

**MINUTES OF THE JANUARY 4, 2017 MEETING
OF THE HOUSING AUTHORITY
OF THE TOWN OF PHILLIPSBURG**

The regularly scheduled meeting of the Housing Authority of the Town of Phillipsburg was held **January 4, 2017 at 6:30 PM**, in the offices of the Housing Authority, 530 Heckman Street, Phillipsburg, New Jersey.

Pledge of Allegiance

The meeting was called to order by Executive Director Rummerfield at **6:32 PM** and upon roll call the following members were present: Commissioners: Franceschino, Korp, Mugavero, Scerbo, & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following member was absent: Commissioners Baptista & Larsen

There were no members of the public present.

Chairman Korp announced in accordance with the Open Meetings Act, on August 10, 2012; 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. Chairman Korp directed said announcement be entered in the minutes of the meeting.

VISITORS - None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 7, 2016

Commissioner Franceschino moved to approve the Minutes of the Regular Meeting of December 7, 2016; which motion was seconded by **Commissioner Scerbo**. Upon roll call the motion was as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>	<u>ABSENT</u>
Franceschino			Baptista
Korp			Larsen
Mugavero			
Scerbo			
Swick			

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF DECEMBER 7, 2016

Commissioner Mugavero moved to approve the Minutes of the Executive Meeting of December 7, 2016; which motion was seconded by **Commissioner Swick**. Upon roll call the motion was as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>	<u>ABSENT</u>
Franceschino			Baptista
Korp			Larsen
Mugavero			
Scerbo			
Swick			

BILLS -December, 2016

Commissioner Franceschino moved to approve the bills list for December, 2016; which motion was seconded by **Commissioner Mugavero**. All were in favor of this motion.

COMMUNICATIONS - None**REPORT OF THE SECRETARY – TREASURER**

Executive Director Rummerfield reported on the Move-ins for December, 2016.

Executive Director Rummerfield reported on the Move-outs for December, 2016.

Executive Director Rummerfield reported on the List of applications for December, 2016.

Executive Director Rummerfield reported on the Vacancies for December, 2016.

REPORT OF COMMITTEES**FINANCE/BANK BALANCES**

Executive Director Rummerfield advised that while our audit for 7/1/2015 to 6/30/2016 has been completed on our end, the Auditor had a couple of questions that we responded to and plans on having it submitted to HUD this month. The Auditor and Accountant plan on attending our Commission meeting in February to present to the Board.

MAINTENANCE

Executive Director Rummerfield advised that demolition/removal has started on 499-501 Elm Avenue. Both units had sustained extensive damage due to hot water leaks under these units. They are going to require new floors, some cabinets, and wall repairs.

The Annex maintenance shop has been cleaned of all junk and debris. The lot was totally repaved to prepare for a future storage building on the site.

All floors and common areas in the Heckman House and John F. O'Donnell have been stripped and re-waxed.

All access doors to all family units have been repaired and new locks installed.

Maintenance staff began to clean up the path along the railroad tracks behind Green Street, Elm Avenue, & Roseberry Street. This area has been a dumping ground for outside people for a long time. All trash, debris and rocks have been removed. Maintenance is currently removing low lying brush and small and dead trees.

Maintenance staff also started to remove all of the old wallpaper at the John F. O'Donnell Apartments first floor hallway and community room.

RESIDENTS

Executive Director Rummerfield advised that there were numerous resident initiative's this past month as listed below:

- There were twenty-eight (28) families who received Christmas Turkey Dinners compliments of Merrill Creek Hunt Club
- Movie Night was a success for the Polar Express. There were 37 residents in attendance
- Approximately 185 Jingle Jammies and Blankets were donated to our families by Green Township Elementary School Second Grade Class.
- Christmas Craft event with children where they made Gingerbread Houses and ornaments/gifts for their families
- REACH Singers sang Christmas Carols at John F. O'Donnell Apartments

- Approximately 62 gloves, mittens, scarves, hats and socks were donated by The United Methodist Church in Belvidere.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield expressed concerns with the Architect working at the John F. O'Donnell Apartment Building. They're currently behind schedule.

PERSONNEL

Executive Director Rummerfield advised the board that we are in the process of finalizing the Personnel Policy.

ADMINISTRATIVE REPORT

Executive Director Rummerfield advised the board that there are two (2) public hearings on January 5, 2017 for the Rental Assistance Demonstration (RAD) Application. Fact Sheets were distributed to the Commissioners.

NEW BUSINESS:

RESOLUTION #: 1451 – Appointment of "JIF Fund Commissioner"

BE IT RESOLVED, that *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* does hereby appoint W. Paul Rummerfield as its FUND COMMISSIONER for the *New Jersey Public Housing Authority Joint Insurance Fund* for the Fund Year 2017.

