

**MINUTES OF THE OCTOBER 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 **October 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 6:47PM and upon roll call the following members were present: Commissioners: Franceschino, Korp, Larsen, Mugavero, Scerbo, Shelly, & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

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 – William Katchen, Accountant

PUBLIC COMMENT: None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 6, 2017

Commissioner Franceschino moved to approve the Minutes of the Regular Meeting of September 6, 2017, 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		Larsen	
Korp			
Mugavero			
Scerbo			
Shelly			
Swick			

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF SEPTEMBER 6, 2017

Commissioner Mugavero moved to approve the Minutes of the Executive Meeting of September 6, 2017, 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>
Franceschino		Larsen	
Korp			
Mugavero			
Scerbo			
Shelly			
Swick			

BILLS –September, 2017

Commissioner **Scerbo** moved to approve the bills list for September, 2017; which motion was seconded by Commissioner **Franceschino**. All were in favor of this motion.

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

Executive Director Rummerfield reported on the Move-ins for September 2017.

Executive Director Rummerfield reported on the Move-outs for September 2017.

Executive Director Rummerfield reported on the Vacancies for September 2017.

REPORT OF COMMITTEESFINANCE/BANK BALANCES

Mr. Katchen, Accountant reviewed and updated the Board on the Rental Assistant Demonstration (RAD) Project.

MAINTENANCE

Executive Director Rummerfield updated the Board on the progress of the Maintenance Staff.

RESIDENTSDEVELOPMENT/MODERNIZATION

Executive Director Rummerfield updated the Board on the John F. O'Donnell Project.

PERSONNEL**ADMINISTRATIVE REPORT**

Executive Director Rummerfield advised the Board that we will be holding our Annual Fall Festival on Thursday, November 9th from 1:00 PM – 3:00 PM.

Mr. Rummerfield further advised that we have Linda Holliday scheduled to do a Christmas Show on December 16, 2017.

Mr. Rummerfield gave out information on the Conference being held from November 13-15, 2017 and advised the board to respond to either Paul or Joanne regarding attendance at the meeting.

Mr. Rummerfield advised that the ROSS Grant is up for renewal.

NEW BUSINESS:**RESOLUTION#: 1527 - Approval to Close-out the 2013 Capital Fund**

BE IT RESOLVED, by the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approve the Final 2013 Capital Fund Program and approve HUD 50075.1 Annual Statement/Performance and Evaluation Report to Close-Out the 2013 Capital Fund Program and submit to U.S. Department of Housing and Urban Development (HUD).

Commissioner **Swick** moved to adopt Resolution #: **1527**, which motion was **seconded by Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1528 – Emergency Repair for Air Conditioning Unit at John F. O’Donnell Apartments

BE IT RESOLVED, at the recommendation of Brian Hirosky, Facilities/Operations Manager, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said repairs to the Air Conditioning Unit at the John F. O’Donnell Apartment Complex at a cost not to exceed Twenty-three thousand five hundred twenty-nine (\$23,529.00) Dollars without prior approval from the Board of Commissioners.

Commissioner Mugavero moved to adopt Resolution #: **1528**, which motion was **seconded by Commissioner Swick**. All were in favor of this resolution.

RESOLUTION#: 1529 - Approval of Payment to Carrier Corporation

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$23,529.00 to “*Carrier Corporation*” to replace the failed pump motor with a new motor and shaft seal kit, A2 compressor, contactor cover, and filter driers. Crane lift and necessary labor.

Commissioner Scerbo moved to adopt Resolution #: **1529**, which motion was **seconded by Commissioner Mugavero**. All were in favor of this resolution.

RESOLUTION#: 1530 - Approval of Payment to Ferguson Enterprises, Inc.

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$45,887.40 to “*Ferguson Enterprises, Inc.*” for the purchase of bathroom vanities and countertops.

Commissioner Shelly moved to adopt Resolution #: **1530**, which motion was **seconded by Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1531 - Approval of 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 \$60,338.90 to “*Home Depot Credit Services*” for the purchase of kitchen cabinets and countertops.

Commissioner Swick moved to adopt Resolution #: **1531**, which motion was **seconded by Commissioner Scerbo**. All were in favor of this resolution.

RESOLUTION#: 1532 - Approval of Payment to Harvey Industries, Inc.

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$35,795.87 to “*Harvey Industries, Inc.*” for the purchase of Cut and Drop Metal Roofing, Alum Kynar, Mastric SVG, Quad Max, Drexel Clips & Drexel Low Profile Screws.

Commissioner Mugavero moved to adopt Resolution #: **1532**, which motion was **seconded by Commissioner Shelly**. All were in favor of this resolution.

RESOLUTION#: 1533 - Approval of Authorization of Signatures on all Checks

WHEREAS, the *Housing Authority of the Town of Phillipsburg* requires that all checks carry two signatures; and,

WHEREAS, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby certify that the authorized signatures of checks carrying two signatures be designated as the Chairman or Vice Chairman, and the Executive Director, Secretary-Treasurer and,

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby certify that the checks drawn on the Payroll Fund are to carry the signature of the Executive Director, Secretary-Treasurer and the Chairman; and,

BE IT RESOLVED, that in the absence of the Chairman or Vice Chairman that Commissioners Mugavero, Shelly & Swick are so authorized to sign all checks, causing each check to carry two signatures with the exception of checks drawn on the Payroll Fund where the Executive Director, Secretary-Treasurer and Chairman are so authorized.

BE IT FURTHER RESOLVED, that in the absence of the Executive Director, Secretary-Treasurer that the Chairman is to be authorized to sign for the Executive Director, Secretary-Treasurer.

BE IT FURTHER RESOLVED, the Executive Director, Secretary-Treasurer and the Chairman or Co-Chairman (or in the absence of the Chairman or Co-Chairman), any other designated Commissioner approved in this resolution, along with the Executive Director, Secretary-Treasurer is authorized to exercise the following powers:

- (1) Open any deposit or share account(s) in the name of the Authority
- (2) Endorse checks and orders or otherwise withdraw or transfer funds on deposit with this financial institution.

BE IT FURTHER RESOLVED, that this resolution, effective October 4, 2017 supersedes all previous resolutions covering signatures on checks of the *Housing Authority of the Town of Phillipsburg, New Jersey*.

NOW THEREFORE BE IT FURTHER RESOLVED, this resolution shall continue to have effect until express written notice of its' rescission or modification has been received and recorded by the financial institution.

Commissioner Larsen moved to adopt Resolution #: **1533**, which motion was **seconded by Commissioner Scerbo**. All were in favor of this resolution.

RESOLUTION#: 1534 – Emergency Repairs for Soffit & Fascia in Heckman Terrace Annex
BE IT RESOLVED, at the recommendation of Brian Hirosky, Facilities/Operations Manager, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes Executive Director Rummerfield to allow Lobb Roofing to repair extensive damage to the Soffit & Fascia in the Heckman Terrace Annex.

Commissioner Larsen moved to adopt Resolution #: **1534**, which motion was **seconded by Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1535 - Approval of Processing RAD Application for 24-1 Family Units
BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby Grants Executive Director Rummerfield permission to sign Board Approval form for Amp 24-1 (Family Units).

Commissioner Shelly moved to adopt Resolution #: **1535**, which motion was **seconded by Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1536 - Approval of Processing RAD Application for 24-2 Senior/Elderly Units
BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby Grants Executive Director Rummerfield permission to sign Board Approval form for Amp 24-2 (Elderly/Disabled Units).

Commissioner Mugavero moved to adopt Resolution #: **1536**, which motion was **seconded by Commissioner Scerbo**. All were in favor of this resolution.

EXECUTIVE SESSION

Commissioner Mugavero moved to enter Executive Session which motion was seconded by **Commissioner Franceschino** at **7:54 PM**. Upon roll call the motion was unanimous.

Commissioner Scerbo moved to exit Executive Session, which motion was seconded by **Commissioner Franceschino** at **8:08 PM**. Upon roll call the motion was unanimous.

Commissioner Franceschino moved to re-enter into Regular Session at **8:08 PM**; which motion was seconded by **Commissioner Larsen**.

ADJOURNMENT

There being no further business to come before this Authority, **Commissioner Mugavero** moved at the call of **Chairman Korp** the meeting be adjourned, which motion was seconded by **Commissioner Franceschino**. Upon roll call the motion was unanimous. The meeting was adjourned at **8:09 PM**, October 4, 2017.

W. PAUL RUMMERFIELD
 Executive Director/Secretary-Treasurer

JOHN KORP
 Chairman