

**MINUTES OF THE OCTOBER 3, 2018 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 3, 2018 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 Chairman Korp at **6:35 PM** and upon roll call the following members were present: Commissioners: Baptista, Franceschino, Korp, Larsen, Mugavero, Shelly & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

There were **12** 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

Kenneth Decker attended the meeting to thank the board for his employment at Phillipsburg Housing Authority. He stated it was a great place to work and really enjoyed the staff he worked with; but, stated he would like to spend more time with his grandchildren.

**PULIC COMMENT:**

Several tenants appeared with concerns regarding HUD's "No Smoking" Policy, phone calls, transfers, Elevator at Andover-Kent and the bench removal at the Heckman House.

Executive Director Rummerfield addressed the elevator situation by giving an update on the materials and the time frame. Chairman Korp updated tenants on the processes of the transfer list.

Executive Director Rummerfield gave a brief run down on the tenant issues regarding the No Smoking Policy. He advised that there are four different groups.

- 1) The Smokers who adhere to the policy and are very respectful of other tenants and smoke in the designated smoking area.
- 2) The Smokers who are tenants that smoke under the pergola, which is not a designated smoking area.
- 3) The Smokers who could care less about the No Smoking Policy and smoke on the benches, flip their ashes in the brick, put their cigarettes out in the bricks and then throw their butts on the ground. Mr. Rummerfield showed pictures of the debris left under the benches and in the brick.
- 4) The Non-Smokers who are being affected by the Smokers.

He advised that he would be reaching out to the police department to pursue tenants being fined if they continue to be disrespectful of the other tenants and the PHA properties.

Mr. Rummerfield further advised that Mr. DeGerolamo is in the process of sending out a memo regarding the smoking situation to the tenants at the Heckman House regarding the No Smoking Policy and the current issues we are having with it.

**APPROVAL OF THE MINUTES OF THE ANNUAL MEETING OF SEPTEMBER 5, 2018**

*Commissioner Baptista* moved to approve the Minutes of the Regular Meeting of September 5, 2018, 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		Swick	
Franceschino			
Korp			
Larsen			
Mugavero			
Shelly			

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 5, 2018**

*Commissioner Larsen* moved to approve the Minutes of the Executive Meeting of September 5, 2018, which motion was seconded by *Commissioner Mugavero*. Upon roll call the motion was as follows:

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

**BILLS –September, 2018**

*Commissioner Baptista* moved to approve the bills list for September 2018; 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 September 2018  
 Executive Director Rummerfield reported on the Move-outs for September 2018  
 Executive Director Rummerfield reported on the Vacancies for September 2018  
 Executive Director Rummerfield reported that the list is currently closed; however, we are going to be opening the Elderly and Three-bedroom lists.

**REPORT OF COMMITTEES**

FINANCE/BANK BALANCES

Executive Director Rummerfield updated the board on the audit.

MAINTENANCE

Executive Director Rummerfield gave a report on the maintenance department.

RESIDENTS

Executive Director Rummerfield asked the board if they would like the No Smoking Policy reviewed by the attorney. They stated the attorney should review.

Executive Director advised that there is a tenant that is owed a credit adjustment in the amount of \$549 due to no fault of her own. He asked for the boards permission to complete the credit adjustment.

**Commissioner Franceschino** made a motion to give the above-mentioned tenant a credit adjustment in the amount of \$549.00, motion was seconded by **Commissioner Baptista**. All were in favor of the motion.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield gave an update on our REAC inspection. He advised that we had three smoke alarm violations, as the tenants took them down. He advised that all were rectified immediately, and we certified with REAC that violations had been corrected.

PERSONNEL – No Report**ADMINISTRATIVE REPORT**

Executive Director Rummerfield reminded the board that the NJNAHRO Conference is being held from November 12, 2018 through November 15, 2018. Commissioners are to advise if they would like to attend.

**NEW BUSINESS:****RESOLUTION#: 1634- Approval of Payment to “Current Elevator Technology”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$18,113.40 to “*Current Elevator Technology*” for Andover-Kent Elevator Modernization.

**Commissioner Baptista** moved to adopt Resolution #: **1634**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

**RESOLUTION#: 1635- Approval of Payment to “Magic Touch Construction”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$5,222.90 to “*Magic Touch Construction*” for labor and materials for Heckman House LED installations.

**Commissioner Mugavero** moved to adopt Resolution #: **1635**, which motion was seconded by **Commissioner Franceschino**. All were in favor of this resolution.

**RESOLUTION#: 1636- Approval of Payment to “Downes Forest Products LLC”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$10,325.00 to “*Downs Forest Products LLC*” for Watson Place Playground Landscaping.

**Commissioner Shelly** moved to adopt Resolution #: **1636**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

**RESOLUTION#: 1637- Approval of Payment to “Downes Forest Products LLC”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$6,375.00 to “*Downs Forest Products LLC*” for Elm Street Playground Landscaping.

**Commissioner Baptista** moved to adopt Resolution #: **1637**, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

**RESOLUTION#: 1638- Approval of Payment to “Newegg Business, Inc.”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$2,631.20 to “*Newegg Business, Inc.*” for Technology Equipment.

**Commissioner Larsen** moved to adopt Resolution #: **1638**, which motion was seconded by **Commissioner Mugavero**. All were in favor of this resolution.

**RESOLUTION#: 1639- Approval of Payment to “A-1 Security Cameras”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$13,650.00 to “*A-1 Security Cameras*” for GeoVision Camera and Mount.

**Commissioner Larsen** moved to adopt Resolution #: **1639**, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

**RESOLUTION #: 1640 - Approval for two-month Extension of Temporary Shared Services with Newton Housing Authority**

**BE IT RESOLVED**, the *Board of Commissioners’ of the Housing Authority of the Town of Phillipsburg* hereby authorizes the Phillipsburg Housing Authority and the Executive Director to enter into a two (2) month extension expiring on December 31, 2018 for the shared services agreement with the Newton Housing Authority to continue to provide managerial services on a temporary basis.

**Commissioner Baptista** moved to adopt Resolution #: **1640**, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

**EXECUTIVE SESSION**

**Commissioner Shelly** moved to enter Executive Session which motion was seconded by **Commissioner Mugavero** at **7:30 PM**. Upon roll call the motion was unanimous.

**Commissioner Baptista** moved to exit Executive Session, which motion was seconded by **Commissioner Franceschino** at **8:05 PM**. Upon roll call the motion was unanimous.

**Commissioner Swick** moved to re-enter into Regular Session **8:06 PM**; which motion was seconded by **Commissioner Baptista**.

**ADJOURNMENT**

There being no further business to come before this Authority, **Commissioner Franceschino** 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. The meeting was adjourned at **8:06 PM**, October 3, 2018.

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**W. PAUL RUMMERFIELD**  
Executive Director/Secretary-Treasurer

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**JOHN KORP**  
Chairman