

**MINUTES OF THE NOVEMBER 1, 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 **November 1, 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 **6:33 PM** and upon roll call the following members were present: Commissioners: Franceschino, Korp, Larsen, Scerbo, & Shelly. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following members were absent: Commissioners Mugavero & Swick

There was one (1) member 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

PUBLIC COMMENT:

Sandy Wilson asked questions regarding Social Club at Andover-Kent Towers. She also advised that it is very hot at Andover-Kent.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 4, 2017

Commissioner Franceschino moved to approve the Minutes of the Regular Meeting of October 4, 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			Mugavero
Korp			Swick
Larsen			
Scerbo			
Shelly			

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF OCTOBER 4, 2017

Commissioner Scerbo moved to approve the Minutes of the Executive Meeting of October 4, 2017, which motion was seconded by **Commissioner Shelly**. Upon roll call the motion was as follows:

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

BILLS –October, 2017

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

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

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

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

Executive Director Rummerfield reported on the Vacancies for October 2017.

REPORT OF COMMITTEESFINANCE/BANK BALANCES

Executive Director Rummerfield advised he is meeting with the Mayor and Chase Bank on Friday regarding the RAD application.

MAINTENANCE

Executive Director Rummerfield updated the Board on the maintenance department where they are currently at with vacancies, etc.

RESIDENTS

Executive Director Rummerfield advised the fall festival is being held on November 9, 2017 from 1 - 3 PM. He advised there will be pumpkins, hayrides, food, etc.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised the contract issue with VDA was finally resolved for the elevator at Andover-Kent Towers.

PERSONNEL

No report.

ADMINISTRATIVE REPORT

Executive Director Rummerfield updated the board on the status of the RAD application. He advised that HUD asked for clarification on several items and they will be addressed by Mr. Katchen.

Mr. Rummerfield updated the board on the status of the Pole Building in the Annex.

Mr. Rummerfield updated the board on the status of the Heckman House Roof Repairs.

Mr. Rummerfield advised the board that the Christmas Luncheon will be held on either Friday, December 15th or Friday, December 22nd.

He further advised that we will be holding an Old Fashioned Christmas Show for the children who reside in the authority.

NEW BUSINESS:**RESOLUTION#: 1537 - Approval of Payment to Dowd**

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$5,816.00 to “Dowd” for 491 Kneedler Avenue Fire Hydrant Repair.

Commissioner Scerbo moved to adopt Resolution #: **1537**, which motion was **seconded by Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION#: 1538 - Approval of Payment to Stateline Tree, Inc.

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$2,500.00 to “Stateline Tree, Inc.” for Green Street Property Line Tree Removal.

Commissioner Shelly moved to adopt Resolution #: **1538**, which motion was **seconded by Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION#: 1539 - Approval of Payment to Tenmast Software

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$12,610.00 to “Tenmast Software” for Annual Renewal of Software Program.

Commissioner Shelly moved to adopt Resolution #: **1539**, which motion was **seconded by Commissioner Scerbo**. All were in favor of this resolution.

RESOLUTION#: 1540 - Approval of 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 \$22,113.00 to “Ferguson Enterprises” for Vanities and Tops.

Commissioner Franceschino moved to adopt Resolution #: **1540**, which motion was **seconded by Commissioner Scerbo**. All were in favor of this resolution.

RESOLUTION#: 1541 - Approval of Payment to Lobb Roofing

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$30,799.89 to “Lobb Roofing” to repair extensive damage to soffit and fascia to buildings in Heckman Terrace Annex as previously approved by Emergency Board Resolution #: 1534.

Commissioner Scerbo moved to adopt Resolution #: **1541**, which motion was **seconded by Commissioner Shelly**. All were in favor of this resolution.

ADJOURNMENT

There being no further business to come before this Authority, **Commissioner Shelly** 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 **7:07 PM**, November 1, 2017.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JOHN KORP
Chairman