

**MINUTES OF THE DECEMBER 3, 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 **December 3, 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 6:05 PM and upon roll call the following members were present: Commissioners Shelly, Korp, Larsen, Mugavero, and Turdo. Commissioners Baptista & Franceschino were excused upon request. Also present were Property Managers Kevin DeGerolamo & Nan Quinn, Executive Director/Secretary-Treasurer W. Paul Rummerfield, & Attorney Jenna Rottenberg.

Six (6) 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 –

One tenant requested a copy of the names and contact information for the Resident Advisory Committee. Executive Director Rummerfield advised that a list would be posted in each of the lobbies with contact information.

VISITORS - There were no visitors

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 5, 2014

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

BILLS –November, 2014

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

COMMUNICATIONS

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

REPORT OF THE SECRETARY – TREASURER

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

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

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

Executive Director Rummerfield reported on the Vacancies for November, 2014

REPORT OF COMMITTEES

FINANCE/BANK BALANCES – The List of Investments and Bank Balances were reviewed for November, 2014. Executive Director Rummerfield advised the board that the yearly audit is going to take place on December 17th & 18th.

MAINTENANCE

Executive Director Rummerfield reviewed the Monthly Activity Report and advised that the maintenance department is currently turning over vacancies, working on leaves and preparing all units for upcoming winter months.

RESIDENTS

Executive Director Rummerfield advised that there is a special needs tenant who recently moved in that has fallen twice and broke the toilet which caused flooding to his apartment and his neighbors. He advised that PHA has spoken with his relatives and have referred them to Norma, ROSS Coordinator for help.

Mr. Rummerfield reported to the board that on the advice of our insurance company, notices went out to residents stating no lighted displays were allowed outside due to safety concerns.

Mr. Rummerfield advised the board that Property Manager is attending court on December 14, 2014 for residents who are behind on their rent. He further advised that PHA started out with forty-five (45) and is down to sixteen (16) residents who haven't paid.

CORRESPONDENCE

Executive Director Rummerfield presented a list of the Resident Advisory Committee members for the board and attorney to review.

Executive Director Rummerfield advised the board that the ROSS Coordinator held a Healthy Bones Workshop on November 24th at the JOD Apartments.

He further advised that Pastor Scott from the Phillipsburg Alliance Church will be holding an event in the PHA Community Room for Residents on December 21st at 1:30 PM. The Church Choir will then sing Christmas Carols at the Heckman House at 2:30 PM.

Mr. Rummerfield advised that the Phillipsburg Middle School Choir will sing carols at the Heckman House on December 17th from 3:45 to 5:45 PM.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield gave an update on Andover-Kent Towers. He advised that the General Contractor had been away for the past two (2) weeks; however, Andover-Kent is looking very good. He further advised that the landscaping may have to wait until spring time now.

Mr. Rummerfield advised that PHA is looking into having the John F. O'Donnell building repainted in the spring or the possibility of putting dryvit on it.

PERSONNEL

Executive Director Rummerfield advised the board that our Capital Fund Consultant is back to work and doing well after her surgery.

Mr. Rummerfield requested utilizing summer helpers while they are home from school during their holiday break to work with maintenance staff.

After discussion, Commissioner Turdo moved to approve the motion; which motion was seconded by Commissioner Mugavero. All were in favor of this motion.

ADMINISTRATIVE REPORT

Executive Director's Report

Executive Director Rummerfield advised that Flat Rents haven been in effect since November, and all is going well with the transition.

Mr. Rummerfield advised that PHA has reviewed the Pet Policy since it differed for tenants residing in high rise and family units. The Pet Policy has now been uniformed for all residents.

Mr. Rummerfield advised that we are working on the Personnel Policy comparing our policy with those recommended by the State Government, Federal Government, and other housing authorities.

Executive Director Rummerfield reviewed the Public Housing Assessment System (PHAS) Score Report with the Board. He advised that PHA did very well and received High Performer Status. Mr. Rummerfield and the Board congratulated all of the PHA Employees for obtaining the High Performer Status.

NEW BUSINESS

Resolution #: 1270 Approve the appointment of *Joanne Tersigni, Administrative Assistant* as the OPRA Custodian of Records.

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby appoints *Joanne Tersigni, Administrative Assistant* as the OPRA Custodian of Records.

Commissioner Turdo moved to adopt **Resolution #: 1270**, which motion was seconded by Commissioner Mugavero. All were in favor of this resolution.

Resolution #: 1271 Approve "Purchase of Natural Gas "from Woodruff Energy

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal for the Purchase of Natural Gas to "Woodruff Energy" at the fixed term rate of .563 per therm.

Commissioner Turdo moved to adopt **Resolution #: 1271**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

Resolution #: 1272 Approve changes to Appendix G 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 - Appendix G (Pet Policy).

Commissioner Korp moved to adopt **Resolution #: 1272**, which motion was seconded by Commissioner Turdo. All were in favor of this resolution.

Resolution #: 1273 Approval of Write-offs for October, 2014 through December, 2014

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$ 23,079.31 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 8,495.62
Vacate Charges	\$ 8,585.85
Other monies owed	\$ 3,571.20
<i>TOTAL WRITE-OFFS AMP I</i>	<i>\$20,652.67</i>

Amp II

Rent Losses	\$ 1,867.69
Vacate Charges	\$ 373.95
Other monies owed	\$ 185.00
<i>TOTAL WRITE-OFFS AMP I</i>	<i>\$ 2,426.64</i>

Commissioner Mugavero moved to adopt **Resolution #: 1273**, which motion was seconded by Commissioner Turdo. All were in favor of this resolution.

Resolution #: 1274 Approve Health Flexible Spending Account & Dependent Care Flexible Spending Account

BE IT RESOLVED, *the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby approves that the form of Cafeteria Plan including a Health Flexible Spending Account and Dependent Care Flexible Spending Account effective January 1, 2015, 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 Korp moved to adopt **Resolution #: 1274**, which motion was seconded by Commissioner Turdo. All were in favor of this resolution.

RESOLUTION #: 1275 Approval of Payment to Tenmast Software

BE IT RESOLVED, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$5,562.50 to *Tenmast Software* for Software. Commissioner **Larsen** moved to adopt **Resolution #: 1275**, which motion was seconded by Commissioner **Korp**. All were in favor of this resolution.

RESOLUTION #: 1276 Approval of Payment to Aton Computing, Inc.

BE IT RESOLVED, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$2,653.20 to *Aton Computing, Inc.*

Commissioner **Korp** moved to adopt **Resolution #:** 1276, which motion was seconded by Commissioner **Larsen**. All were in favor of this resolution.

RESOLUTION #: 1277 Approval of Payment to General Supply Company

BE IT RESOLVED, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$2,450.00 to *General Supply Company* for Metal Door and Frame for Annex Community Room.

Commissioner **Korp** moved to adopt **Resolution #:** 1277, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

RESOLUTION #: 1278 Approval of Payment to Pride Construction

BE IT RESOLVED, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$4,000.00 to *Pride Construction* for the Installation of Steps in Amp 24-1, Community Room Entrance.

Commissioner **Korp** moved to adopt **Resolution #:** 1278, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

EXECUTIVE SESSION

Commissioner Turdo made a motion to move into Executive Session at 6:44 PM. **Commissioner Larsen** seconded the motion. Upon roll call the motion was unanimous.

Personnel Matters were discussed during the Executive Session.

Commissioner Larsen made a motion to exit Executive Session at 6:57 PM. **Commissioner Mugavero** seconded the motion. Upon roll call the motion was unanimous.

Commissioner **Turdo** asked the Board of Commissioners to close the offices on Christmas Eve. After discussion, Commissioner Mugavero moved to approve the motion; which motion was seconded by Commissioner Korp. All were in favor of this motion.

Commissioner **Turdo** asked the Board of Commissioners to give all Employees a High Performer Bonus.

After discussion, Commissioner Korp moved to approve a High Performer Bonus in the amount of Three Hundred (\$300.00) Dollars, which motion was seconded by Commissioner Mugavero. All were in favor of this motion.

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 Mugavero**. Upon roll call the motion was unanimous. The meeting was adjourned at 6:58 PM, December 3, 2014.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman