

**MINUTES OF THE JANUARY 6, 2016 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 6, 2016 at 5:30 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 5:36 PM and upon roll call the following members were present: Commissioners Shelly, Baptista, Franceschino, Larsen, & Turdo. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following members were absent: Commissioners Korp & Mugavero

There were five (5) members of the public present.

Chairman Shelly 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 Shelly directed said announcement be entered in the minutes of the meeting.

VISITORS -

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF November 4, 2015

Commissioner Franceschino moved to approve the Minutes of the Regular Meeting of November 4, 2015; which motion was seconded by **Commissioner Larsen**. 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
Shelly			
Turdo			

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF November 4, 2015

Commissioner Larsen moved to approve the Minutes of the Executive Meeting of November 4, 2015; which motion was seconded by **Commissioner Turdo**. 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
Shelly			
Turdo			

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF December 2, 2015

Commissioner Baptista moved to approve the Minutes of the Regular Meeting of December 2, 2015; which motion was seconded by **Commissioner Franceschino**. Upon roll call the motion was as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>	<u>ABSENT</u>
Baptista		Larsen	Korp
Franceschino			Mugavero
Shelly			
Turdo			

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF December 2, 2015

Commissioner Baptista moved to approve the Minutes of the Executive Meeting of October 7, 2015; which motion was seconded by **Commissioner Franceschino**. Upon roll call the motion was as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>	<u>ABSENT</u>
Baptista		Larsen	Korp
Franceschino			Mugavero
Shelly			
Turdo			

BILLS –December, 2015

Commissioner Baptista moved to approve the bills list for December, 2015; which motion was seconded by **Commissioner Franceschino**. All voted in favor of approving the bills list, with the exception that Rick Turdo abstained from check #: 0000010840.

COMMUNICATIONS – Thank you letter from Safe Harbor for food donation

REPORT OF THE SECRETARY – TREASURER

Executive Director Rummerfield reported on the Move-ins for December, 2015.

Executive Director Rummerfield reported on the Move-outs for December, 2015.

Executive Director Rummerfield reported on the List of applications for December, 2015.

Executive Director Rummerfield reported on the Vacancies for December, 2015.

REPORT OF COMMITTEES**FINANCE/BANK BALANCES**

The List of Investments and Bank Balances were reviewed for December, 2015. Executive Director Rummerfield advised that the individual auditor for HUD was in the 22nd of December, 2015. He will be visiting some tenants and we will receive an extensive questionnaire in March. He further advised that our annual audit is tentatively scheduled for March 2nd and 3rd, but they are hoping to reschedule for the end of February.

MAINTENANCE

Executive Director Rummerfield reviewed the monthly and annual reports for the maintenance department.

RESIDENTS –

The State Fire Inspector received an anonymous call about a tenant on the 5th floor of the Heckman House Apartments. He was in and received a warning notice for smoking with oxygen in her apartment. He informed her that if he has to come back she will be fined.

DEVELOPMENT/MODERNIZATION -

Met with the contractor for Andover Kent. Still some minor issues with the roof. Hoping all is resolved by the end of January.

PERSONNEL -

Executive Director Rummerfield advised that Larry Coyle will be retiring as of February 1, 2016. Board advised that he will be missed.

ADMINISTRATIVE REPORT

Executive Director Rummerfield addressed the board regarding the issue on former tenants who owe community service. He requested a committee be formed to discuss this area since former tenants are currently not allowed in housing if they owe community service. The board agreed that a committee should be formed.

Executive Director Rummerfield addressed the board on forming a committee to review write-offs. He advised that historically the write-offs were for rent only, but we currently write off other charges, as well. The board agreed a committee should be formed to review the write-offs.

Executive Director Rummerfield advised that board that Norma Fernandez, our ROSS coordinator had resigned. He further advised that he met with a candidate who he feels would be a very good replacement and will bring her to a meeting if she accepts the position.

Executive Director Rummerfield commended Tim Burger and his family for the excellent job they did with the Christmas Craft fair.

Executive Director Rummerfield advised the board that there are still two lights that are going to be installed at Heckman Terrace and then they are moving to the John F. O'Donnell Apartment Building to replace the lights there. He advised that the fixtures have been purchased. He further advised that the new lights enhance the cameras. We have also received many favorable comments from the tenants.

NEW BUSINESS:**RESOLUTION#: 1361 -Payment to "Pemberton Electrical Supply Co"**

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$3,239.86 to "*Pemberton Electrical Supply Co.*" for LED lights in 24-2.

Commissioner Franceschino moved to adopt **Resolution #: 1361**, which motion was seconded by Commissioner Baptista. All were in favor of this resolution.

RESOLUTION#: 1362 -Payment to "MTB Electric"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$13,599.10 to "*MTB Electric*" for labor, bucket truck, for LED final work for 24-2.

Commissioner Turdo moved to adopt **Resolution #: 1362**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION#: 1363 -Payment to "Pride Construction"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$8,175.00 to "Pride Construction" to remove site lighting poles.

Commissioner Baptista moved to adopt **Resolution #: 1363**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION#: 1364 -Payment to "Pemberton Electrical Supply Co"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$21,432.92 to "Pemberton Electrical Supply Co." for LED building lights in 24-2.

Commissioner Turdo moved to adopt **Resolution #: 1364**, which motion was seconded by Commissioner Baptista. All were in favor of this resolution.

RESOLUTION#: 1365 -Payment to "J Pip's Paving"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$26,000.00 to "J. Pip's Paving" for asphalt work in 24-2.

Commissioner Baptista moved to adopt **Resolution #: 1365**, which motion was seconded by Commissioner Turdo. All were in favor of this resolution.

RESOLUTION #: 1366 Approve the Inter-local Agreement for Solid Waste Disposal with the Pollution Control Financing Authority of Warren County

BE IT RESOLVED, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby approves the Inter-local Agreement for Solid Waste Disposal with the "Pollution Control Financing Authority of Warren County" commencing on March 1, 2016 and terminating on February 28, 2017 at the rate of \$75.00 per ton plus \$3.00 NJDEP Recycling Tax.

Commissioner Turdo moved to adopt **Resolution #: 1366**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION #: 1367 Approve the Inter-local Agreement for the purchase of gasoline, motor fuel and rock salt with the Town of Phillipsburg for the 2016 calendar year.

BE IT RESOLVED, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby approves the Inter-local Agreement for the purchase of gasoline, motor fuel, and rock salt for the 2016 calendar year between the Town of Phillipsburg and Housing Authority.

Commissioner Baptista moved to adopt **Resolution #: 1367**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION #: 1368 Approve Paul Rummerfield as Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance

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 2016.

Commissioner Baptista moved to adopt **Resolution #: 1368**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

Executive Director Rummerfield requested authorization for payment of vacation time for the unused days not permitted to be carried over for Joanne Tersigni, Executive Administrative Assistant and himself due to the fact they gave up their scheduled vacation days because the current personnel situation required additional hours for both of them. (PHA Personnel Policy

states: Employees may carry over up to fifty (50) percent of their annual vacation leave into the next calendar year. Exception will be made where an employee is unable to take vacation because of a management request.) Commissioner Shelly asked if there was an update on the situation. Executive Director Rummerfield advised that it would be discussed during Executive Session.

Commissioner ***Baptista*** made a motion to approve the payment of unused vacation time above the days allowed to be carried over for W. Paul Rummerfield and Joanne Tersigni. Motion was seconded by Commissioner ***Franceschino***. All were in favor of the motion.

PUBLIC COMMENT:

None

EXECUTIVE SESSION

Commissioner Larsen moved to enter Executive Session which motion was seconded by ***Commissioner Baptista*** at **6:22 PM**. Upon roll call the motion was unanimous.

Commissioner Baptista moved to exit Executive Session, which motion was seconded by ***Commissioner Larsen*** at **6:40 PM**. Upon roll call the motion was unanimous.

Commissioner Baptista moved to re-enter into Regular Session at **6:41 PM**; which motion was seconded by ***Commissioner Franceschino***.

ADJOURNMENT

There being no further business to come before this Authority, ***Commissioner Baptista*** moved at the call of ***Chairman Shelly***, the meeting be adjourned, which motion was seconded by ***Commissioner Franceschino***. Upon roll call the motion was unanimous. The meeting was adjourned at **6:42 PM**, January 6, 2016.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman