

**MINUTES OF THE DECEMBER 6, 2017 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 6, 2017 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 Executive Director Rummerfield at **6:42 PM** and upon roll call the following members were present: Commissioners: Franceschino, Korp, Larsen, Scerbo, Shelly & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following member was absent: Commissioner Mugavero

There were two (2) 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

BILLS -November, 2017

Commissioner Franceschino moved to approve the bills list for November, 2017; which motion was seconded by *Commissioner Swick*. All were in favor of this motion.

COMMUNICATIONS - NONE

REPORT OF THE SECRETARY - TREASURER

Executive Director Rummerfield reported on the Move-ins for November 2017.
Executive Director Rummerfield reported on the Move-outs for November 2017.
Executive Director Rummerfield reported on the Vacancies for November 2017.

REPORT OF COMMITTEES

FINANCE/BANK BALANCES

Executive Director Rummerfield gave an update on the RAD application.
Mr. Rummerfield advised that we are trying to reschedule the auditor for the second week of January, 2018.

MAINTENANCE

Executive Director Rummerfield updated the Board on the maintenance department.

RESIDENTS

Executive Director Rummerfield reviewed the issue with the Elevator being down again at Andover-Kent Towers. He advised that the Maintenance Staff did a great job helping tenants while the elevator was down. He further advised that VDA is scheduled to come on Friday, December 8,

2017 at 10:00 AM to discuss the procedures of the elevator and what will be done if the elevator is down for an extended period of time.

Mr. Rummerfield advised that it will be the responsibility of the contractor to be sure tenants are able to get up and down when the elevator is under construction.

He further discussed the possibility of giving tenants the option to move to another high rise. He advised that if they do choose to transfer, that it would have to be a permanent transfer, not just a temporary transfer.

DEVELOPMENT/MODERNIZATION

No further report

PERSONNEL

No current report

ADMINISTRATIVE REPORT

Executive Director Rummerfield updated the Board on the Christmas Show that the staff will be hosting on December 16, 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 the Heckman House on December 14th from 4 – 5:30PM.

Mr. Rummerfield reminded the board about the PHA Christmas Luncheon to be held on December 22nd at 2:00 PM.

Mr. Rummerfield updated the board on the status of the pole building in Heckman Terrace Annex. He advised that there is discussion of putting heat and electric in the building.

Mr. Rummerfield updated the board on the online application process Tenmast offers and advised we would like to change to online applications as indicated in Resolution 1551 below.

NEW BUSINESS:

RESOLUTION#: 1542- Emergency Services for Concrete inside Pole Building in Heckman Terrace Annex

BE IT RESOLVED, at the recommendation of Brian Hirosky, Facilities/Operations Manager, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said concrete work for the floor of the pole building located in Heckman Terrace Annex to “Pride Construction” at a cost not to exceed Nine-thousand nine hundred (\$9,900.00) Dollars without prior approval from the Board of Commissioners. It was necessary to use Pride Construction rather than the lowest quote due to the fact that Fetterville’s contractor was unable to meet the deadlines that they originally gave us, and with cold temperatures approaching and concrete work required, Pride was able to start immediately as opposed to the other contractors who couldn’t.

Commissioner Swick moved to adopt Resolution #: **1542**, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

RESOLUTION#: 1543 - Approval of Payment to Cooper Electric Supply Company

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$2,901.00 to “*Cooper Electric Supply Company*” for the purchase of LED Lights for the Heckman House.

Commissioner Shelly moved to adopt Resolution #: **1543**, which motion was seconded by **Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1544 - Approval of Payment to J. Pip’s Paving

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$3,500.00 to “*J Pip’s Paving*” for seal coating of office parking lot.

Commissioner Franceschino moved to adopt Resolution #: **1544**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

RESOLUTION#: 1545 - Approval of Payment to New Egg Business Incorporated

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$11,970.47 to “*New Egg Business Incorporated*” for the purchase of various technology supplies.

Commissioner Shelly moved to adopt Resolution #: **1545**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

RESOLUTION#: 1546 - Approval of Payment to Home Depot Credit Services

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$8,888.00 to “*Home Depot Credit Services*” for the purchase of LED Lights for the Family Units.

