

**MINUTES OF THE FEBRUARY 1, 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 **February 1, 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 **6:31 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 JANUARY 4, 2017**

**Commissioner Mugavero** moved to approve the Minutes of the Regular Meeting of January 4, 2017, which motion was seconded by **Commissioner Scerbo**. Upon roll call the motion was as follows:

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

**BILLS -January, 2017**

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

**COMMUNICATIONS - None**

**REPORT OF THE SECRETARY - TREASURER**

Executive Director Rummerfield reported on the Move-ins for January, 2017.

Executive Director Rummerfield reported on the Move-outs for January, 2017.

Executive Director Rummerfield reported on the List of applications for January, 2017.

Executive Director Rummerfield reported on the Vacancies for January, 2017.

## **REPORT OF COMMITTEES**

### FINANCE/BANK BALANCES

Executive Director Rummerfield advised that he checked with our Auditor to see the status of the 7/1/2015 to 6/30/2016 audit and was informed that it has not been submitted to HUD as of this date. He advised that they would be submitting in the next couple of weeks. The audit is due at HUD by the end of March. Mr. Rummerfield advised that Mr. Maurice will be attending the March 1<sup>st</sup> board meeting.

### MAINTENANCE

Executive Director Rummerfield advised that the repair work for 499 & 501 Elm Avenue is still in progress. He advised that these were the units that had extensive damage due to a water leak under the unit.

He further advised that the tree and brush removal is still ongoing along the railroad tracks of Roseberry Street and Elm Avenue.

Mr. Rummerfield advised that the wallpaper has been removed from all of the common areas on the first floor of the John F. O'Donnell Apartments. The maintenance staff is still doing wall repair and removing part of the wall that separates the two community rooms. He advised that we are looking at painting the entire first floor and purchasing new furniture. He further advised that this will be an ongoing project that will be a fill-in for the maintenance schedule when vacancies are caught up.

Mr. Rummerfield further advised that the following units were completed in January:

494 Watson Place  
 506 Kneedler Avenue  
 563 Green Street  
 235 South Main Street, Apartment 507 &  
 525 Fisher Avenue, Apartment 106

### RESIDENTS

Executive Director Rummerfield advised that we successfully celebrated two 90's Club Birthday parties.

There was a very nice turn out for the Movie Night to enjoy the movie Ice Age

We also sponsored the Zufall Health Van at the Heckman House & John F. O'Donnell Apartments which offered Dental & Medical Services.

### DEVELOPMENT/MODERNIZATION

Executive Rummerfield advised that we reached out to schedule a meeting with the Architect with Netta Associates to discuss the O'Donnell project; however, we haven't heard back yet.

### PERSONNEL

Mr. Rummerfield advised that the committee with the Chairman, Mr. Mugavero, Accountant Katchen and himself met on January 5<sup>th</sup>. He advised that it would be discussed in Executive Session.

## **ADMINISTRATIVE REPORT**

Executive Director Rummerfield advised that there were two Public Hearings held for the Rental Assistance Demonstration (RAD) application. He advised that the first hearing was very well attended by many of our senior population and Chairman Korp. He further advised that the second had 20 attendees, four of which were Housing Authority Employees. He advised that there were many questions asked at both hearings and he believes that those that attended left with a general

understanding of what the RAD program is about. He advised that he will discuss with Mr. Katchen the date and time to hold the next public hearing.

**NEW BUSINESS:**

**RESOLUTION#: 1463 – 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 \$20,000.00 to “J Pip’s Paving” for 65’x45’ Asphalt for 24-1 Maintenance Lot.

Commissioner Mugavero moved to adopt **Resolution #: 1463**, which motion was seconded by Commissioner Scerbo. All were in favor of this resolution.

**RESOLUTION#: 1464–Payment to “NORWESCAP FSS”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$17,425.00 to “NORWESCAP FSS” for ROSS Service Coordinator Program.

Commissioner Franceschino moved to adopt **Resolution #: 1464**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

**RESOLUTION#: 1465 – Payment to “Northeast Alarm & 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 \$9,650.00 to Northeast Remote Alarm & Surveillance for Access Control Systems Installation.

Commissioner Larsen moved to adopt **Resolution #: 1465**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

**RESOLUTION#: 1466–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 \$9,650.00 to “MTB Electric” or Parking Lot LED Installation.

Commissioner Franceschino moved to adopt **Resolution #: 1466**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

**RESOLUTION#: 1467 – Approve “Purchase of Natural Gas” from “Hudson 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 “Hudson Energy” at the fixed term rate of .50 per therm.

Commissioner Larsen moved to adopt **Resolution #: 1467**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

**RESOLUTION #: 1468 – Write-off the attached list of Tools**

**BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves the tool write-offs and hereby adopts said Resolution #: **1468**.

Commissioner Swick moved to adopt **Resolution #: 1468**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

**RESOLUTION#: 1469 – Approve the Submission of a budget amendment to DCA to incorporate additional salary adjustments for identified job classifications, effective January 1, 2017.**

**BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves the submission of a budget amendment to HUD & DCA to incorporate additional salary adjustments for identified job classifications, effective January 1, 2017.

Commissioner *Mugavero* moved to adopt **Resolution #: 1469**, which motion was seconded by Commissioner *Swick*. All were in favor of this resolution except the Chairman because it incorporated employees with less than one year of employment.

**PUBLIC COMMENT:**

NONE

**EXECUTIVE SESSION:**

**EXECUTIVE SESSION**

*Commissioner Larsen* moved to enter Executive Session which motion was seconded by *Commissioner Scerbo* at 7:40 PM. Upon roll call the motion was unanimous.

*Commissioner Larsen* moved to exit Executive Session, which motion was seconded by *Commissioner Swick* at 7:50 PM. Upon roll call the motion was unanimous.

*Commissioner Swick* moved to re-enter into Regular Session at 7:50 PM; which motion was seconded by *Commissioner Mugavero*.

**ADJOURNMENT**

There being no further business to come before this Authority, *Commissioner Mugavero* 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 7:51 PM, February 1, 2017.

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

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**JOHN KORP**  
Chairman