

**MINUTES OF THE DECEMBER 2, 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 **December 2, 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, Baptista, Franceschino, Mugavero, & Turdo. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following members were absent: Commissioners Korp & Larsen

There were 3 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

BILLS -November, 2015

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

COMMUNICATIONS - None

REPORT OF THE SECRETARY - TREASURER

Executive Director Rummerfield reported on the Move-ins for November, 2015.

Executive Director Rummerfield reported on the Move-outs for November, 2015.

Executive Director Rummerfield reported on the List of applications for November, 2015.

Executive Director Rummerfield reported on the Vacancies for November, 2015.

REPORT OF COMMITTEES

FINANCE/BANK BALANCES

The List of Investments and Bank Balances were reviewed for November, 2015. Executive Director Rummerfield advised that the auditor was scheduled for next week but has to be rescheduled due to a scheduling conflict.

MAINTENANCE

Executive Director Rummerfield reported that the maintenance staff is busy with leaf pick up and preparing for winter.

RESIDENTS - No updates

DEVELOPMENT/MODERNIZATION - No updates

PERSONNEL - No updates

ADMINISTRATIVE REPORT

Executive Director Rummerfield requested approval of the revised organizational chart. A motion to approve the revised organizational chart was made by **Commissioner Baptista** and seconded by **Commissioner Franceschino**. All were in favor of this motion.

Executive Director Rummerfield advised that in light of the fact that the Halloween Festival being a huge success, we are planning a Christmas Party on December 20, 2015.

Executive Director Rummerfield advised the parking pads have been repaired.

Executive Director Rummerfield reported that we are moving forward with the lighting projects.

Executive Director Rummerfield advised the board that the Town of Phillipsburg will be receiving \$136,731.00 from the Pilot Program. He advised that has increased greatly since he was first appointed as ED. He advised that the increase reflects the practices taken with energy conservation and cost saving measures.

PUBLIC COMMENT: No Public Comment

NEW BUSINESS:

RESOLUTION#: 1346 -Payment to "Delaney Landscaping Company"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$3,950.00 to Delaney Landscaping Company to install shrubs, mulch and stone.

Commissioner **Turdo** moved to adopt **Resolution #: 1346**, which motion was seconded by Commissioner **Baptista**. All were in favor of this resolution.

RESOLUTION#: 1347 -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 \$10,067.20 to Ferguson Enterprises, Inc. to purchase refrigerators.

Commissioner **Baptista** moved to adopt **Resolution #: 1347**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1348 -Payment to "Quality Air Specialists"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,857.50 to "Quality Air Specialists" for Expert Witness Testimony.

Commissioner **Mugavero** moved to adopt **Resolution #: 1348**, which motion was seconded by Commissioner **Baptista**. All were in favor of this resolution.

RESOLUTION#: 1349 -Payment to “Storage Systems USA”

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$2,847.49 to “Storage Systems USA” for shelving.

Commissioner Turdo moved to adopt **Resolution #:** 1349, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION#: 1350 -Payment to “Antaira Technologies, LLC”

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$1,359.00 to “Antaira Technologies, LLC” for unmanaged Ethernet switches & Industrial Output DIN Rail Power Supplies with PFC Function.

Commissioner Baptista moved to adopt **Resolution #:** 1350, which motion was seconded by Commissioner Turdo. All were in favor of this resolution.

RESOLUTION#: 1351 -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 \$18,198.52 to “MTB Electric” for LED Lights.

Commissioner Franceschino moved to adopt **Resolution #:** 1351, which motion was seconded by Commissioner Baptista. All were in favor of this resolution.

RESOLUTION#: 1352 -Payment to “Robert Griggs Plumbing”

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$1,590.88 to “Robert Griggs Plumbing” to install two aqua stats in 24-3 & 24-4 as per code.

Commissioner Baptista moved to adopt **Resolution #:** 1352, which motion was seconded by Commissioner Mugavero. All were in favor of this resolution.

RESOLUTION#: 1353 -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 \$5,242.24 to “MTB Electric” for LED Lights.

Commissioner Turdo moved to adopt **Resolution #:** 1353, which motion was seconded by Commissioner Baptista. All were in favor of this resolution.

RESOLUTION#: 1354 -Payment to “Robert Griggs Plumbing”

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$11,274.49 to “Robert Griggs Plumbing” to assist Carrier technician to troubleshoot communication problem; replace filters at Heckman Housing Building.

Commissioner Baptista moved to adopt **Resolution #:** 1354, which motion was seconded by Commissioner Turdo. All were in favor of this resolution.

RESOLUTION#: 1355 – Approve “Purchase of Natural Gas” from “South Jersey Energy”

BE IT RESOLVED, the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* hereby awards the Bid for the Purchase of Natural Gas to “South Jersey Energy” at the fixed term rate of .364 per therm.

Commissioner **Turdo** moved to adopt **Resolution #:** **1355**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1356 – Approve 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, 2016 through December 31, 2016.

Commissioner **Baptista** moved to adopt **Resolution #:** **1356**, which motion was seconded by Commissioner **Mugavero**. All were in favor of this resolution.

RESOLUTION#: 1357 – Approve Awarding Dental Contract to “Delta Dental”

BE IT RESOLVED, the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* hereby approves the Renewal of Dental Services to “Delta Dental” effective January 1, 2016 through December 31, 2016.

Commissioner **Baptista** moved to adopt **Resolution #:** **1357**, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

RESOLUTION#: 1358 Approve changes to Exhibit XIII of the ACOP

BE IT RESOLVED, the Board of Commissioners’ of the *Housing Authority of the Town of Phillipsburg* hereby approves the changes to the Admission and Continued Occupancy Policy – Exhibit XIII (Application).

Commissioner **Baptista** moved to adopt **Resolution #:** **1358**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1359 Approve Chairman Shelly to Execute the Declaration of Trust

BE IT RESOLVED, the Board of Commissioners’ of the *Housing Authority of the Town of Phillipsburg* hereby approves Chairman Shelley to Execute the Declaration of Trust.

Commissioner **Franceschino** moved to adopt **Resolution #:** **1359**, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

Executive Director Rummerfield stated the Payment in Lieu of Taxes (*PILOT*) was issued to the Town of Phillipsburg in the amount of \$129,119.50 for the period of July 1, 2013 to June 30, 2014

RESOLUTION#: 1360 Approve PILOT in the amount of \$136,731.14

BE IT RESOLVED, the Board of Commissioners’ of the *Housing Authority of the Town of Phillipsburg* hereby approves the Payment in Lieu of Taxes (*PILOT*) in the amount of \$136,731.14 to the Town of Phillipsburg.

Commissioner **Baptista** moved to adopt **Resolution #:** **1360**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

EXECUTIVE SESSION

Commissioner Turdo moved to enter Executive Session which motion was seconded by **Commissioner Baptista** at **6:03 PM**. Upon roll call the motion was unanimous.

Commissioner Baptista moved to exit Executive Session, which motion was seconded by *Commissioner Franceschino* at 7:12 PM. Upon roll call the motion was unanimous.

Commissioner Baptista moved to re-enter into Regular Session at 7:12 PM; which motion was seconded by *Commissioner Franceschino*.

ADJOURNMENT

There being no further business to come before this Authority, *Commissioner Baptista* 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 7:13 PM, December 2, 2015.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman