

**MINUTES OF THE OCTOBER 1, 2014 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 **October 1, 2014** at 6:00 PM, in the offices of the Housing Authority, 530 Heckman Street, Phillipsburg, New Jersey.

Pledge of Allegiance

The meeting was called to order by Chairman Shelly at 6:10 PM and upon roll call the following members were present: Commissioners Shelly, Franceschino, Mugavero, and Turdo. Commissioners Baptista, Korp & Larsen were excused upon request. Also present were Property Manager Kevin DeGerolamo, Property Manager Nan Quinn, Executive Director/Secretary-Treasurer W. Paul Rummerfield, & Attorney Jenna Rottenberg.

NO OTHERS 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.

PUBLIC COMMENT - None

VISITORS - None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF September 10, 2014

Commissioner Turdo moved to approve the Minutes of the Regular Meeting of September 10, 2014; 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>
Shelly			Baptista
Franceschino			Korp
Mugavero			Larsen
Turdo			

BILLS – September, 2014

Commissioner Turdo moved to approve the bills list for September, 2014; which motion was seconded by *Commissioner Mugavero*. All voted in favor of approving the bills list.

COMMUNICATIONS

Mr. Rummerfield received a heartwarming thank you letter from NORWESCAP Food Bank thanking PHA for the use of our Community Room for the Summer Food Service Program. He stated that Janet Bray advised that the turnout was low this past year.

REPORT OF THE SECRETARY – TREASURER

Executive Director Rummerfield reported on the Move- outs for September, 2014

Executive Director Rummerfield reported on the Move- ins for September, 2014

Executive Director Rummerfield reported on the List of applications for September, 2014

Executive Director Rummerfield reported on the Vacancies for September, 2014

REPORT OF COMMITTEES

FINANCE/BANK BALANCES – The List of Investments and Bank Balances were reviewed for September, 2014.

MAINTENANCE

Executive Director Rummerfield reviewed the Monthly Activity Report and advised that there is an issue with a cable for an elevator at the O'Donnell Apartments. A new cable has been ordered. The elevator will be closed until the part is received and installed.

RESIDENTS

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield gave an update on the Andover-Kent project.

PERSONNEL

Employee out due to surgery will return to work on Monday, October 6, 2014

ADMINISTRATIVE REPORT

Executive Director's Report

Executive Director Rummerfield advised that PHA is a sponsor of the NORWESCAP Fall Festival that is being held on October 25, 2014 from 2-6PM.

Executive Director Rummerfield requested the Board's approval to lend two scouts, driven by two Housing Authority Employees on a volunteer basis, to the Phillipsburg Fire Department for their parade which is to be held on October 11, 2014. Commissioner Turdo moved to approve Mr. Rummerfield's recommendation; which was seconded by Commissioner Franceschino. All were in favor of this motion stressing that the vehicles are only to be driven by PHA Employees and their time will be volunteered.

NEW BUSINESS

Resolution #: 1257 Adoption of Annual and Capital Budget for Fiscal Year beginning July 1, 2014 & ending June 30, 2015

WHEREAS, the Annual Budget and Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2014 and ending June 30, 2015 has been presented for Adoption before the Commissioners of the Housing Authority, at its open public meeting of October 1, 2014; and

WHEREAS, the Annual Budget and Capital Budget 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 the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for Adoption reflects Total Revenues of \$4,754,557; Total Appropriations, including any Accumulated Deficit, if any, of \$ 4,744,030 and Total Fund Balance utilized of \$0;

WHEREAS, the Capital Budget as presented for Adoption reflects Total Capital Appropriations of \$570,000 and Total Fund Balance planned to be utilized as funding thereof, of \$0; and

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg, at an open public meeting held on October 1, 2014; the Annual Budget and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2014 and ending 6/30/2015; 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 Turdo moved to adopt **Resolution #:** 1257, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION #: 1258 Approval of Payment to TC Safety Supply Company

BE IT RESOLVED, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$5,979.00 to *TC Safety Supply Company* for Safety Railing.

Commissioner **Korp** moved to adopt **Resolution #:** 1258, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

Resolution #: 1259 Approval of Write-offs for July, 2014 through September, 2014

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$ 16,050.57 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Collection Losses	\$12,700.67
<u>Amp II</u>	
Collection Losses	\$ <u>3,349.90</u>
TOTAL WRITE-OFFS	\$16,050.57

Commissioner Franceschino moved to adopt **Resolution #:** 1259, which motion was seconded by Commissioner Mugavero. All were in favor of this resolution.

Resolution #: 1260 Approval of Payment to Parette-Somjen

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$550.00 to Parette-Somjen for Renovation of Andover-Kent Towers.

Commissioner Mugavero moved to adopt **Resolution #:** 1260, which motion was seconded by Commissioner Turdo. All were in favor of this resolution.

Resolution #: 1261 Viking Pest Control

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal for Pest Control Services to "Viking Pest Control" at the rate of \$135 per week.

Commissioner **Franceschino** moved to adopt **Resolution #: 1261**, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

Resolution #: 1262 E & G Exterminators

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal for Bed Bug Services to "E & G Exterminators" at the rates listed below:

\$500 for 3 Treatments for an Efficiency Unit

\$525 for 3 Treatments for a One Bedroom Unit

\$550 for 3 Treatments for a Two Bedroom Unit

\$575 for 3 Treatments for a Three Bedroom Unit

\$600 for 3 Treatments for a Four Bedroom Unit

Commissioner **Mugavero** moved to adopt **Resolution #: 1262**, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

Resolution #: 1263 E & G Exterminators

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal for Services of a Certified Bed Bug Dog to "E & G Exterminators" at the rate of \$2,000 per year for biannual inspections.

Commissioner **Franceschino** moved to adopt **Resolution #: 1263**, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

RESOLUTION #: 1264 Approval of Payment to Appliance Brokers, LTD.

BE IT RESOLVED, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$3,680.00 to *Appliance Brokers, LTD* for Replacement Refrigerators.

Commissioner **Korp** moved to adopt **Resolution #: 1264**, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

EXECUTIVE SESSION

None

ADJOURNMENT

There being no further business to come before this Authority, **Commissioner Turdo** 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 7:00 PM, October 1, 2014.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman