

**MINUTES OF THE NOVEMBER 5, 2014 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 5, 2014** at 6:00 PM, in the offices of the Housing Authority, 530 Heckman Street, Phillipsburg, New Jersey.

Pledge of Allegiance

The meeting was called to order by Chairman Shelly at 6:09 PM and upon roll call the following members were present: Commissioners Shelly, Franceschino, Korp, Larsen, Mugavero, and Turdo. Commissioner Baptista was excused upon request. Also present were Property Manager Kevin DeGerolamo, Executive Director/Secretary-Treasurer W. Paul Rummerfield, & Attorney Jenna Rottenberg.

Four Members of the public were 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.

PUBLIC COMMENT –

Dawn Paulus who resides at the John F. O'Donnell Apartments questioned the role of the Residency Advisory Board. Executive Director Rummerfield explained the role of the board and advised that they meet with one of the property managers once a month.

Nancy Tulba who resides at the John F. O'Donnell Apartments voiced a safety concern to the board. She advised that the election poll workers left the door unlocked when the election was over. Executive director Rummerfield stated that he would notify the town that the poll workers should be advised to lock the door after the polls close.

VISITORS - None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 1, 2014

Commissioner Turdo moved to approve the Minutes of the Regular Meeting of October 1, 2014; 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>
Shelly		Korp	Baptista
Franceschino		Larsen	
Mugavero			
Turdo			

BILLS –October, 2014

Commissioner Korp moved to approve the bills list for October, 2014; which motion was seconded by **Commissioner Mugavero**. All voted in favor of approving the bills list.

COMMUNICATIONS

Mr. Rummerfield advised the board that was no communication report.

REPORT OF THE SECRETARY – TREASURER

Executive Director Rummerfield reported on the Move- outs for October, 2014

Executive Director Rummerfield reported on the Move- ins for October, 2014

Executive Director Rummerfield reported on the List of applications for October, 2014

Executive Director Rummerfield reported on the Vacancies for October, 2014

REPORT OF COMMITTEES

FINANCE/BANK BALANCES – The List of Investments and Bank Balances were reviewed for October, 2014. Executive Director Rummerfield advised that the auditor is scheduled the week of December 8, 2014. He further advised that we are fully prepared for the audit and that our accountant, Bill Katchen will be here for the audit.

MAINTENANCE

Executive Director Rummerfield reviewed the Monthly Activity Report and advised that maintenance is working on turnovers & vacancies. He advised that Elm Street still has to be buttoned up.

RESIDENTS

Executive Director Rummerfield advised that there was a tenant who was taking the plywood off of his door because he gave his access key to his sister. This tenant also spit in the elevator and threatened to kill the construction workers working at the Andover-Kent Towers. He advised that the police were called and the tenant was taken to crisis for an evaluation.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield gave an update on Andover-Kent Towers. He said it is about five (5) days away from having the final coat applied. He advised there is still some concrete work and minor issues that need to be completed.

PERSONNEL

Executive Director Rummerfield advised the board that our management consultant has been out due to a surgery and is recuperating quickly and should be back next week.

ADMINISTRATIVE REPORT

Executive Director's Report

Executive Director Rummerfield advised that we spent approximately \$38,000 last year to eradicate bed bugs with J. C. Ehrlich. He stated that Ehrlich did a fantastic job; but their contract expired, and we went out to bid. He advised that E&G Exterminating was the lowest bidder for the bed bug services. He further advised that PHA representatives met with E&G on Monday, November 3rd and reviewed their checklist with them compiling a hybrid of what they hand out and what Ehrlich had issued to assure that tenants are properly prepared for treatments.

He further advised that Viking Pest Control was the lowest bidder for the Pest Control weekly services. He advised that Viking will be treating approximately 30 units per week on a rotating basis.

Vandalism at the John F. O'Donnell apartments: Mr. Rummerfield reported that someone defecated all over the bathroom and broke the bathroom door.

ROSS Grant: Mr. Rummerfield advised that we have reapplied for the ROSS Grant, but haven't received a response as of this date.

SECTION 8: Mr. Rummerfield advised that PHA will be working with the Town of Phillipsburg with the Section 8 Program. He advised that registration will be held in early December in the community room.

RICWELL update: Mr. Rummerfield advised that PHA Administrators visited Woodbridge Housing Authority and Perth Amboy Housing Authority to gather information on how to resolve the issue of the Ricwell systems currently in the family units.

He explained that Woodbridge had standalone systems in each unit and that they were very cramped.

Perth Amboy built a small building at the end of each row of units and housed a larger hot water heater for the units in the small building. He advised that in comparing both sites that he felt the structure used by Perth Amboy was the more suitable and practical choice.

NEW BUSINESS

Resolution #: 1265 Approval of Partial Payment to JG Drywall

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$72,708.63 to *JG Drywall* for Renovations to Andover-Kent Towers.

Commissioner **Turdo** moved to adopt **Resolution #: 1265**, which motion was seconded by Commissioner **Korp**. All were in favor of this resolution.

Resolution #: 1266 Approval of Payment to Butler Woodcrafters

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$4,965.68 to *Butler Woodcrafters* for Furniture for Heckman House Community Room.

Commissioner **Korp** moved to adopt **Resolution #: 1266**, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

Resolution #: 1267 Approval of 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 \$6,500.00 to *Pride Construction* for Site Improvement to Amp I.

Commissioner **Turdo** moved to adopt **Resolution #: 1267**, which motion was seconded by Commissioner **Korp**. All were in favor of this resolution.

Resolution #: 1268 Approval Awarding Risk Management Services to "Alamo Insurance Group, Inc."

BE IT RESOLVED, *the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby approves the Second Year Renewal of Risk Management Services to "Alamo Insurance Group, Inc." effective January 1, 2015 through December 31, 2015.

Commissioner **Turdo** moved to adopt **Resolution #: 1268**, which motion was seconded by Commissioner **Korp**. All were in favor of this resolution.

Resolution #: 1269 Approval of Payment to “Sunshine Tree Services”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$2,650.00 to “Sunshine Tree Services” for the removal of three (3) trees.

Commissioner Korp moved to adopt **Resolution #: 1269**, which motion was seconded by Commissioner Turdo. All were in favor of this resolution.

EXECUTIVE SESSION

None

ADJOURNMENT

There being no further business to come before this Authority, **Commissioner Turdo** moved at the call of **Chairman Shelly**, the meeting be adjourned, which motion was seconded by **Commissioner Franceschino**. Upon roll call the motion was unanimous. The meeting was adjourned at 6:39 PM, November 5, 2014.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman