

**MINUTES OF THE AUGUST 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 August 5, 2020 at 6:00 P.M., via telephone conference pursuant to the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.

The meeting was called to order by Chairperson John Korp at 6:00P.M. and upon roll call the following members were present: Commissioners: Korp, Shelly, Swick, Decker, Baptista, Corcoran, & Van Why. Also present was Executive Director Paul Rummerfield and General Counsel, Katharine Fina, Esq.

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 FEBRUARY 4, 2020**  
*Commissioner Swick* moved to approve the minutes, which motion was seconded by *Commissioner Shelly*. Minutes were accepted with a 6-0-1 vote, with Commissioner Van Why abstaining.

**ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE SESSION OF FEBRUARY 4, 2020**  
*Commissioner Corcoran* moved to approve the minutes, which motion was seconded by *Commissioner Baptista*. Minutes were accepted with a 6-0-1 vote, with Commissioner Van Why abstaining.

**ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF MARCH 4, 2020**  
*Commissioner Shelly* moved to approve the minutes, which motion was seconded by *Commissioner Decker*. *Commissioner Corcoran* requested that the draft minutes be corrected to reflect that the Board moved for the February 2020 bills to be approved. Conditioned on Commissioner Corcoran's request, the Minutes were accepted with a 6-0-1 vote, with Commissioner Van Why abstaining.

**ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING OF MARCH 4, 2020**  
*Commissioner Swick* moved to approve the minutes, which motion was seconded by *Commissioner Decker*. Minutes were accepted with a 6-0-1 vote, with Commissioner Van Why abstaining.

**ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF APRIL 9, 2020**  
*Commissioner Swick* moved to approve the minutes, which motion was seconded by *Commissioner Corcoran*. *Commissioner Corcoran* requested that the draft minutes be corrected to reflect that the Board moved for the March 2020 bills to be approved. Conditioned on

Commissioner Corcoran's request, the Minutes were accepted with a 5-0-2 vote, with Commissioners Van Why and Baptista abstaining.

**ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF MAY 13, 2020**

*Commissioner Shelly* moved to approve the minutes, which motion was seconded by *Commissioner Swick*. The Minutes were accepted with a 6-0-1 vote, with Commissioner Van Why abstaining.

**ACCEPTANCE OF THE MINUTES OF THE SPECIAL MEETING OF MAY 20, 2020**

*Commissioner Decker* moved to approve the minutes, which motion was seconded by *Commissioner Swick*. The Minutes were accepted with a 5-0-2 vote, with Commissioners Van Why and Baptista abstaining.

**ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING OF MAY 20, 2020**

*Commissioner Shelly* moved to approve the minutes, which motion was seconded by *Commissioner Swick*. The Minutes were accepted with a 5-0-2 vote, with Commissioners Van Why and Baptista abstaining.

**ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF JUNE 3, 2020**

*Commissioner Baptista* moved to approve the minutes, which motion was seconded by *Commissioner Swick*. Commissioner Shelly requested that page 3 be corrected to add the word "opposed" under the Resolution #1764. Conditioned on Commissioner Shelly's request, the Minutes were accepted with a 6-0-1 vote, with Commissioner Van Why abstaining.

**ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING OF JUNE 3, 2020**

*Commissioner Corcoran* moved to approve the minutes, which motion was seconded by *Commissioner Decker*. The Minutes were accepted with a 6-0-1 vote, with Commissioner Van Why abstaining.

**BILLS – JUNE & JULY 2020**

*Commissioner Corcoran* moved to approve the bills for June and July 2020, which motion was seconded by *Commissioner Decker*. All were in favor of this motion.

**NEW BUSINESS:**

Executive Director announced that the Authority's Ross Coordinator, Ms. Rojas, resigned. Mr. Rummerfield announced that he solicited applications for the position and will conduct interviews.

Chairman Korp asked Mr. Rummerfield if the Authority had any issues with the August 4, 2020 rainfall. Mr. Rummerfield advised that there was an issue with the storm sewer. He also advised that he was in contact with the Town Engineer regarding the flooding.

**RESOLUTION #1765 – APPROVAL TO INCREASE THE BID THRESHOLD TO \$44,000.00 AND THE QUOTE THRESHOLD TO \$6,600.00**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that the bid threshold be increased to \$44,000 and the quote threshold to \$6,600.00

*Commissioner Decker* moved to adopt Resolution #1765, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

**RESOLUTION #1766 – APPROVAL OF THE CEILING FANS PROJECT FOR THE HECKMAN HOUSE & JOHN F. O'DONNELL TO “POWER WITH RESTIGE”**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the Ceiling Fan Project at the Heckman House & John F. O'Donnell to “Power with Prestige” at the cost of \$153,000.00.

*Commissioner Swick* moved to adopt Resolution #1766, which motion was seconded by *Commissioner Decker*. All were in favor of this motion.

**RESOLUTION #1767 – APPROVAL OF IT SERVICES TO “LOOKFIRST TECHNOLOGY**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves and authorizes award the IT Services contract to “LookFirst Technology” at the rate of \$105.00 per hour.

*Commissioner Corcoran* moved to adopt Resolution #1767, which motion was seconded by *Commissioner Decker*. All were in favor of this motion.

**RESOLUTION #1768 – APPROVAL OF CAPITAL FUND MANAGEMENT CONSULTING SERVICES**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal for Capital Fund Management Consulting Services to “LMTD, LLC (Lucia Delopoulos) at the rate of \$20,400.00 per year or \$1,700 per month.

*Commissioner Shelly* moved to adopt Resolution #1768, which motion was seconded by *Commissioner Decker*. All were in favor of this motion.

**RESOLUTION #1769 – APPROVAL OF AUTHORIZATION OF SIGNATURES ON ALL CHECKS**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that in the absence of Chairman Korp and Vice-Chairman Swick, Commissioners Shelly and Van Why are so authorized to sign all checks, causing each check to carry two signatures with the exception of checks drawn on the Payroll Fund where the Executive Director, Secretary-Treasurer and Chairman are so authorized. In the absence of the Executive Director, Secretary-Treasurer that the Chairman is to be authorized to sign for the Executive Director, Secretary-Treasurer. The Executive Director, Secretary-Treasurer and the Chairman or Co-Chairman (or in the absence of the Chairman or Co-Chairman), any other designated Commissioner approved in this resolution, along with the Executive Director, Secretary-Treasurer is authorized to exercise the following powers: (1) open any deposit or share account(s) in the name of the Authority. (2) endorse checks and orders or otherwise withdraw or transfer funds on deposit with this financial institution. This Resolution removes Cecile E. Franceschino as an authorized signature on any/all checks. This Resolution, effective August 5, 2020, supersedes all

previous resolutions covering signatures on checks on the Housing Authority of the Town of Phillipsburg, New Jersey.

*Commissioner Corcoran* moved to adopt Resolution #1769, which motion was seconded by *Commissioner Decker*. All were in favor of this motion.

**RESOLUTION #1770 – RESOLUTION FOR COMMISSIONER CECILE FRANCESCHINO**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg express its appreciation for Ms. Cecile Franceschino's unwavering dedication, admirable service and active leadership to the Phillipsburg Housing Authority and its residents.

*Commissioner Baptista* moved to adopt Resolution #1770, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

**PUBLIC COMMENT**

None

**EXECUTIVE SESSION**

*Commissioner Baptista* 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 Corcoran*. Upon roll call vote, the motion was unanimous.

Attorney Fina announced that during executive session, the Commissioners discussed matters of litigation, potential litigation, and matters protected by the attorney-client privilege.

**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 Decker. Upon roll call the motion was unanimous. Meeting adjourned.