

**MINUTES OF THE OCTOBER 5, 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 **October 5, 2016 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 **6:40 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 and 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 SEPTEMBER 7, 2016

Commissioner Mugavero moved to approve the Minutes of the Regular Meeting of September 7, 2016; 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			Baptista
Korp			Larsen
Mugavero			
Scerbo			
Swick			

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

Commissioner Mugavero moved to approve the Minutes of the Executive Meeting of September 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 -September, 2016

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

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

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

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

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

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

REPORT OF COMMITTEES

FINANCE/BANK BALANCES – Executive Director Rummerfield advised that bids went out for banking and are due to be opened October 12, 2016. Mr. Rummerfield further advised that there are several banks that expressed interest.

MAINTENANCE

Executive Director Rummerfield advised that the boiler that was leaking in the Heckman Terrace Annex has been repaired. However, a second boiler is currently down, but in the process of being repaired.

Mr. Rummerfield further advised that the boilers for the high rises will be fired up this week and the heat will be turned on effective October 15th. He advised that tenants have been advised to remove their Air Conditioners.

RESIDENTS

Executive Director Rummerfield advised that there was nothing new to report with residents. Commissioner Franceschino advised that several tenants approached her about a Blue Van that has been parking in the ten (10) minute parking spot all day on weekends. Mr. Rummerfield advised that he would look into the matter.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield reviewed the Architect drawings for the John F. O'Donnell building with the commissioners and gave him an update on the meeting with the Architect in regard to the replacement of the Air Conditioner and exterior upgrades to the building.

PERSONNEL – Nothing to report this month

ADMINISTRATIVE REPORT

Executive Director Rummerfield asked the commissioners to review the changes to the Personnel Policy and to advise if commissioners had any suggested changes.

Mr. Rummerfield advised that Kunsman was here to repair the roof at the Heckman House. They thought it was repaired twice, but there is another leak. They are investigating to see where the leak is coming from.

Mr. Rummerfield advised the Commissioners of the date of the upcoming Fall Festival which will be held on Monday, October 31, 2016 from 1 – 3 PM.

Mr. Rummerfield advised the board that the NJNAHRO Professional Training & Networking Conference will be held on November 14, 15, & 16, 2016 and advised them to notify us if they are interested in attending.

Mr. Rummerfield advised that we have a new ROSS Coordinator, Denise Cook.

NEW BUSINESS:

RESOLUTION#: 1433 -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 \$1,899.00 to “Home Depot Credit Services” for 504 Kneedler Avenue.

Commissioner Swick moved to adopt **Resolution #: 1433**, which motion was seconded by Commissioner Scerbo. All were in favor of this resolution.

RESOLUTION#: 1434 -Payment to “Ferguson Enterprises”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$503.38 to “Ferguson Enterprises.” for Annex Maintenance Building, Second Floor.

Commissioner Franceschino moved to adopt **Resolution #: 1434**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION#: 1435 -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 \$305.31 to “Home Depot Credit Services” for 504 Kneedler Avenue.

Commissioner Mugavero moved to adopt **Resolution #: 1435**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION #: 1436 Ehrlich, Inc.

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 “Ehrlich” at the rate of \$143 per week for the period of October 15, 2016 to October 14, 2017 with the option to extend for a second year at the rate of \$149 per week.

Commissioner Franceschino moved to adopt **Resolution #: 1436**, which motion was seconded by Commissioner Mugavero. All were in favor of this resolution.

RESOLUTION #: 1437 Anchor

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 “Anchor” at the rates listed below for October 15, 2016 to October 14, 2018, recommendation pending Attorney Review.

YEAR ONE	AREA	YEAR TWO
\$15	For Office Areas	\$20
\$15	For Community Rooms	\$20
\$450	For 3 Treatments for an Efficiency Unit	\$475
\$475	For 3 Treatments for a One Bedroom Unit	\$500
\$500	For 3 Treatments for a Two Bedroom Unit	\$525
\$525	For 3 Treatments for a Three Bedroom Unit	\$550
\$550	For 3 Treatments for a Four Bedroom Unit	\$575

Commissioner Mugavero moved to adopt **Resolution #: 1437**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

PUBLIC COMMENT: No members of public were present

EXECUTIVE SESSION

Commissioner Swick moved to enter Executive Session which motion was seconded by **Commissioner Mugavero** at **7:32 PM**. Upon roll call the motion was unanimous.

Commissioner Franceschino moved to exit Executive Session, which motion was seconded by **Commissioner Scerbo** at **7:53 PM**. Upon roll call the motion was unanimous.

Commissioner Mugavero moved to re-enter into Regular Session at **7:54 PM**; which motion was seconded by **Commissioner Franceschino**.

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 Scerbo**. Upon roll call the motion was unanimous. The meeting was adjourned at **7:55 PM**, October 5, 2016.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JOHN KORP
Chairman