

**MINUTES OF THE FEBRUARY 3, 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 **February 3, 2016 at 5:30 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 5:39 PM and upon roll call the following members were present: Commissioners Shelly, Baptista, Franceschino, Larsen (arrived at 6:00 PM), & Mugavero. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following members were absent: Commissioners Korp & Turdo

There were three (3) members of the public present.

Chairman Shelly 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 Shelly directed said announcement be entered in the minutes of the meeting.

**VISITORS** – Mr. William Katchen, Accountant – Rental Assistance Demonstration “RAD” Discussion

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 6, 2016**

**Commissioner Baptista** moved to approve the Minutes of the Regular Meeting of January 6, 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>
Baptista		Mugavero	Korp
Franceschino			Turdo
Larsen			
Shelly			

**APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF JANUARY 6, 2016**

**Commissioner Baptista** moved to approve the Minutes of the Executive Meeting of January 6, 2016; which motion was seconded by **Commissioner Larsen**. Upon roll call the motion was as follows:

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

**BILLS** –January, 2016

**Commissioner Baptista** moved to approve the bills list for January, 2016; which motion was seconded by **Commissioner Franceschino**. All were in favor.

**COMMUNICATIONS** – None

**REPORT OF THE SECRETARY – TREASURER**

Executive Director Rummerfield reported on the Move-ins for January, 2016.  
 Executive Director Rummerfield reported on the Move-outs for January, 2016.  
 Executive Director Rummerfield reported on the List of applications for January, 2016.  
 Executive Director Rummerfield reported on the Vacancies for January, 2016.

**REPORT OF COMMITTEES****FINANCE/BANK BALANCES**

The List of Investments and Bank Balances were reviewed for January, 2016. Executive Director Rummerfield advised the Annual Audit is scheduled for March 2<sup>nd</sup> & 3<sup>rd</sup>. He further advised that Bill Katchen is working on next year's budget.

**MAINTENANCE**

Executive Director Rummerfield reviewed the monthly and annual reports for the maintenance department. He advised that the guys did a fantastic job with the snow removal during this historical snow fall. He further advised that the Toro Snow Blower had broken.

**RESIDENTS –**

Executive Director Rummerfield updated commissioners on the mold issue in the Heckman Terrace. He advised that remediation has started.

He further advised that we have a new ROSS Coordinator, Jonathan Asayag. He stated that Jonathan is very interested in increasing tenant participation. He's currently the Youth Coordinator for Norwescap and a great addition to our office.

**DEVELOPMENT/MODERNIZATION -**

Executive Director Rummerfield advised that board that there is a need to rehabilitate the elevator at Andover-Kent due to the fact that it is very old and they no longer make the parts for it.

Executive Director Rummerfield advised the board that we have a boiler down and are currently only running with two boilers.

**PERSONNEL –****ADMINISTRATIVE REPORT**

Executive Director Rummerfield addressed the board about the Rental Assistance Demonstration "RAD" application that was discussed by William Katchen. After a lengthy discussion the board gave permission for William Katchen to prepare the RAD application.

**NEW BUSINESS:****RESOLUTION#: 1369-Payment to "Pemberton Electrical Supply Co"**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$774.05 to "*Pemberton Electrical Supply Co*" for 25" Black Mighty Post & 13 W LED Spot Light.

Commissioner **Baptista** moved to adopt **Resolution #: 1369**, which motion was seconded by Commissioner **Mugavero**. All were in favor of this resolution.

**RESOLUTION#: 1370 -Payment to “Appliance Brokers Ltd”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$3,200.00 to “Appliance Brokers, Ltd” for 24 inch gas stove in 24-1 and 20 inch gas stove in 24-2.

Commissioner Franceschino moved to adopt **Resolution #:** 1370, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

**RESOLUTION#: 1371 -Payment to “Pemberton Electrical Supply Co”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$4,606.33 to “Pemberton Electrical Supply Co” for LED fixtures for 24-4.

Commissioner Mugavero moved to adopt **Resolution #:** 1371, which motion was seconded by Commissioner Baptista. All were in favor of this resolution.

**RESOLUTION#: 1372 -Payment to “Pemberton Electrical Supply Co”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$7,606.44 to “Pemberton Electrical Supply Co” for labor charges for LED light installation for 24-4.

Commissioner Franceschino moved to adopt **Resolution #:** 1372, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

**RESOLUTION#: 1373 -Payment to “Action Tree Service, Inc.”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$3,580.00 to “Action Tree Service, Inc.” for tree and stump removal in shop area of 24-1.

Commissioner Baptista moved to adopt **Resolution #:** 1373, which motion was seconded by Commissioner Mugavero. All were in favor of this resolution.

**RESOLUTION#: 1374 -Payment to “Pemberton Electrical Supply Co”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$520.00 to “Pemberton Electrical Supply Co” for two 26 Watt LED Flood Lights.

Commissioner Baptista moved to adopt **Resolution #:** 1374, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

**RESOLUTION#: 1375 - Approve “Purchase of Electricity” from “SFE 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 Electricity to “SFE Energy” at .075 Kwh.

Commissioner Baptista moved to adopt **Resolution #:** 1375, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

**RESOLUTION#: 1376 -Approval for the Rental Assistance Demonstration “RAD” Application to be completed by William Katchen**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes William Katchen to complete the Rental Assistance Demonstration “RAD” Application.

Commissioner Baptista moved to adopt **Resolution #:** 1376, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

**PUBLIC COMMENT:**

Tenant came to voice her concerns with alleged drug activity. She asked if something could be done about this. She was advised to file a police report so housing can act on the situation.

**EXECUTIVE SESSION**

*Commissioner Larsen* moved to enter Executive Session which motion was seconded by *Commissioner Baptista* at 7:06 PM. Upon roll call the motion was unanimous.

*Commissioner Larsen* moved to exit Executive Session, which motion was seconded by *Commissioner Baptista* at 7:22 PM. Upon roll call the motion was unanimous.

*Commissioner Baptista* moved to re-enter into Regular Session at 7:31 PM; which motion was seconded by *Commissioner Franceschino*.

**ADJOURNMENT**

There being no further business to come before this Authority, *Commissioner Mugavero* moved at the call of *Chairman Shelly*, the meeting be adjourned, which motion was seconded by *Commissioner Franceschino*. Upon roll call the motion was unanimous. The meeting was adjourned at 7:35 PM, February 3, 2016.

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

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**JAMES M. SHELLY**  
Chairman