

**MINUTES OF THE DECEMBER 5, 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 **December 5, 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 **6:40 PM** and upon roll call the following members were present: Commissioners: Baptista, Franceschino, Korp, Shelly & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

Commissioners Larsen & Mugavero were excused.

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 AMENDED MINUTES OF THE REGULAR MEETING OF NOVEMBER 7, 2018**

**Commissioner Franceschino** moved to approve the Amended Minutes reflecting the date of the Christmas Luncheon to December 21, 2018, of the Regular Meeting of November 7, 2018, which motion was seconded by **Commissioner Baptista**. Upon roll call the motion was as follows:

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

**BILLS –November, 2018**

**Commissioner Franceschino** moved to approve the bills list for November 2018; which motion was seconded by **Commissioner Swick**. All were in favor of this motion.

**COMMUNICATIONS -**

**REPORT OF THE SECRETARY – TREASURER**

Executive Director Rummerfield reported on the Move-ins for November 2018  
Executive Director Rummerfield reported on the Move-outs for November 2018  
Executive Director Rummerfield reported on the Vacancies for November 2018  
Executive Director Rummerfield reported on the applications that the list is closed.

## REPORT OF COMMITTEES

### FINANCE/BANK BALANCES

Executive Director Rummerfield asked if there were any questions on the Finance/Bank Balances Reports. He further advised that the audit is tentatively scheduled for early January.

### MAINTENANCE

Executive Director Rummerfield reviewed the maintenance report.

### RESIDENTS

Executive Director Rummerfield advised that he met with the tenants from the Andover-Kent Towers to keep them apprised of the elevator situation. He further advised that everyone was very receptive with the exception of one tenant.

Mr. Rummerfield advised that they had contacted several different service providers to provide emergency services during the elevator renovation; however, there was no one who was interested.

He further advised that the Elevator Repair Company is still looking to finish in a three-week period since they are using double shifts.

### DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised that there were two RAD RFP's that were advertised and the recommendation is on tonight's agenda by resolution.

Mr. Rummerfield further advised that he sent a final email to the Mayor today regarding the status of the Section 8 letter to HUD. He asked the board for permission to advertise for an RFP in case the town Section 8 doesn't come through.

### PERSONNEL

#### **ADMINISTRATIVE REPORT**

Executive Director Rummerfield advised that Commissioner Mugavero was in but was unable to attend this evenings meeting. He advised that Mr. Mugavero had suggested giving the employees off on Monday, December 24, 2018 & Monday, December 31, 2018 due to the fact that Christmas Day and New Year's Day fall on a Tuesday this year.

After discussion, Commissioner **Baptista** made a motion to approve closing the office on Monday, December 24, 2018; which was seconded by Commissioner **Franceschino**. All were in favor of this motion.

**Commissioner Mugavero** had also requested the Board of Commissioners consider giving all Employees a Year End Adjustment.

After discussion, **Commissioner Swick** moved to approve a Year End Adjustment in the amount of Three Hundred (\$300.00) Dollars which motion was seconded by **Commissioner Shelly**. All were in favor of this motion.

Executive Director Rummerfield updated the Board on the Christmas Show that the staff will be hosting on December 15, 2017. Lunch will be served at 1:00 PM, Linda Holliday Christmas Show at 2:00. Santa will visit after the show and every child will receive a gift.

Mr. Rummerfield further advised that the REACH Carolers will be visiting again this year.

Mr. Rummerfield reminded the board about the PHA Christmas Luncheon to be held on December 21<sup>st</sup> at 2:00 PM at LaBella Via Restaurant.

Executive Director Rummerfield advised the board that there will be an EnVision meeting on Tuesday, December 11, 2018.

He further advised the board that there will be a conference call with Jaime regarding the RAD transition on Thursday, December 13, 2018.

**NEW BUSINESS:**

**RESOLUTION#: 1650- 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 \$10,349.09 to “*Magic Touch Construction*” for AMP1 Light Installations.

**Commissioner Shelly** moved to adopt Resolution #: **1650**, which motion was seconded by **Commissioner Franceschino**. All were in favor of this resolution.

**RESOLUTION#: 1651- Approval of Payment to “Union Fuel Company”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$4,200.00 to “*Union Fuel Company*” for new furnace.

**Commissioner Shelly** moved to adopt Resolution #: **1651**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

**RESOLUTION#: 1652 - 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 \$6,486.05 to “*Magic Touch Construction*” for AMP1 Light Installations.

**Commissioner Shelly** moved to adopt Resolution #: **1652**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

**RESOLUTION#: 1653- 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 \$10,349.24 to “*Magic Touch Construction*” for AMP1 Light Installations.

**Commissioner Shelly** moved to adopt Resolution #: **1653**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

**RESOLUTION#: 1654- 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 \$4,962.99 to “*Magic Touch Construction*” for AMP1 Light Installations.

**Commissioner Shelly** moved to adopt Resolution #: **1654**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

**RESOLUTION#: 1655- Approval of Payment to “Spectrum of Floors”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$6,077.50 to “*Spectrum of Floors*” for flooring for John F. O’Donnell Apartment Building.

