

**MINUTES OF THE DECEMBER 7, 2016 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 7, 2016 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 **6:30 PM** and upon roll call the following members were present: Commissioners: Franceschino, Korp, Larsen, Mugavero, Scerbo, & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following member was absent: Commissioner Baptista

There were no 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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 2, 2016

Commissioner Mugavero moved to approve the Minutes of the Regular Meeting of November 2, 2016; which motion was seconded by **Commissioner Franceschino**. Upon roll call the motion was as follows:

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

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF NOVEMBER 2, 2016

Commissioner Larsen moved to approve the Minutes of the Executive Meeting of November 2, 2016; 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>
Franceschino			Baptista
Korp			
Larsen			
Mugavero			
Scerbo			
Swick			

BILLS –November, 2016

Commissioner **Franceschino** moved to approve the bills list for November, 2016; which motion was seconded by *Commissioner* **Scerbo**. All were in favor of this motion.

COMMUNICATIONS - Thank you from Safe Harbor, PHAS Score Report, & Correspondence from Richard Hay, Fire Chief

REPORT OF THE SECRETARY – TREASURER

Executive Director Rummerfield reported on the Move-ins for November, 2016.

Executive Director Rummerfield reported on the Move-outs for November, 2016.

Executive Director Rummerfield reported on the List of applications for November, 2016.

Executive Director Rummerfield reported on the Vacancies for November, 2016.

REPORT OF COMMITTEES**FINANCE/BANK BALANCES**

Executive Director Rummerfield advised that the auditing team from Polcari and Company were onsite November 29th & 30th. They conducted our annual audit for fiscal year July 1, 2015 through June 30, 2016. Based on their exit interview they indicated they were pleased with our books and advised that there were no audit findings. They will continue to review Authority reports at their office and then prepare the audit report. The Audit must be submitted to HUD by the end of March. They stated they will probably be submitting the report sometime in January. I have tentatively scheduled with them to attend our February meeting.

Executive Director Rummerfield further advised that the calculation for our annual PILOT (Payment in Lieu of Taxes) was concluded and reviewed by our accountant. We will be presenting the Town with the highest PILOT check in the history of the Housing Authority this year in the amount of \$164,761.30. This represents an increase of \$28,030.16 over last year's PILOT. The biggest contributing factors for the increase are an increase in rent collections and a reduction in utility expenses.

MAINTENANCE

Executive Director Rummerfield advised that all snow removal equipment has been readied for the upcoming winter season. He further advised that leaves had been gathered for Municipal pick-up for the week of December 5, 2016.

All hallways and common area floors in the Heckman House have been stripped and waxed. The common areas at Andover-Kent and hallways and common areas at John F. O'Donnell will also be scheduled for cleaning and waxing.

All access doors to the crawl spaces under the family units have been checked and new security measures installed where needed. New replacement locks have been ordered and all old locks will be replaced.

Our Facilities Director met with Jim Rhoads, from the Joint Insurance Fund (JIF), and conducted Personal Protective Equipment (PPE) Hazard Assessment Review. This will enable us to provide and require our maintenance employees with the necessary safety equipment for all maintenance functions. Moving forward, we're making safety training and safety equipment a much higher priority for our employees.

There were 263 work orders closed out in the past month and 7 vacant units turned over for rental.

RESIDENTS

Executive Director Rummerfield advised that we collaborated with Zufall Health Group and held a Health Fair in our Community Room, on November 17th. It was a huge success with several hundred of our resident's and their families participating. Medical and dental screens were conducted along with other valuable health related information passed along to the participants.

The following is a list of Holiday related events sponsored by the Housing Authority for the month of December:

12/2/16 – Kid's Craft and Tree Decorating (Approximately 14 kids participated)

12/3/16 – Holiday Movie with the Cops (Approximately 24 kids participated)

12/5/16 – Tree Decorating at the Heckman House Apartments (Approximately 13 residents participated)

12/6/16 – Tree Decorating at John F. O'Donnell (Approximately 15 residents participated)

12/7/16 – Tree Decorating at Andover-Kent Towers (Approximately 8 residents participated)

DEVELOPMENT/MODERNIZATION

Executive Director advised he is not pleased with the level of service with the architectural company hired to do design work on the John F. O'Donnell Apartment Building.

PERSONNEL

Executive Director Rummerfield advised that our two Recertification Specialists were signed up to participate in a webinar offered by the Nelrod Company, Inc. on Public Housing Rent Calculation with an exam at the end of the three (3) day training. They both scored very well on the exam. Our Office Manager was able to participate for one (1) day of the training due to extenuating circumstances. Our Housing Specialist was able to participate for two (2) days due to a previously scheduled vacation.

ADMINISTRATIVE REPORT

Executive Director Rummerfield advised that the Housing Authority received our Public Housing Assessment System (PHAS) Score for the end of our fiscal year 6/30/16. He advised that he is pleased to report that the Phillipsburg Housing Authority is considered by HUD to be a High Performer.

Mr. Rummerfield further advised that the tenant that had the kitchen fire in her apartment and verbally abused the Fire Chief and his members received a Cease Notice for her actions.

Mr. Rummerfield advised that the Housing Authority is attempting to sponsor a Boy Scout Troop. We are currently trying to gauge the interest by our tenants. If there is sufficient interest, and we can find a qualified Troop Leader, we would need to set up a Charter Committee. If any Board member would be interested in serving in this capacity, he asked for them to please let him know. He advised that it wouldn't be a Commission Committee but an independent board for the Boy Scouts.

He advised that the board may already be aware that HUD is moving forward with a "No Smoking Policy" for all Public Housing properties. He advised that we already have a policy instituted in the Senior High-rises. Mr. Rummerfield has advised that he has reached out to the Executive Director

from Community Prevention Resources of Warren County to meet in January to discuss how to implement this new directive from HUD.

Mr. Rummerfield further advised that he attended the NJNAHRO Conference in November along with Kevin, Brian and Tom. He advised there were a number of interesting and informative sessions that were offered. He advised that they met with representatives on how to develop an Affirmative Fair Housing Plan. He advised it appears that it will be an exhaustive and time consuming task. He advised the good news is that we have about a year and a half to finalize the plan. He further advised that they attended an informative NJPHA Joint Insurance Fund Meeting. He advised we were singled out as the only Authority to take the initiative to conduct a PPE Hazard Assessment. He further advised that they also attended the Smoking Cessation session on "The Smoke Free Rule". He advised that there was a lot of information released.

NEW BUSINESS:

RESOLUTION#: 1443 -Payment to "The Nelrod Company"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,196.00 to "The Nelrod Company" for Staff Training.

Commissioner Swick moved to adopt **Resolution #: 1443**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION #: 1444 - Approve Payment In Lieu of Taxes (PILOT) in the amount of \$164,761.30

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 \$164,761.30 to the Town of Phillipsburg.

Commissioner Mugavero moved to adopt **Resolution #: 1444**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION#: 1445 -Approval to Reject Bids for Payroll Services

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby rejects the Bid for "Payroll Services". (Waiting for direction from fee account whether we must rebid or negotiate with payroll company.)

Commissioner Swick moved to adopt **Resolution #: 1445**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION#: 1446 -Payment to "Tenmast Software"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$12,505.00 to "Tenmast Software" for 2016 Update.

Commissioner Larsen moved to adopt **Resolution #: 1446**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION#: 1447 –Payment to “Franklin-Griffith, LLC”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$2,180.70 to “Franklin Griffith, LLC” for 24-3 LED Parking Lot Lights.

Commissioner Mugavero moved to adopt **Resolution #: 1447**, which motion was seconded by Commissioner Scerbo. All were in favor of this resolution.

RESOLUTION#: 1448 –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 \$2,318.08 to “Home Depot Credit Services” for second floor Annex Maintenance Shop.

Commissioner Larsen moved to adopt **Resolution #: 1448**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION#: 1449 –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 bid award for Risk Management Services to “Alamo Insurance Group, Inc.” effective January 1, 2017 through December 31, 2017.

Commissioner Swick moved to adopt **Resolution #: 1449**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

PUBLIC COMMENT:

None

EXECUTIVE SESSION

Commissioner Swick moved to enter Executive Session which motion was seconded by **Commissioner Scerbo** at 7:22 PM. Upon roll call the motion was unanimous.

Commissioner Larsen moved to exit Executive Session, which motion was seconded by **Commissioner Swick** at 8:03 PM. Upon roll call the motion was unanimous.

Commissioner Swick moved to re-enter into Regular Session at 8:04 PM; which motion was seconded by **Commissioner Mugavero**.

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 Scerbo**. Upon roll call the motion was unanimous. The meeting was adjourned at 8:05 PM, December 7, 2016.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JOHN KORP
Chairman