Commissioner Swick moved to adopt **Resolution #: 1451**, which motion was seconded by Commissioner Mugavero. All were in favor of this resolution.

RESOLUTION #: 1452 – Payment to "NORWESCAP FSS for ROSS Service Coordinator"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$17,425.00 to "NORWESCAP FSS" for the ROSS Service Coordinator Program.

Commissioner Scerbo moved to adopt **Resolution #: 1452**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION#: 1453 –Payment to "Northeast Remote Surveillance"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$9,000.00 to "Northeast Remote Surveillance" for remote surveillance and alarm hardware.

Commissioner Swick moved to adopt **Resolution #: 1453**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION#: 1454 –Payment to "Home Depot Credit Services"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$4,059.94 to "Home Depot Credit Services" for materials.

Commissioner Scerbo moved to adopt **Resolution #: 1454**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION #: 1455 - Write-off of Toro Leaf Vac

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves the write-off of the Toro Leaf Vacuum for scrap and hereby adopts said Resolution #: 1455.

Commissioner Scerbo moved to adopt **Resolution #: 1455**, which motion was seconded by Commissioner Mugavero. All were in favor of this resolution.

RESOLUTION #: 1456 - Write-off of Wood Chipper

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves the write-off of the Wood Chipper for scrap and hereby adopts said Resolution #: 1456.

Commissioner Franceschino moved to adopt **Resolution #: 1456**, which motion was seconded by Commissioner Scerbo. All were in favor of this resolution.

RESOLUTION #: 1457 - Write-off of Oil Tank

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves the write-off of the Oil Tank for scrap and hereby adopts said Resolution #: 1457.

Commissioner Mugavero moved to adopt **Resolution #: 1457**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION #: 1458 - Amendment to General Counsel Legal Services Resolution #: 1414

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby amends Resolution #1414 Proposal for Legal Services of General Counsel to "Florio, Perrucci, Steinhardt, & Fader, LLC." at the rate of \$160.00 per hour for Legal Counsel Representation and \$90.00 per hour for Paralegal Services Representation for the period only including 7/1/16 to 6/30/17.

Commissioner Swick moved to adopt **Resolution #: 1458**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION #: 1459 - Amendment to Legal Services of Tenant/Landlord Counsel Resolution #: 1413

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby amends Resolution #: 1413 Proposal for Legal Services of Tenant/Landlord Counsel to "John Caleca, III, Esquire" at the rate of \$125.00 per hour for the period only including 7/1/16 to 6/30/17.

Commissioner Scerbo moved to adopt **Resolution #: 1459**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION #: 1460 - APPROVAL OF INTER-LOCAL AGREEMENT FOR SOLID WASTE DISPOSAL WITH THE POLLUTION CONTROL FINANCING AUTHORITY OF WARREN COUNTY

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves the inter-local agreement with "Pollution Control Financing Authority of Warren County" for

Solid Waste Disposal from March 1, 2017 to February 28, 2018 at the rate of \$76 per ton, plus \$3.00 NJDEP Recycling Tax.

Commissioner Scerbo moved to adopt **Resolution #: 1460**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION #: 1461 - APPROVAL OF INTER-LOCAL AGREEMENT FOR THE PURCHASE OF GASOLINE, MOTOR FUEL & ROCK SALT WITH THE TOWN OF PHILLIPSBURG FOR THE 2017 CALENDAR YEAR

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the inter-local agreement with “*The Town of Phillipsburg*” for the purchase of gasoline, motor fuel and rock salt.

Commissioner Mugavero moved to adopt **Resolution #: 1461**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION#: 1462 - APPROVAL OF PAYROLL SERVICES

BE IT RESOLVED, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Payroll Services to “*Paychex*” at the rate of Two thousand three hundred ninety-three (\$2,393.00) Dollars per year for nineteen employees. There will be a One Dollar and twenty-seven Cent (\$1.27) per check charge for any additional employees. There will be a Sixty (\$60.00) Dollar Annual Fee for W-2 forms with an additional Six (\$6.00) Dollar per form charge. This contract will be from January 1, 2017 to December 31, 2018.

Commissioner Scerbo moved to adopt **Resolution #: 1462**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

PUBLIC COMMENT: None

EXECUTIVE SESSION: None

ADJOURNMENT

There being no further business to come before this Authority, **Commissioner Scerbo** 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. The meeting was adjourned at **7:05 PM**, January 4, 2017.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JOHN KORP
Chairman