**Commissioner Shelly** moved to adopt Resolution #: **1655**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

**RESOLUTION#: 1656- Approval of Payment to “A-1 Surveillance, LLC”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$13,872.00 to “*A-1 Surveillance, LLC*” for cameras & technical supplies.

**Commissioner Shelly** moved to adopt Resolution #: **1656**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

**RESOLUTION#: 1657 - APPROVAL FOR THE PHILLIPSBURG HOUSING AUTHORITY PASSBOOK SAVINGS RATE POLICY FOR PUBLIC HOUSING**

**WHEREAS**, The Phillipsburg Housing Authority, Phillipsburg, NJ is required to include earnings on net assets in excess of \$5,000 as tenant income in calculation of rent. The interest amount is to be determined by the Housing Authority annually and is based on the Savings National Rate in effect at the time of establishing the rate. The rate the Housing Authority establishes is to be within 75 basis points (plus or minus .75 percent (.75%) and may not be less than 0 percent (0%).

**THEREFORE, BE IT RESOLVED**, The Phillipsburg Housing Authority Board of Commissioners establish the passbook rate for earnings on net assets in excess of \$5,000 at 1.5% for calendar year 2019.

**Commissioner Shelly** moved to adopt Resolution #: **1657**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

**RESOLUTION#: 1658 -APPROVAL FOR THE REHABILITATION FEASIBILITY REPORT FOR RAD TRANSITION**

**WHEREAS**, the Housing Authority of Phillipsburg has been awarded approval from HUD to convert to RAD, and;

**WHEREAS**, the process for conversion to RAD includes the completion of a Section 18 obsolescence report for each complex deemed appropriate, and;

**WHEREAS**, the Authority through a fair and open process competitively solicited proposals for the completion of the Section 18 obsolescence report, and;

**WHEREAS**, 3 responsive proposals were received for the preparation of the reports, and;

**WHEREAS**, EMG Corp. submitted the lowest competitive proposal in the amount of \$ 9,250.

**NOW, THEREFORE, BE IT RESOLVED**, by the Commissioners of the Housing Authority of Phillipsburg awarding an agreement to EMG Corp. for the preparation of a Section 18 obsolescence report in accordance with the request for proposals in the amount of \$ 9,250.

**Commissioner Shelly** moved to adopt Resolution #: **1658**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

**RESOLUTION#: 1659 - APPROVAL FOR THE RAD PHYSICAL CONDITION ASSESSMENTS**

**WHEREAS**, the Housing Authority of Phillipsburg has been awarded approval from HUD to convert to RAD, and;

**WHEREAS**, the process for conversion to RAD includes the completion of an RPCA and energy audit for each complex, and;

**WHEREAS**, the Authority through a fair and open process competitively solicited proposals for the completion of RPCA's and energy audits, and;

**WHEREAS**, 4 responsive proposals were received for the preparation of the reports, and;

**WHEREAS**, EMG Corp. submitted the lowest competitive proposal in the amount of \$ 33,860.

**NOW, THEREFORE BE IT RESOLVED**, by the Commissioners of the Housing Authority of Phillipsburg awarding an agreement to EMG Corp. for the preparation of RPCA's in accordance with the request for proposals in the amount of \$ 33,860.

**Commissioner Shelly** moved to adopt Resolution #: **1659**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

**RESOLUTION#: 1660 - Approval Awarding Risk Management Services to "Alamo Risk Management Services"**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves the bid award for Risk Management Services to "Alamo Risk Management Services" effective January 1, 2019 through December 31, 2020.

**Commissioner Shelly** moved to adopt Resolution #: **1660**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

**RESOLUTION#: 1661 - Emergency Repair for Heat Wheel in the Heckman House**

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* experienced the need to obtain emergency services; and

**WHEREAS**, Brian Hirosky, Facilities/Operations Manager recommended to Paul Rummerfield, Executive Director the need for this repair due to the anticipated cold wave and the building being occupied by disabled tenants and seniors; and

**WHEREAS**, Executive Director Rummerfield contacted the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* and notified them of the situation; and

**WHEREAS**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes and approves the necessary repairs to the Heat Wheel at the Heckman House Apartment Complex at a cost not to exceed Three thousand six hundred seventy-five (\$3,675.00) Dollars to MPA without prior approval from the Board of Commissioners.

**NOW THEREFORE BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said repairs to the Heat Wheel at the Heckman House Apartment Complex at a cost not to exceed Three thousand six hundred seventy-five (\$3,675.00) Dollars to MPA without prior approval from the Board of Commissioners.

**Commissioner Shelly** moved to adopt Resolution #: **1661**, 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 Baptista*** moved at the call of ***Chairman Korp***, the meeting be adjourned, which motion was seconded by ***Commissioner Franceschino***. Upon roll call the motion was unanimous. The meeting was adjourned at **8:34 PM**, December 5, 2018.

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**W. PAUL RUMMERFIELD**  
Executive Director/Secretary-Treasurer

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**JOHN KORP**  
Chairman