

**MINUTES OF THE FEBRUARY 4, 2015 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 4, 2015 at 6:00 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 **6:02 PM** and upon roll call the following members were present: Commissioners Franceschino, Korp, Larsen, Mugavero and Turdo. Commissioners Baptista & Shelly were excused upon request. Also present were Property Managers Kevin DeGerolamo & Nan Quinn, Executive Director/Secretary-Treasurer W. Paul Rummerfield, & Attorney Katharine Fina.

There were no members of the public present.

Executive Director Rummerfield 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. Executive Director Rummerfield directed said announcement be entered in the minutes of the meeting.

PUBLIC COMMENT – None

VISITORS - None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 7, 2015

Commissioner Turdo moved to approve the Minutes of the Regular Meeting of January, 2015; which motion was seconded by *Commissioner Korp*. Upon roll call the motion was as follows:

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

BILLS –January, 2015

Commissioner Korp moved to approve the bills list for January, 2015; which motion was seconded by *Commissioner Turdo*. All voted in favor of approving the bills list.

COMMUNICATIONS

Mr. Rummerfield advised the board that was no communication report this month.

REPORT OF THE SECRETARY – TREASURER

Executive Director Rummerfield reported on the Move- outs for January, 2015

Executive Director Rummerfield reported on the Move- ins for January, 2015

Executive Director Rummerfield reported on the List of applications for January, 2015

Executive Director Rummerfield reported on the Vacancies for January, 2015

REPORT OF COMMITTEES**FINANCE/BANK BALANCES**

The List of Investments and Bank Balances were reviewed for January, 2015. Executive Director Rummerfield advised that the Audit has been rescheduled for February 23 & February 24, 2015.

MAINTENANCE

Executive Director Rummerfield reviewed the Monthly Activity Report. He advised that the Maintenance staff is busy with snow removal along with their regular routine.

RESIDENTS

Commissioner Turdo made a motion approving payment of \$70.00 to the Phillipsburg Area Senior Center for tenant dues. Motion was seconded by Commissioner Larsen. All were in favor of motion.

CORRESPONDENCE - None**DEVELOPMENT/MODERNIZATION**

Executive Director Rummerfield reported that progress has been slow at Andover-Kent due to the weather. He advised that they do not want to stucco in the cold weather. He further advised that there is a concern with the roof that the Architect is looking into. The roof may have to be removed and redone.

PERSONNEL

Commissioner Franceschino made a motion to allow W. Paul Rummerfield, Executive Director to carry over 21 hours of vacation time to 2015. Commissioner Turdo seconded the motion. All were in favor.

ADMINISTRATIVE REPORT**Executive Director's Report**

Executive Director Rummerfield stated that there were several employees who did not receive their High Performer Incentive Bonus because they were unable to attend the luncheon. The checks were misplaced, and Mr. Rummerfield was hoping they would show up. He asked for a motion to stop payment and reissue these checks. Commissioner Turdo made a motion to stop payment and reissue the checks. Motion was seconded by Commissioner Larsen. All were in favor.

Executive Director Rummerfield asked for a motion to contract with a maintenance company to assist with unit turnovers due to the bare bones of the Maintenance Department. Commissioner Korp made a motion to allow Administration to expedite a contract for the assist with unit turnovers if the cost is below threshold. Motion was seconded by Commissioner Turdo. All were in favor.

Executive Director Rummerfield asked for a motion to approve the Warren County Pollution Control InterLocal Agreement for the period of March 1, 2015 through February 29, 2016. After discussion, Commissioner Korp made a motion to approve the Agreement of Inter-Local Services between the Pollution Control Financing Authority of Warren County and the Phillipsburg Housing Authority. Motion was seconded by Commissioner Turdo. All were in favor.

NEW BUSINESS**Resolution #: 1280** Approve Purchase of Electricity from Xoom Energy

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal for the Purchase of Electricity to "Xoom Energy" at a fixed rate of 0.0859 per kwh.

Commissioner Korp moved to adopt **Resolution #: 1280**, which motion was seconded by Commissioner Turdo. All were in favor of this resolution.

Resolution #: 1281 Architectural/Engineering Services to Conduct a study for the Upgrading of Heckman Annex's present heating and hot water system.

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal for Architectural/Engineering Services to "LAN Associates" in the amount of \$7,900.00.

Commissioner Larsen moved to adopt **Resolution #: 1281**, which motion was seconded by Commissioner Mugavero. All were in favor of this resolution.

Resolution #: 1282 Security Bid for the Installation of Exterior & Interior Security Cameras at Andover-Kent & John O'Donnell Buildings.

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal for Security Bid Services to "Northeast Remote Surveillance and Alarm LLC." in the amount of \$88,555.00.

Commissioner Franceschino moved to adopt **Resolution #: 1282**, which motion was seconded by Commissioner Turdo. All were in favor of this resolution.

Resolution #: 1283 Approve the Interlocal Agreement for Solid Waste Disposal with the Pollution Control Financing Authority of Warren County

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby approves the Interlocal Agreement for Solid Waste Disposal with the "Pollution Control Financing Authority of Warren County" commencing on March 1, 2015 and terminating on February 29, 2016 at the rate of \$74.00 per ton plus \$3.00 NJDEP Recycling Tax.

Commissioner Korp moved to adopt **Resolution #: 1283**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

Resolution #: 1284 Approval of Partial Payment to JG Drywall

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$77,224.00 to "JG Drywall" for Renovations to Andover-Kent Towers.

Commissioner Turdo moved to adopt **Resolution #: 1284**, which motion was seconded by Commissioner Korp. All were in favor of this resolution.

EXECUTIVE SESSION - NONE

ADJOURNMENT

There being no further business to come before this Authority, *Commissioner Turdo* moved at the call of *Executive Director Rummerfield*, the meeting be adjourned, which motion was seconded by *Commissioner Larsen*. Upon roll call the motion was unanimous. The meeting was adjourned at 6:25 PM, February 4, 2015.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman