

**MINUTES OF THE NOVEMBER 4, 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 **November 4, 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 **5:37 PM** and upon roll call the following members were present: Commissioners Shelly, Franceschino, Larsen, Mugavero, & Turdo. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following members were absent: Commissioners Baptista & Korp

There were **four (4)** 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 EXECUTIVE MEETING OF September 2, 2015

Commissioner Mugavero moved to approve the Minutes of the Executive Meeting of September 2, 2015; 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	Baptista
Mugavero			Korp
Shelly			
Turdo			

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF October 7, 2015

Commissioner Turdo moved to approve the Minutes of the Regular Meeting of October 7, 2015; which motion was seconded by **Commissioner Mugavero**. Upon roll call the motion was as follows:

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

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF October 7, 2015

Commissioner Turdo moved to approve the Minutes of the Executive Meeting of October 7, 2015; 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	Baptista
Mugavero			Korp
Shelly			
Turdo			

BILLS –October, 2015

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

COMMUNICATIONS –

Letter from NORWESCAP thanking PHA for inviting them to the Festival

REPORT OF THE SECRETARY – TREASURER

Executive Director Rummerfield reported on the Move-ins for October, 2015.
 Executive Director Rummerfield reported on the Move-outs for October, 2015.
 Executive Director Rummerfield reported on the List of applications for October, 2015.
 Executive Director Rummerfield reported on the Vacancies for October, 2015.

REPORT OF COMMITTEES

FINANCE/BANK BALANCES

The List of Investments and Bank Balances were reviewed for October, 2015.
 Executive Director Rummerfield advised that we are waiting to hear from the auditors to schedule a date and time that they will be here to perform the Annual audit.

He also advised that HUD has contracted with an outside source for a HUD review. He advised that they sent a questionnaire that we completed and returned and will be forwarding another questionnaire prior to their scheduled audit which will occur sometime between December, 2015 and March, 2016.

MAINTENANCE

Executive Director Rummerfield advised that the Maintenance Staff has been very busy with many different things.

RESIDENTS

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised that there is a contractor currently doing minor repairs on the metal roof at Andover-Kent.

PERSONNEL

Executive Director Rummerfield advised that the employee who was involved in several accidents has completed his six (6) hour Driver Training Course and may be required to complete an online Defensive Driving Course.

ADMINISTRATIVE REPORT

Executive Director Rummerfield commended Tim Burger and the staff members who organized and participated in the Phillipsburg/Easton Halloween Parade held on Sunday, October 25, 2015 and the Fall Festival that was held in the PHA parking lot on October 30, 2015. The PHA float won an award for having the "Most Original Entry" in the parade.

Approximately 175 people attended the Fall Festival. They were able to enjoy hotdogs, cider, donuts, popcorn along with a hayride, pumpkin picking, pumpkin painting, a moon bounce and several other games. The Mayor, Council Member Tersigni and several police officers were in attendance also.

We would like to express our gratitude to Kohl's for donating a very nice assortment of books and stuffed animals.

Executive Director Rummerfield gave an update on the new lighting that is being installed.

At the request of the Executive Director, a motion was made by **Commissioner Larsen** to donate Chevy Caprice that is no longer in working condition to a charity. Motion was seconded by **Commissioner Turdo**. All were in favor.

Executive Director Rummerfield updated the Board on the proposals for the 4 parking pads that need to be refinished. He advised that Pip's Paving came in the lowest.

Executive Director Rummerfield advised that bids for the Natural Gas are due on November 20, 2015.

At the request of the Executive Director, a motion was made by **Commissioner Turdo** to refund a tenant for security deposit and pre-paid rent in the amount of \$454.43. The motion was seconded by **Commissioner Larsen**. All were in favor of this motion.

PUBLIC COMMENT:

Several tenants from John F. O'Donnell were in attendance. MP addressed board on a personnel matter. Board and Attorney Rottenberg advised her that she has to follow the chain of command and meet with Executive Director Rummerfield first. MP is to contact ED Rummerfield with dates she is available.

NEW BUSINESS:**RESOLUTION#: 1342 -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 \$1,372.80 to Ferguson Enterprises, Inc. for three (3) Refrigerators.

Commissioner **Franceschino** moved to adopt **Resolution #: 1342**, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

RESOLUTION#: 1343 -Payment to Pride Construction

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,975.00 to Pride Construction to replace damaged walkway at office ramp.

Commissioner Turdo moved to adopt **Resolution #: 1343**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION#: 1344 -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 \$7,549.16 to "MTB Electric" for Labor for LED installation, LED lights, bucket truck and material for 24-1.

Commissioner Turdo moved to adopt **Resolution #: 1344**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION#: 1345 -Approve Health Flexible Spending Account & Dependent Care Flexible Spending Account

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves that the form of Cafeteria Plan including a Health Flexible Spending Account and Dependent Care Flexible Spending Account effective January 1, 2016, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

Commissioner Turdo moved to adopt **Resolution #: 1345**, 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 Larsen** moved at the call of **Chairman Shelly**, the meeting be adjourned, which motion was seconded by **Commissioner Turdo**. Upon roll call the motion was unanimous. The meeting was adjourned at 6:27 PM, November 4, 2015.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman