590.60 to “AlarMax Distributors, Inc.” for equipment needed for the John F. O’Donnell entry system.

Commissioner Swick moved to adopt Resolution #1751, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

PUBLIC COMMENT

- Melissa Paulus commented on allegations of harassment and retaliation. She was advised to provide any evidence or documentation to Attorney Fina.

Following public comment, there was discussion regarding the protocols set in place to address the COVID-19 pandemic.

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 Shelly. Upon roll call the motion was unanimous. Meeting adjourned at 6:00P.M.

