

**MINUTES OF THE NOVEMBER 7, 2018 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 7, 2018 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 Chairman Korp at 6:32 PM and upon roll call the following members were present: Commissioners: Baptista, Franceschino, Korp, Larsen, Mugavero, Shelly & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

There were 0 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

PULIC COMMENT: None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 3, 2018

Commissioner Baptista moved to approve the Minutes of the Regular Meeting of October 3, 2018, which motion was seconded by **Commissioner Swick**. Upon roll call the motion was as follows:

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

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF OCTOBER 3, 2018

Commissioner Baptista moved to approve the Minutes of the Executive Meeting of October 3, 2018, which motion was seconded by **Commissioner Swick**. Upon roll call the motion was as follows:

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

BILLS –October, 2018

Commissioner Mugavero moved to approve the bills list for October 2018; which motion was seconded by Commissioner Baptista. All were in favor of this motion.

COMMUNICATIONS - None

REPORT OF THE SECRETARY – TREASURER

Executive Director Rummerfield reported on the Move-ins for October 2018

Executive Director Rummerfield reported on the Move-outs for October 2018

Executive Director Rummerfield reported on the Vacancies for October 2018

Executive Director Rummerfield reported on the applications

REPORT OF COMMITTEESFINANCE/BANK BALANCES

Executive Director Rummerfield asked if there were any questions on the Finance/Bank Balances Reports. There were no questions.

MAINTENANCE

Executive Director Rummerfield reviewed the maintenance report.

RESIDENTS

No Report

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised that he and other staff members met with the elevator company and they expect to begin the elevator renovation the Monday after Thanksgiving. He said they advised it should take approximately three weeks and should be completed before Christmas.

Executive Director Rummerfield advised the glass should be installed in the front office within the week. He further advised that there is still no answer to the lobby outside the office. He was hoping it would be complete before the cold weather.

PERSONNEL

No Report

ADMINISTRATIVE REPORT

Executive Director Rummerfield reviewed the change in our software program with the board. He advised that the service has declined drastically since our old company was purchased by a larger company. He advised that the new program is not only less expensive, but is web based and the service is excellent.

Executive Director Rummerfield advised the board that we will be holding our Second Christmas Show with Linda Holliday on Saturday, December 15, 2018.

Mr. Rummerfield further advised that we will be holding our annual Christmas Luncheon at LaBella Via on December 21, 2018 at 2:00 PM.

Executive Director Rummerfield advised the we had the first RAD conference call with the consultant on Thursday, November 8th and they are scheduled for the second Thursday of each month.

Executive Director Rummerfield updated the board on the ongoing issue with the Town Section 8.

NEW BUSINESS:

RESOLUTION#: 1641- Approval of Payment to “Magic Touch Construction”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$2,631.20 to “*Magic Touch Construction*” for AMP1 Light Installations.

Commissioner Mugavero moved to adopt Resolution #: **1641**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION#: 1642- Approval of Payment to “Newegg Business, Inc.”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$4,811.13 to “*Newegg Business, Inc.*” for Technology Equipment.

Commissioner Shelly moved to adopt Resolution #: **1642**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION#: 1643- Approval of Payment to “Sunshine Tree & Landscape.”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$27,662.50 to “*Sunshine Tree & Landscape*” for 2018 tree services.

Commissioner Franceschino moved to adopt Resolution #: **1643**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION#: 1644- Approval of Payment to “Current Elevator Technology”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$28,890.00 to “*Current Elevator Technology*” for Andover Kent Modernization.

Commissioner Larsen moved to adopt Resolution #: **1644**, which motion was seconded by **Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1645- Approval of Payment to “VDA, LLC”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,540.00 to “*VDA, LLC*” for Elevator Modernization.

Commissioner Shelly moved to adopt Resolution #: **1645**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION #: 1646- Approval awarding Management Computer Services, Inc. (PHA-Web) the contract for Computer Software, Maintenance, Training & Support Services

WHEREAS, *Housing Authority of the Town of Phillipsburg* Requested Bids via email for the Public Housing Computer Software, Maintenance, Training & Support Services, and;

WHEREAS, the *Housing Authority of the Town of Phillipsburg* received several bids, and;

WHEREAS, the Housing Authority of the Town of Phillipsburg Personnel reviewed the bids and it was determined that (MCS) PHA-Web was the lowest bidder, and;

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Contract for Computer Software, Maintenance, Training & Support Services to "*Management Computer Services, Inc. (PHA-Web)*".

Commissioner Mugavero moved to adopt Resolution #: **1646**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

RESOLUTION #: 1647 – Approval awarding E&G Exterminators the Pest Control Service Contract

BE IT RESOLVED, the *Board of Commissioners’ of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Pest Control Services to "*E&G Exterminators*" at the rate of \$140 per week for the period of November 1, 2018 to October 31, 2020.

Commissioner Baptista moved to adopt Resolution #: **1647**, which motion was seconded by **Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION #: 1648 Approval awarding Bed Bug Services Contract to Anchor

BE IT RESOLVED, the *Board of Commissioners’ of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Bed Bug Services to "*Anchor*" at the rates listed below for November 1, 2018 to October 31, 2020.

YEAR ONE	AREA	YEAR TWO
\$175	For Office Areas	\$175
\$175	For Community Rooms	\$175
\$435	For 3 Treatments for an Efficiency Unit	\$450
\$460	For 3 Treatments for a One Bedroom Unit	\$475
\$485	For 3 Treatments for a Two Bedroom Unit	\$500
\$510	For 3 Treatments for a Three Bedroom Unit	\$525
\$535	For 3 Treatments for a Four Bedroom Unit	\$550

Commissioner Larsen moved to adopt Resolution #: **1648**, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

RESOLUTION#: 1649- Approval of Payment #3 to “Current Elevator Technology”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$14,850.00 to "*Current Elevator Technology*" for Andover-Kent Elevator Modernization.

Commissioner Larsen moved to adopt Resolution #: **1649**, which motion was seconded by **Commissioner Swick**. 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 Korp***, the meeting be adjourned, which motion was seconded by ***Commissioner Baptista***. Upon roll call the motion was unanimous. The meeting was adjourned at **7:25 PM**, November 7, 2018.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JOHN KORP
Chairman