

**MINUTES OF THE OCTOBER 7, 2015 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 7, 2015 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 **6:40 PM** and upon roll call the following members were present: Commissioners Shelly, Franceschino, Korp, Mugavero, & Turdo. Commissioners Baptista & Larsen were excused upon request. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

There were 3 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** - There were no visitors

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF September 2, 2015**

**Commissioner Korp** moved to approve the Minutes of the Annual Meeting of September 2, 2015; which motion was seconded by **Commissioner Turdo**. Upon roll call the motion was as follows:

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

**BILLS** –September, 2015

**Commissioner Korp** moved to approve the bills list for September, 2015; which motion was seconded by **Commissioner Turdo**. All voted in favor of approving the bills list.

**COMMUNICATIONS** –

Food Bank Letter from NORWESCAP

**REPORT OF THE SECRETARY – TREASURER**

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

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

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

Executive Director Rummerfield reported on the Vacancies for September, 2015. ED Rummerfield advised that the vacancy reports were quite high. He stated there were quite a few lockouts and a few deaths.

## **REPORT OF COMMITTEES**

### FINANCE/BANK BALANCES

The List of Investments and Bank Balances were reviewed for September, 2015. Executive Director Rummerfield advised that the audit is tentatively scheduled for the second or third week in November and is due the end of March.

### MAINTENANCE

Executive Director Rummerfield advised that the maintenance staff is busy with unit turnovers and trying to fire up the boilers at Andover-Kent and John O'Donnell. He stated there is an issue going on with the boilers at the Heckman Terrace that are currently being worked on.

He also advised that the elevator is down at the John O'Donnell due to an issue that was found through a routine inspection by Otis Elevators.

### RESIDENTS

Mr. Rummerfield also advised that the garbage chutes at the John O'Donnell Apartments have been clogged by tenants and a memo has been issued advising tenants in reference to this matter.

### DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised that there is no change in status at Andover-Kent that there are still issues with the contractor, but we are having the attorney look into it.

Mr. Rummerfield also advised that he spoke with Mayor Wyant regarding the sidewalks that were skipped down by the Andover-Kent Apartments and was informed that the Engineer didn't feel they were a trip hazard and not in need of repair.

He also advised that Mayor Wyant will have Anderson Street paved.

### PERSONNEL

#### **ADMINISTRATIVE REPORT**

Executive Director Rummerfield advised that Congressman Lance's Office contacted the Post Office on behalf of the mailboxes on Roseberry Street and action was immediately taken. The mailboxes have been replaced.

Mr. Rummerfield advised that we will be having a float in the parade and invited any commissioner who was free to ride the float.

#### **PUBLIC COMMENT:**

Meliss Paulus, POA for Dawn Paulus submitted correspondence to the board for review.

#### **NEW BUSINESS:**

#### **RESOLUTION#: 1335 -Payment to Northeast Alarm & Surveillance, LLC**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$10,585.50 to Northeast Remote Alarm & Surveillance for Installation of Video Cameras at the Andover-Kent Towers and John F. O'Donnell Apartment Complexes.

Commissioner **Korp** moved to adopt **Resolution #: 1335**, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

**RESOLUTION#: 1336 -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 \$9,563.20 to “*MTB Electric*” for the installation of roof fans and material.

Commissioner Mugavero moved to adopt **Resolution #: 1336**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

**RESOLUTION#: 1337 -Payment to “Robert Griggs Plumbing”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$4,369.65 to “*Robert Griggs Plumbing*” for A/C unit in 24-4.

Commissioner Franceschino moved to adopt **Resolution #: 1337**, which motion was seconded by Commissioner Mugavero. All were in favor of this resolution.

**RESOLUTION#: 1338 - Payment to “General Supply”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,275.00 to General Supply for steel doors.

Commissioner Korp moved to adopt **Resolution #: 1338**, which motion was seconded by Commissioner Turdo. All were in favor of this resolution.

**RESOLUTION#: 1339 -Payment to “Robert Griggs Plumbing”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$5,711.67 to “*Robert Griggs Plumbing*” for A/C Compressor for 24-5.

Commissioner Turdo moved to adopt **Resolution #: 1339**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

**RESOLUTION#: 1340 -Remove Nan Quinn as a Hearing Officer and appoint three additional Hearing Officers for the Housing Authority’s Grievance Procedure**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and the removal of Nan Quinn as a Hearing Officer due to her retirement and appoints three additional Hearing Officers for the Housing Authority’s Grievance Procedure.

Commissioner Korp moved to adopt **Resolution #: 1340**, which motion was seconded by Commissioner Mugavero. All were in favor of this resolution.

**EXECUTIVE SESSION**

**Commissioner Turdo** moved to enter Executive Session which motion was seconded by **Commissioner Franceschino** at **6:28PM**. Upon roll call the motion was unanimous.

**Commissioner Korp** moved to exit Executive Session, which motion was seconded by **Commissioner Turdo** at **6:52PM**. Upon roll call the motion was unanimous.

**Commissioner Korp** moved to re-enter into Regular Session at **6:55PM**; which motion was seconded by **Commissioner Turdo**.

**RESOLUTION#: 1341 – Approval to change salary guide for the Executive Administrative Assistant Position**

***BE IT RESOLVED***, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby authorizes and approves W. Paul Rummerfield, Executive Director to amend the salary guide of the Executive Administrative Assistant Position.

Commissioner **Turdo** moved to adopt ***Resolution #:*** **1341**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

**ADJOURNMENT**

There being no further business to come before this Authority, ***Commissioner Franceschino*** moved at the call of **Chairman Shelly**, the meeting be adjourned, which motion was seconded by ***Commissioner Mugavero***. Upon roll call the motion was unanimous. The meeting was adjourned at **7:05 PM**, October 7, 2015.

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

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**JAMES M. SHELLY**  
Chairman