Commissioner Franceschino moved to adopt Resolution #: **1546**, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

RESOLUTION #: 1547 Approve the Inter-local Agreement for the purchase of gasoline, motor fuel and rock salt with the Town of Phillipsburg for the 2018 calendar year.

BE IT RESOLVED, the *Board of Commissioners’ of the Housing Authority of the Town of Phillipsburg* hereby approves the Inter-local Agreement for the purchase of gasoline, motor fuel, and rock salt for the 2018 calendar year between the Town of Phillipsburg and Housing Authority.

Commissioner Swick moved to adopt Resolution #: **1547**, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

RESOLUTION #: 1548 Approve Paul Rummerfield as Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance

BE IT RESOLVED, that the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* does hereby appoint W. Paul Rummerfield as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2018.

Commissioner Franceschino moved to adopt Resolution #: **1548**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

RESOLUTION#: 1549- 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 Bid for the Purchase of Natural Gas to “*Woodruff Energy*” at the fixed term rate of .4437 per therm.

Commissioner Shelly moved to adopt Resolution #: **1549**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

RESOLUTION#: 1550 - Approval to Award Dental Contract to Delta Dental

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby reappoints “Delta Dental.” for Dental Coverage from January 1, 2018 through December 31, 2018 at the following rates:

| | |
|-------------|----------|
| One Party | \$51.86 |
| Two Party | \$100.34 |
| Three Party | \$170.20 |

Commissioner Franceschino moved to adopt Resolution #: **1550**, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

RESOLUTION#: 1551 - Approve changes to Exhibit XIII of the ACOP

WHEREAS, The Commissioners of the Housing Authority of Phillipsburg are desirous of updating the application process, and

WHEREAS, the following method for submitting pre-applications will take effect immediately for all person/persons applying for housing:

- 1) Pre-application ***must be submitted online*** by applying through the Phillipsburg Housing Authority website.
- 2) Pre-applications can only be made online by using a personal computer, laptop, smartphone and/or tablet with internet access.
- 3) Any person not having internet access will be able to submit an application by coming to the Phillipsburg Housing Authority Administrative Office. A Computer will be available for all applicants not having internet access. Any applicant who has difficulty using a computer can request assistance from the Housing Authority ***by scheduling an appointment in advance***.
- 4) No paper applications will be distributed or accepted effective immediately.
- 5) Only one pre-application per household will be accepted, duplicate pre-applications will be rejected.

Commissioner Swick moved to adopt Resolution #: **1551**, which motion was seconded by **Commissioner Franceschino**. All were in favor of this resolution.

PUBLIC COMMENT:

GA from JFO reported several potential security issues with parking at the JFO Building and asked the board to consider extending the fence. Mr. Rummerfield advised that we do have video surveillance there, but advised we would look into fencing.

GA also reported there is an issue with elevator at JFO. Mr. Rummerfield advised we would look into it, but reminded GA to call in a work order.

GA reported dryers jamming at JFO. Mr. Rummerfield advised he would have Property Manager DeGerolamo look into it, but reminded her to call in a work order.

EXECUTIVE SESSION

Commissioner Franceschino moved to enter Executive Session which motion was seconded by **Commissioner Shelly** at **7:42 PM**. Upon roll call the motion was unanimous.

Commissioner Franceschino moved to exit Executive Session, which motion was seconded by **Commissioner Swick** at **7:42 PM**. Upon roll call the motion was unanimous.

Commissioner Shelly moved to re-enter into Regular Session at **7:52 PM**; which motion was seconded by **Commissioner Franceschino**.

Commissioner Shelly asked the Board of Commissioners to consider closing the office on December 26, 2017.

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

Chairman Korp asked the Board of Commissioners to consider giving all Employees a Year End Adjustment.

After discussion, **Commissioner Franceschino** 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.

ADJOURNMENT

There being no further business to come before this Authority, **Commissioner Franceschino** moved at the call of **Chairman Korp**, the meeting be adjourned, which motion was seconded by **Commissioner Shelly**. Upon roll call the motion was unanimous. The meeting was adjourned at **7:58 PM**, December 6, 2017.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JOHN KORP
Chairman