

Minutes of Board of Commissioner's Meeting

Held on February 11, 2014 opening at 6:00 p.m.

Present: Commissioners : Ann Baptista, John Korp, Phil Mugavero, Rob Larsen, Rick Turdo, Chairman; Jim Shelly, Executive Director/Secretary/Treasurer; Paul Rummerfield, Attorney; Jenna Rottenberg

Property Manager: K. DeGerolamo

Absent: Commissioners Cecile Fransceschino, Property Manager Nan Quinn

Called to order and roll call by James Shelly in accordance with the Open Meetings Act delivered to the Express-Times, Acting Municipal clerk and posted in the Municipal Bldg., Housing Authority Office and Website.

Motion: Approval of the minutes of Regular Meeting of January 8, 2014

First: P. Mugavero

Second: R. Turdo

All voted yes

Absent: C. Fransceschino

Motion: Accept the Bills of January 2014

First: R. Turdo

Second: A. Baptista

All voted yes

Absent: C. Fransceschino

Communications:

Mr. Rummerfield spoke about Community Prevention Resources of Warren County, Yvette Day, and their assistance in helping the HA go smoke free in the (3) high rise buildings. A survey was sent to all tenants asking how they felt about going "smoke free". Some responses have started to trickle in and more info will be given at later meetings.

Report of the Secretary/Treasurer:

Move Ins/Outs-

Report Attached – no questions

List of applications

Report Attached – no questions

Report of Committees:

Finance/Bank Balances –

Auditor at HA in December – No findings – Hard copy not delivered yet. M. Rummerfield hoping to have the report soon so that he can give to the Commissioner before next meeting. Plan was to have auditor and Bill Kachen at the February meeting but since we do not have report, we will look at having them at our March meeting. Audit due to HUD in March.

Maintenance –

P. Rummerfield discussed the impact of snow removal and how it affects operations. Will have more details after the snow season is behind us.

Residents -

Mr. Rummerfield let the commissioners know that the ROSS Quarterly report for Oct 2013 thru Dec 2013 is attached for them to review. It reflects who Norma is working with and what they are accomplishing.

In cooperation with the School District, all tenants in the (3) high rise buildings will be provided free transportation to and from the showing of the Green Street play at PHA on February 26th, 2014, free of charge.

Development-

Heckman House construction in the lobby and community room is nearing completion. Some paint touch ups and minor tile issues need to be addressed. Hope to have a punch list for contractor in the next week or so. Once completed, Mr. Rummerfield will bring the commissioners down to show them.

Personnel-

Nan has been out for the past week due to knee surgery she is having. Hope to see her back soon.

Administrative Report –

Luis Alamo was in today, February 11th, 2014 from Alamo Insurance. He is the HA's risk manager. Overall he says the Agency is running very well and does not have many claims. Our 5 year running history is very favorable as compared to other Agencies of equal size.

P. Rummerfield told the commissioners that we have some old floor tiles that we are no longer using to put into units. The HA will donate them to the Jersey Hose Fire Company so they can replace their floor which is in bad condition.

New Business -

Motion: **Resolution #1212** to make payment to Bayshore General Co. for \$8,100.00 (JFO tile work – final payment)

First: R. Turdo
Second: A. Baptista

All voted yes
Absent: C. Fransceschino

Motion: **Resolution #1213** to make payment to Coopersmith General Contr. for \$79,584.00 (improvements to Heckman House lobby)

First: R. Turdo
Second: P. Mugavero

All voted yes
Absent: C. Fransceschino

Motion: **Resolution #1214** to approve Change Order # 10 to Coopersmith General Contr. for \$1,306.00 (improvements to Heckman House lobby)

First: R. Turdo
Second: P. Mugavero

All voted yes
Absent: C. Fransceschino

Motion: **Resolution #1215** to make payment to ComTec for \$6,722.74 (replace camera and updates)

First: A. Baptista
Second: R. Turdo

All Voted yes
Absent: C. Fransceschino

Motion: **Resolution #1216** to make payment to ComTec for \$3,709.66 (WinPak access connection for Maintenance and Community Buildings)

First: J. Korp
Second: R. Turdo

All Voted yes
Absent: C. Fransceschino

Motion: **Resolution #1217** to make payment to Northeast Remote Surveillance for \$7,533.00 (cameras for Community Building)

First: R. Larsen
Second: A. Baptista

All voted yes

Absent: C. Fransceshino

Motion: **Resolution #1218** to make payment to Bayshore General Contr for \$984.20 (tile cove base)

First: R. Turdo

Second: R. Larsen

All voted yes

Absent: C. Fransceshino

Motion: **Resolution #1219** to make payment to Arch Design for \$750.00 (Heckman House improvements)

First: P. Mugavero

Second: R. Turdo

All voted yes

Absent: C. Fransceshino

Motion: **Resolution #1220** to make payment to Tenmast for \$68,623.00 (new software program)

First: A. Baptista

Second: R. Turdo

All voted yes

Absent: C. Fransceshino

Motion: Motion to adjourn

First: R. Larsen

Second: A. Baptista

All voted yes

Absent: C. Fransceschino

Adjournment: 6:32p.m.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman