

**MINUTES OF THE SEPTEMBER 2, 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 September 2, 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, 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 SPECIAL MEETING ON JUNE 17, 2020**

*Commissioner Shelly* moved to approve the minutes, which motion was seconded by *Commissioner Baptista*. Minutes were unanimously accepted.

**ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE SESSION OF JUNE 17, 2020**

*Commissioner Shelly* moved to approve the minutes, which motion was seconded by *Commissioner Baptista*. Minutes were unanimously accepted.

**ACCEPTANCE OF THE MINUTES OF THE SPECIAL MEETING OF JULY 16, 2020**

*Commissioner Shelly* moved to approve the minutes, which motion was seconded by *Commissioner Baptista*. Minutes were unanimously accepted.

**ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING OF JULY 16, 2020**

*Commissioner Shelly* moved to approve the minutes, which motion was seconded by *Commissioner Swick*. Minutes were unanimously accepted.

**ACCEPTANCE OF THE MINUTES OF THE ANNUAL RE-ORGANIZATION MEETING  
ON AUGUST 5, 2020**

*Commissioner Shelly* moved to approve the minutes, which motion was seconded by *Commissioner Van Why*. Minutes were unanimously accepted.

**ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 5, 2020**

*Commissioner Corcoran* moved to approve the minutes, which motion was seconded by *Commissioner Swick*. Minutes were unanimously accepted.

**ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING OF AUGUST 5, 2020**

*Commissioner Shelly* moved to approve the minutes, which motion was seconded by

*Commissioner Corcoran.* Minutes were unanimously accepted.

**BILLS – AUGUST 2020**

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

**NEW BUSINESS:**

**RESOLUTION #1771 – APPROVAL OF THE RESIDENTIAL HANDRAILS (PHASE #1) TO “HYGRADE INSULATORS, INC.”**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that after review of the above bids by W2A Architects, hereby awards the Residential Handrails (Phase #1) to Hygrade Insulators, Inc. at the cost of \$116,899.00 for aluminum.

*Commissioner Van Why* moved to adopt Resolution #1771, which motion was seconded by *Commissioner Swick*. All were in favor of this motion.

**RESOLUTION #1772 – APPROVAL OF THE COMMUNITY BUILDING REPAIRS & PAINTING TO HYGRADE INSULATORS, INC.**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the Community Building Repairs & Painting to Hygrade Insulators, Inc. at the cost of \$38,170.00.

*Commissioner Shelly* moved to adopt Resolution #1772, which motion was seconded by *Commissioner Swick*. All were in favor of this motion.

**RESOLUTION #1773 – APPROVAL OF PAYMENT TO AUTOMATIC DOOR SYSTEMS, LLC**

**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 \$30,285.00 to Automatic Door Systems, LLC for services rendered for the canopy roof project at the Heckman Terrace.

*Commissioner Corcoran* moved to adopt Resolution #1773, which motion was seconded by *Commissioner Swick*. All were in favor of this motion.

**RESOLUTION #1774 – APPROVAL OF PAYMENTS TO J PIP’S PAVING**

**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 \$3,9995.00

*Commissioner Shelly* moved to adopt Resolution #1774, which motion was seconded by *Commissioner Baptista*. All were in favor of this motion.

**RESOLUTION #1775 – APPROVAL OF PAYMENT TO TERENCE GETZ CONSTRUCTION LLC**

**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 \$128,227.20 to Terence Getz Construction, LLC for services rendered for the John F. O’Donnell air conditioning sleeves.

*Commissioner Shelly* moved to adopt Resolution #1775, which motion was seconded by *Commissioner Baptista*. All were in favor of this motion.

**RESOLUTION #1776 – APPROVAL OF PAYMENT TO THE DURNIN CORPORATION**

**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 \$8900.00 to The Durnin Corporation for services rendered for domestic hot water & heat pipe replacement under building 500 thru 512 Roseberry Street, Heckman Terrace Annex.

*Commissioner Baptista* moved to adopt Resolution #1776, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

**RESOLUTION #1777 – 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 \$3,245.26 to LAN Associates for services rendered for the John F. O'Donnell air conditioning sleeves.

*Commissioner Swick* moved to adopt Resolution #1777, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

**RESOLUTION #1778 – APPROVAL OF PAYMENT TO AUTOMATIC DOOR SYSTEMS, LLC**

**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 \$36,397.46 to Automatic Door Systems, LLC for services rendered for the canopy roof project at the Heckman Terrace.

*Commissioner Baptista* moved to adopt Resolution #1778, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

**RESOLUTION #1779 – APPROVAL OF PAYMENT TO CHIESA SHAHINIAN & GIANTOMASI PC**

**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 \$26,080.70 to Chiesa Shahinian & Giantomasi PC for legal services rendered.

*Commissioner Shelly* moved to adopt Resolution #1779, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

**RESOLUTION #1780 – APPROVAL OF PAYMENT TO CHIESA SHAHINIAN & GIANTOMASI PC**

**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 \$40,640.55 to Chiesa Shahinian & Giantomasi PC for legal services rendered.

*Commissioner Shelly* moved to adopt Resolution #1780, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

**RESOLUTION #1781 – APPROVAL TO TERMINATE ELEVATOR SERVICE CONTRACT WITH OTIS ELEVATOR CO.**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves and authorizes the termination of the elevator service contract with Otis Elevator Co.

*Commissioner Corcoran* moved to adopt Resolution #1781, which motion was seconded by *Commissioner Swick*. All were in favor of this motion.

**RESOLUTION #1782 – APPROVAL OF PAYMENT TO JOHN STEINMETZ FOR SICK TIME & VACATION TIME PAYMENT UPON HIS RETIREMENT FORM THE PHILLIPSBURG HOUSING AUTHORITY**

**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 \$899.71 to John Steinmetz for vacation time payout and \$2,246.40 for sick time payout upon his retirement from the Phillipsburg Housing Authority per the policy.

*Commissioner Van Why* moved to adopt Resolution #1782, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

**RESOLUTION #1783 – APPROVAL OF FLAT RENT SIGNIFICANT AMENDMENT**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby places a cap on any increase in a family's rental payment that exceeds 35%, and is a result of changes to the flat rental amount as follows: multiply the existing flat rental payment by 1.35 and compare that to the updated flat rental amount; the PHA will present two rent options to the family as follows: the lower of the product of the calculation and the updated flat rental amount; and the income-based rent.

*Commissioner Corcoran* moved to adopt Resolution #1783, which motion was seconded by *Commissioner Swick*. All were in favor of this motion.

**RESOLUTION #1784 – APPROVAL OF ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND'S CYBER RISK MANAGEMENT PLAN'S TIER ONE REQUIREMENTS**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby adopts the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Tier 1 of the NJ MEL Cyber Risk Management Plan: System and data back up; security and system patching; defensive software; security awareness training; and incident response plan.

*Commissioner Shelly* moved to adopt Resolution #1784, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

**RESOLUTION #1785 – APPROVAL TO HIRE CURRENT ELEVATOR AS OUR SERVICE PROVIDER FOR ELEVATORS IN ALL THREE HIGH RISE BUILDINGS: HECKMAN HOUSE, JOHN F. O'DONNELL & ANDOVER KENT**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves to hire Current Elevator to be our service provider for elevators at the Phillipsburg Housing Authority at a cost of \$1,425,000 per month, effective October 1, 2020 through July 31, 2022.

*Commissioner Baptista* moved to adopt Resolution #1785, which motion was seconded by *Commissioner Corcoran*. All were in favor of this motion.

## **PUBLIC COMMENT**

None

## **EXECUTIVE SESSION**

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

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