

**MINUTES OF THE AUGUST 7, 2019
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 7, 2019 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 following the Reorganization Meeting, and upon roll call the following members were present: Commissioners: Korp, Franceschino, Baptista, Clark, Shelly, Swick, & Decker. Also present was Bill Katchen and General Counsel, Katharine Fina, Esq.

There were four members of the public present: Robert Fulper, Phillipsburg Council President; Mary Jo Harris; Courtney Sartain; and Frank McVey, Phillipsburg Town Council Member

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.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 3, 2019

All voted in favor of approving the Minutes, with Commissioner Decker abstaining.

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF APRIL 3, 2019

All voted in favor of approving the Minutes, with Commissioner Decker abstaining.

BILLS – April, May, June, & July 2019

All voted in favor of approving the bills.

COMMUNICATIONS – NORWESCAP Summer Food Program

REPORT OF COMMITTEES

Finance/Bank Balances – April, May & June 2019

Bill Katchen reported on the budget. He advised that for the Board to allocate funds to Special Counsel, it will need to pass Resolution 1698 for approval of the budget and then Resolution 1709 to Amend the Approved Budget.

RESOLUTION #: 1698: Adoption of Annual and Capital Budget for Fiscal Year beginning July 1, 2019 and ending June 30, 2020

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg, at an open public meeting held on June 5, 2019; the Annual Budget and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2019 and ending 6/30/2020; hereby Adopted and shall constitute appropriations for the purposes stated; and that the Annual Budget and Capital Budget/Program as presented for Adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and Approved Budget, including all amendments thereto, if any, which have been approved by the Director of Local Government Services.

Commissioner Lee moved to adopt Resolution #1698, which motion was seconded by Commissioner Shelly. All were in favor of this resolution.

RESOLUTION #: 1709 - APPROVAL BY THE COMMISSIONERS OF THE PHILLIPSBURG HOUSING AUTHORITY AMENDING AN APPROVED BUDGET

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg at a regular Board meeting held on Wednesday August 7, 2019, approving the amendment to the 2019 approved Budget and authorizing the Executive Director to send to the State of New Jersey Bureau of Authorities this Resolution.

Commissioner Swick moved to adopt Resolution #1709, which motion was seconded by Commissioner Baptista. All were in favor of this resolution.

Mr. Katchen reported that the audit was complete and there is still a surplus on the financial statement. He also provided an update on RAD. Town Council President Fulper was present and discussion regarding Shared Services Agreement with Town for Section 8 housing.

Mr. Rummerfield discussed potential community solar project.

REPORT OF THE SECRETARY - TREASURER

- a. Move outs April, May, June & July 2019
- b. Move ins April, May, June & July 2019
- c. List of applications April, May, June & July 2019
- d. Vacancy Report

REPORT OF COMMITTEES CONT'D

RESIDENT

DEVELOPMENT/MODERNIZATION

PERSONNEL

ADMINISTRATIVE REPORT

Executive Director's Report

NEW BUSINESS

RESOLUTION#: 1693 Approval of Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2019 thru 2023

BE IT RESOLVED, that we hereby authorize Chairman John Korp to execute the Certification of Compliance with PHA Plan and Related Regulations (see attached form HUD-50077).

Commissioner Clark moved to adopt Resolution #1693, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION #: 1694 - Approval of Close-out of Capital Fund 2015 with a budget revision

BE IT RESOLVED, by the Commissioners of the Housing Authority of the Town of Phillipsburg to hereby approve Budget Revision #1 to the 2015 Capital Fund Program. Commissioner Clark moved to adopt Resolution #1694, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION#: 1695- Approval of Payment to “Clampett Industries, LLC dba EMG ”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$35,332.50 to “*Clampett Industries, LLC dba EMG*” for RAD RPCA & Feasibility Report.

Commissioner Clark moved to adopt Resolution #1695, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION#: 1696- Approval of Payment to “Tremco/Weatherproofing Technology ”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$27,657.35 to “*Tremco/Weatherproofing Technology*” for Roofing.

Commissioner Clark moved to adopt Resolution #1696, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION#: 1697- 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 \$15,725.12 to “*General Supply*” for Fire Doors.

Commissioner Clark moved to adopt Resolution #1697, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION #: 1698: Adoption of Annual and Capital Budget for Fiscal Year beginning July 1, 2019 and ending June 30, 2020

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg, at an open public meeting held on June 5, 2019; the Annual Budget and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2019 and ending 6/30/2020; hereby Adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for Adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and Approved Budget, including all amendments thereto, if any, which have been approved by the Director of Local Government Services.

Commissioner Clark moved to adopt Resolution #1698, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION #: 1699 Approval of Electrical Services to “Magic Touch”

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 Electrical Services contract to “**Magic Touch**” at the rate of **\$97.25** per hour Standard and **\$145.88** per hour for Weekends and Overtime.

Commissioner Clark moved to adopt Resolution #1699, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION #: 1700 - Approval to continue subsidy for the pool passes for the 2019 pool season

BE IT RESOLVED, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby approves to continue the subsidy for the pool passes for the 2019 season at the same price as prior years for tenants who do not have any lease violations.

Commissioner Clark moved to adopt Resolution #1700, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION#: 1701-Approval to offer Second Year Option for Fee Accounting Services "William Katchen, CPA"

BE IT RESOLVED, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby approves the second-year option for Fee Accounting Services to "William Katchen" at the rate of \$3,000.00 per month for the period of 7/1/19 to 6/30/20.

Commissioner Clark moved to adopt Resolution #1701, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION #: 1702 - Approval to Offer Second Year Option for Audit Services to "Polcari & Company, CPA"

BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the second-year option for Audit Services to Polcari & Company, CPA as the PHA Auditor in the amount of \$7,800 per year for fiscal year July 1, 2018 to June 30, 2019.

Commissioner Clark moved to adopt Resolution #1702, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION #: 1703 - EMERGENCY REPLACEMENT OF AIR DUCTS CONNECTED TO FIRE PANEL IN HECKMAN HOUSE

BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes the necessary installation of three ducts as part of the new fire panel install for the Fire Panel at the Heckman House Apartment Complex at a cost of Nine thousand two hundred (\$9,200.00) Dollars for the installation of three ducts to Simplex/Johnson Controls without prior approval from the Board of Commissioners

Commissioner Clark moved to adopt Resolution #1703, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION #: 1704 - Approval of Write-offs for JUNE 2019

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 \$ **23,888.52** and hereby adopts said Resolution #: **1704** and approves Collection Losses for AMP 1 & 2 totaling \$ **23,888.52**.

Commissioner Clark moved to adopt Resolution #1704, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION #: 1705 - Approval of Elevator Maintenance Services to "Otis Elevator"

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 Elevator Maintenance Services contract to "Otis Elevator" at the monthly rate of \$1,313.00, \$344.00 per hour Standard and \$688.00 per hour for Overtime with a parts markup of 30%.

Commissioner Clark moved to adopt Resolution #1705, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION #: 1706 Approval of Computer/Network/Software/Surveillance Cameras Maintenance Services to "LookFirst Technology"

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 Computer/Network/Software/Surveillance Cameras Maintenance Services contract to "Lookfirst Technology" at the rate of \$99.75 per hour Standard.

Commissioner Clark moved to adopt Resolution #1706, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION#: 1708 - 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 **\$1,420** to "VDA, LLC" as Architect for Andover Kent Elevator Project.

Commissioner Clark moved to adopt Resolution #1708, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION#: 1707 - Approval of Authorization of Signatures on all Checks

WHEREAS, *the Housing Authority of the Town of Phillipsburg* requires that all checks carry two signatures; and,

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby certify that the authorized signatures of checks carrying two signatures be designated as the Chairman (John J. Korp) or Vice Chairman (Michael Swick), and the Executive Director (Paul Rummerfield), Secretary-Treasurer and,

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby certify that the checks drawn on the Payroll Fund are to carry the signature of the Executive Director, Secretary-Treasurer and the Chairman; and,

BE IT RESOLVED, that in the absence of the Chairman or Vice Chairman that Commissioners James M. Shelly & Cecile E. Franceschino 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.

BE IT FURTHER RESOLVED, that in the absence of the Executive Director, Secretary-Treasurer that the Chairman is to be authorized to sign for the Executive Director, Secretary-Treasurer.

BE IT FURTHER RESOLVED, 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.

BE IT FURTHER RESOLVED, that this resolution will remove Phil Mugavero as an authorized signature on any/all checks.

BE IT FURTHER RESOLVED, that this resolution, effective August 7, 2019 supersedes all previous resolutions covering signatures on checks of the *Housing Authority of the Town of Phillipsburg, New Jersey*.

NOW THEREFORE BE IT FURTHER RESOLVED, this resolution shall continue to have effect until express written notice of its' rescission or modification has been received and recorded by the financial institution.

Commissioner Baptista moved to adopt Resolution #1707, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

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 Clark moved to exit Executive Session, which motion was seconded by **Commissioner Baptista**. Upon roll call vote, the motion was unanimous.

Commissioner Swick moved to re-enter into Regular Session, which motion was seconded by **Commissioner Clark**. Upon roll call vote, the motion was unanimous.

Attorney Fina announced that during executive session, the Commissioners discussed matters of potential litigation and employment.

FORMAL ACTION

RESOLUTION#: 1710: Appointing Special Legal Counsel Chiesa Shahinian & Giantomasi PC

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards an Unfair and Open Contract to "Chiesa Shahinian & Giantomasi PC" at the rate of \$395 per hour for attorneys and \$175 per hour for paralegals, not to exceed \$150,000.

Commissioner Swick moved to adopt Resolution #1710, which motion was seconded by Commissioner Clark. All were in favor of this resolution.

RESOLUTION#: 1711-Appointment of Florio Perrucci Steinhardt & Cappelli, LLC as General Legal Counsel

BE IT RESOLVED, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby appoints Florio Perrucci Steinhardt & Cappelli, LLC as general legal counsel for a term of one year.

Commissioner Shelly moved to adopt Resolution #1711, which motion was seconded by Commissioner Decker. All were in favor of this resolution.

RESOLUTION#: 1712-Appointment of JOHN CALECA, ESQ as Landlord/Tenant Counsel

BE IT RESOLVED, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby appoints John Caleca, Esq. as landlord/tenant counsel for a term of one year.

Commissioner Clark moved to adopt Resolution #1712, which motion was seconded by Commissioner Decker. All were in favor of this resolution.

Commissioner Shelly moved to reimburse P. Rummerfield for legal fees incurred relating to personnel matter, which was seconded by Commissioner Franceschino. All were in favor of this motion.

Commissioner Decker was appointed to the litigation committee.

Commissioner Shelly recognized Phil Mugavero and his contributions to the Board.

Commissioner Swick requested a discussion regarding recording of meetings.

Commissioner Swick requested a review of the Board By-laws, specifically with respect as to who conducts a meeting if the Chairperson and Vice Chair-person are absent.

Commissioner Swick asked about notice of the cancelled July 2019 meeting.

Discussion regarding potential hiring.

EXECUTIVE SESSION

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

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

Commissioner Baptista moved to re-enter into Regular Session, which motion was seconded by ***Commissioner Franceschino***. Upon roll call vote, the motion was unanimous.

Attorney Fina announced that during executive session, the Commissioners discussed matters of potential litigation and employment. No formal action was taken.

ADJOURNMENT

There being no further business to come before this Authority, Commissioner Clark 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 10:15.M.