

**MINUTES OF THE NOVEMBER 2, 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 **November 2, 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 **6:30 PM** and upon roll call the following members were present: Commissioners: Franceschino, Korp, Larsen, Mugavero, Scerbo, & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following member was absent: Commissioner Baptista

There were **two (2)** 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 OCTOBER 5, 2016**

**Commissioner Mugavero** moved to approve the Minutes of the Regular Meeting of October 5, 2016; which motion was seconded by **Commissioner Franceschino**. Upon roll call the motion was as follows:

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

**APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF OCTOBER 5, 2016**

**Commissioner Swick** moved to approve the Minutes of the Executive Meeting of October 5, 2016; which motion was seconded by **Commissioner Scerbo**. Upon roll call the motion was as follows:

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

**BILLS -October, 2016**

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

**COMMUNICATIONS - None**

### **REPORT OF THE SECRETARY – TREASURER**

Executive Director Rummerfield reported on the Move-ins for October, 2016.  
 Executive Director Rummerfield reported on the Move-outs for October, 2016.  
 Executive Director Rummerfield reported on the List of applications for October, 2016.  
 Executive Director Rummerfield reported on the Vacancies for October, 2016.

### **REPORT OF COMMITTEES**

FINANCE/BANK BALANCES – Executive Director Rummerfield advised that sealed bids were received on October 12, 2016 for Banking Services. Provident, PNC, TD, and Unity Banks all submitted proposals. We reviewed the bids internally and forwarded them to our fee Accountant for his review. We are recommending that Provident Bank be awarded the bid.

Payroll Services sealed bids were due on Wednesday, November 2, 2016. We only received one bid. It wasn't complete, so we have to reject the bid and go out again.

Our Auditor has tentatively scheduled the fiscal audit for our Fiscal Year July 1, 2015 through June 30, 2016, to be conducted on November 29<sup>th</sup> and 30<sup>th</sup>.

### MAINTENANCE

Executive Director Rummerfield advised that we have started to prepare for snow removal equipment for the winter season. Grass continues to be cut and areas trimmed. The bulk of our employee's time has been spent in unit turnover.

### RESIDENTS

Executive Director Rummerfield advised that we are in the process of transferring two tenants into other units, due to floor damage. We had a Ric-well hot water leak after the boilers were turned on for the heating season. A hot water leak was discovered under one of the buildings on Elm Avenue. The floor damage is so extensive in two units that it required transfers.

We experienced two separate fires on the evening of October 27<sup>th</sup>, both in the Heckman Terrace Development. They both appeared to be deliberately set. A rug was set on fire in the back of one unit. The other fire was under a unit in the crawl space. The fire and police were on site and taken care with little damage to our properties and no casualties.

### DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield that there was a meeting scheduled with Netta Architects.

### PERSONNEL –

### **ADMINISTRATIVE REPORT**

Executive Director Rummerfield reviewed his administrative report as described above.

He further advised that the Fall Festival had very good attendance again this year. He advised that it was scaled down from last year, but still a very nice event. He thanked Santini's Farm for their donation of straw bales, Piazza Farms for their generous break on the Pumpkins and the maintenance and office staff who participated in making it a success.

Mr. Rummerfield further advised that our ROSS Coordinator, Denise, has organized an over 90's birthday club, and we will celebrate the birthdays of the tenants who are 90 and above at each of the developments they reside in.

Mr. Rummerfield advised the commissioners to let us know if they will be attending the conference.

**NEW BUSINESS:**

**RESOLUTION#: 1438 -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 \$5,242.17 to "Tenmast Software" for Staff Training.

Commissioner Franceschino moved to adopt **Resolution #: 1438**, which motion was seconded by Commissioner Mugavero. All were in favor of this resolution.

**RESOLUTION#: 1439 -Payment to "Netta Architects"**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$18,000.00 to "Netta Architects" for preliminary design for John F. O'Donnell Apartment Building.

Commissioner Mugavero moved to adopt **Resolution #: 1439**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

**RESOLUTION#: 1440 -Payment to "Netta Architects"**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$67.52 to "Netta Architects" for reimbursable expense for John F. O'Donnell Apartment Building.

Commissioner Mugavero moved to adopt **Resolution #: 1440**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

**RESOLUTION#: 1441 -Approval to Reject Bids for Payroll Services and Rebid**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby rejects the Bid for "Payroll Services" and rebid.

Commissioner Larsen moved to adopt **Resolution #: 1441**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

**RESOLUTION#: 1442 -Approval to accept Proposal for Banking Services**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Bid for General "Banking Services" to "Provident Bank" for the period of January 1, 2017 to December 31, 2018 and awards the Bid for "Payroll Account & Wire Transfer Services" to "PNC Bank".

Commissioner Larsen moved to adopt **Resolution #: 1442**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

**PUBLIC COMMENT:**

Mahelia Guterrez addressed the board in reference to her vacate letter. She was advised that Kevin was on vacation, but he would be advised to get in touch with her when he returns.

Timothy Burger addressed the board. He was advised to put his concerns in writing.

**EXECUTIVE SESSION**

**Commissioner Mugavero** moved to enter Executive Session which motion was seconded by **Commissioner Swick** at **7:13PM**. Upon roll call the motion was unanimous.

**Commissioner Mugavero** moved to exit Executive Session, which motion was seconded by **Commissioner Swick** at **7:13 PM**. Upon roll call the motion was unanimous.

**Commissioner Franceschino** moved to re-enter into Regular Session at **8:30 PM**; which motion was seconded by **Commissioner Mugavero**.

**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 Swick**. Upon roll call the motion was unanimous. The meeting was adjourned at **8:35 PM**, November 2, 2016.

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

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**JOHN KORP**  
Chairman