

**MINUTES OF THE SEPTEMBER 4, 2019  
REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE TOWN OF PHILLIPSBURG**

A Regular Meeting of the Housing Authority of the Town of Phillipsburg was held on September 4, 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 at 6:52P.M. and upon roll call the following members were present: Commissioners: Korp, Baptista, Swick, & Decker. Also present was Executive Director, Paul Rummerfield and General Counsel, Katharine Fina, Esq.

There were no members of the public 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.

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 7, 2019**

*Commissioner Swick* moved to approve the minutes, which motion was seconded by *Commissioner Baptista*. All were in favor of this motion.

**APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF AUGUST 7, 2019**

*Commissioner Baptista* moved to approve the minutes, which motion was seconded by *Commissioner Swick*. All were in favor of this motion.

**BILLS – August 2019**

*Commissioner Swick* moved to approve the Bills for August 2019, which motion was seconded by *Commissioner Baptista*. All were in favor of this motion.

**COMMUNICATIONS – Firth Youth Center Memberships**

Mr. Rummerfield advised that there was no letter, but asked the Commissioners whether they wished to pay the membership fee for the Firth Youth Center for children of tenants in good standing as the Authority has done in the past.

*Commissioner Swick* moved to approve the payment of membership fees to the Firth Youth Center of children of tenants in good standing, which motion was seconded by *Commissioner Decker*. All were in favor of this motion.

**REPORT OF THE SECRETARY – TREASURER**

- a. Move outs August 2019

- b. Move ins August 2019
- c. List of applications August 2019
- d. Vacancy Report

## **REPORT OF COMMITTEES**

FINANCE/BANK BALANCES – July 2019

RESIDENT

DEVELOPMENT/MODERNIZATION

Mr. Rummerfield advised that he was contacted again by the Phillipsburg Solar, LLC regarding the potential solar project on the Ingersoll-Rand property. Phillipsburg Solar, LLC requested that the Authority execute a letter of interest in participating in the project that could be submitted to the BPU. The letter being non-binding and any future agreement, if any, between the Authority and Phillipsburg Solar, LLC, being negotiated and memorialized in a PPA.

*Commissioner Swick* moved to support and authorize Mr. Rummerfield to execute and submit the letter of interest, which motion was seconded by *Commissioner Decker*. All were in favor of this motion.

PERSONNEL

Mr. Rummerfield discussed the potential future hiring of maintenance staff.

## **ADMINISTRATIVE REPORT**

Executive Director's Report:

Mr. Rummerfield discussed and proposed for consideration the Shared Services Agreement between the Authority and Town for the Section 8 Program.

Mr. Rummerfield discussed and proposed for consideration the Shared Services Agreement between the Authority and Newton Housing Authority.

Mr. Rummerfield discussed the Fair Market Rents

Mr. Rummerfield discussed the revisions and updates to ACOP by Nan McKay.

### **RESOLUTION #: 1720 – Approval of the Shared Services Agreement Between the Phillipsburg Housing Authority and Town of Phillipsburg for Contract Administration as Written**

**BE IT RESOLVED**, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves the Agreement with the Town of Phillipsburg for shared services entitled “Shared Services Agreement for Contract Administration” and authorizes the execution thereof.

*Commissioner Baptista* moved to adopt Resolution # 1720, which motion was seconded by *Commissioner Swick*. All were in favor of this motion.

**NEW BUSINESS:**

**RESOLUTION #: 1713 – 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 say payment in the amount of **\$6,777.50** to “Clampett Industries, LLC dba EMG” for RAD Physical Condition Assessment.

*Commissioner Swick* moved to adopt Resolution # 1713, which motion was seconded by *Commissioner Decker*. All were in favor of this motion.

**RESOLUTION #: 1714 – Approval of Payment to “Carrier Corporation”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes say payment in the amount of **\$8,426.00** to “Carrier Corporation” for new pump for John F. O’Donnell rooftop chiller.

*Commissioner Swick* moved to adopt Resolution # 1714, which motion was seconded by *Commissioner Decker*. All were in favor of this motion.

**RESOLUTION #: 1715 – Approval of Payment to “General Supply”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes say payment in the amount of **\$1,730.00** to “General Supply” for new fire door.

*Commissioner Swick* moved to adopt Resolution # 1715, which motion was seconded by *Commissioner Decker*. All were in favor of this motion.

**RESOLUTION #: 1716 – Approval of Payment to “General Supply”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes say payment in the amount of **\$1,571.00** to “General Supply” for new door.

*Commissioner Swick* moved to adopt Resolution # 1716, which motion was seconded by *Commissioner Decker*. All were in favor of this motion.

**RESOLUTION #: 1717 – Approval of Payment to “VDA, LLC”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes say payment in the amount of **\$450.00** to “VDA, LLC” as Architect for Andover Kent Elevator Project.

*Commissioner Swick* moved to adopt Resolution # 1717, which motion was seconded by *Commissioner Decker*. All were in favor of this motion.

**RESOLUTION #: 1718 – Approval of Capital Fund Management Consulting Services**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for Capital Fund Management Consulting Services to “LMTD, LLC” (Lucia Delopoulos) at the rate of \$19,800.00 per year, plus a rate of \$125.00 per day for additional services.

*Commissioner Swick* moved to adopt Resolution # 1718, which motion was seconded by *Commissioner Decker*. All were in favor of this motion.

**RESOLUTION #: 1719- Approval of Flat Rent Significant Amendment**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby place a cap on any increase in a family's rental payment that exceeds 35 percent, 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 Swick* moved to adopt Resolution # 1719, which motion was seconded by *Commissioner Decker*. All were in favor of this motion.

Resolution regarding revisions to ACOP was not voted upon.

**EXECUTIVE SESSION**

- None

**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 Baptista. Upon roll call the motion was unanimous.