

**MINUTES OF THE FEBRUARY 7, 2018 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 7, 2018 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 Chairman Korp at **6:35 PM** and upon roll call the following members were present: Commissioners: Baptista, Franceschino, Korp, Larsen, Mugavero, Shelly & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

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

PUBLIC COMMENT: None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 1, 2017

Commissioner Franceschino moved to approve the Minutes of the Regular Meeting of November 1, 2017, which motion was seconded by **Commissioner Shelly**. Upon roll call the motion was as follows:

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 6, 2017

Commissioner Franceschino moved to approve the Minutes of the Regular Meeting of December 6, 2017, which motion was seconded by **Commissioner Shelly**. Upon roll call the motion was as follows:

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

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF DECEMBER 6, 2017

Commissioner Franceschino moved to approve the Minutes of the Regular Meeting of December 6, 2017, which motion was seconded by **Commissioner Shelly**. Upon roll call the motion was as follows:

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

BILLS –December 2017 & January 2018

Commissioner Swick moved to approve the bills list for December 2017 & January 2018; which motion was seconded by **Commissioner Baptista**. All were in favor of this motion. Commissioner Shelly abstained from Check #12740.

COMMUNICATIONS - Correspondence from HUD. Executive Director Rummerfield reviewed High Performer Status

REPORT OF THE SECRETARY – TREASURER

Executive Director Rummerfield reported on the Move-ins for December 2017 & January 2018
 Executive Director Rummerfield reported on the Move-outs for December 2017 & January 2018
 Executive Director Rummerfield reported on the Vacancies for December 2017 & January 2018

REPORT OF COMMITTEESFINANCE/BANK BALANCES

Executive Director Rummerfield submitted the financial report to the commissioners from Tenmast.

MAINTENANCE

Executive Director Rummerfield updated the Board on the maintenance department. He advised that there were numerous leaks at the Heckman House, which were repaired by AT&T due to the fact that their equipment is located in the area of the leak.

RESIDENTS

Executive Director Rummerfield advised that he checked into Transportation Services for our tenants, and we were provided a packet from Warren County Transportation along with schedules. He advised that we had them copied and delivered to tenants. We will also be including them in our move-in packets.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised the board that we are moving forward with the design phase of the entry way for the front office area. He advised that it is very cold in the winter and the heat constantly runs and very hot in the summer and the AC constantly runs.

PERSONNEL

Executive Director Rummerfield advised the board that we have started interviews for the housing specialist. He further advised that we are in the process of switching over to total electronic applications.

ADMINISTRATIVE REPORT

Executive Director Rummerfield advised the board that our housing authority received high performer status on the PHAS score again this year.

Mr. Rummerfield advised that he is going to reach out to the town about concerns with the HCV Program. He stated he is very concerned it might affect the status of our RAD application.

Mr. Rummerfield advised that we are still awaiting word on our ROSS Application. He advised that this grant will now be handled through the housing authority instead of through NORWESCAP, as it had been in the past.

Mr. Rummerfield informed the board on the status of the EnVision Grant.

Executive Director Rummerfield advised that we are working on the Annual Plan.

Mr. Rummerfield advised that we have notified the tenants regarding HUD's mandated No Smoking Policy that needs to be implemented in every housing authority by August 1, 2018.

Commissioner Swick questioned Mr. Rummerfield regarding the approval of town council meetings being held at the housing authority community building. Mr. Rummerfield advised that he has always had the authority to schedule events in the community building without prior board approval, but stated he understood Mr. Swick's concerns. After a brief discussion it was decided that the normal scheduled events can carry on as usual, but any larger events should be reviewed by the board.

Commissioner Swick asked when the supplies would be removed from the Armory building. Executive Director Rummerfield advised that they will be moved from the Armory to the next Pole Building as soon as it is completed.

NEW BUSINESS:**RESOLUTION #: 1552 - 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, 2018 through December 31, 2018.

Commissioner Shelly moved to adopt Resolution #: **1552**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION #: 1553 - Approve the Inter-local 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 Inter-local Agreement for Solid Waste Disposal with the "Pollution Control Financing Authority of Warren County" commencing on March 1, 2018 and terminating on February 28, 2019 at the rate of \$78.00 per ton plus \$3.00 NJDEP Recycling Tax.

Commissioner Larsen moved to adopt Resolution #: **1553**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION#: 1554 - Approval of Payment to A1 Security Cameras

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$3,886.62 to "A1 Security Cameras" for the purchase of Geovision Accessories.

Commissioner Mugavero moved to adopt Resolution #: **1554**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION#: 1555 - Approval of Payment to Pride Construction

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$9,900.00 to "Pride Construction" for the Elm Street Pole Building Concrete Pad.

Commissioner Franceschino moved to adopt Resolution #: **1555**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION #: 1556 - Write-off for Magic Chef Refrigerator

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves the write-off of Magic Chef Refrigerator, Model #: CTL 1511AEW, Serial #: 1145872654 and hereby adopts said Resolution #: **1556**.

Commissioner Baptista moved to adopt Resolution #: **1556**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION #: 1557 - Approval to hire Architect for Design of New Front Entrance Lobby

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approve the hiring of an Architect to Design a new front entrance lobby.

Commissioner Baptista moved to adopt Resolution #: **1557**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION#: 1558 - Approval of 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 \$18,795.00 to "J. Pip's Paving" for the Elm Street Maintenance Lot Paving.

Commissioner Larsen moved to adopt Resolution #: **1558**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION#: 1559 - Approval of Payment to Tom Bartha & Son Excavating

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$9,740.00 to "Tom Bartha & Son Excavating" for the Elm Street Maintenance Lot Excavation.

Commissioner Franceschino moved to adopt Resolution #: **1559**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION #: 1560 - Approve Payment In Lieu of Taxes (PILOT) in the amount of \$154,392.25

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 \$154,392.25 to the Town of Phillipsburg.

Commissioner Larsen moved to adopt Resolution #: 1560, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

RESOLUTION#: 1561 - Approval of Payment to Newegg Business Inc.

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$4,279.01 to "Newegg Business, Inc." for AMP 1 Technological Supplies & Office Tablets.

Commissioner Larsen moved to adopt Resolution #: 1561, which motion was seconded by **Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1562 - Approval of Payment to Home Depot Credit Card Services

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$10,619.97 to "Home Depot Credit Card Services" for Kitchen Cabinets, Pole Building Electrical Materials, Flush mounts and Powerhead.

Commissioner Shelly moved to adopt Resolution #: 1562, which motion was seconded by **Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION #: 1563- Approval of Write-offs for February, 2018

WHEREAS, the following accounts appear on the books of the *Housing Authority of the Town of Phillipsburg*, and;

Amp 1	Total Amounts
Rent Losses	\$34,167.06
Vacate Charges	\$12,739.09
Other monies owed	\$ 5,606.34
TOTAL WRITE-OFFS AMP I	\$52,512.49
Amp II	
Rent Losses	\$ 1,735.28
Vacate Charges	\$ 1,212.86
Other monies owed	\$ 50.00
TOTAL WRITE-OFFS AMP I	\$ 2,998.14

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP 1 & AMP 2 Total Collection Losses of \$55,510.63 and hereby adopts said Resolution #: 1563 and approves Collection Losses for AMP 1 & 2 totaling \$ 55,510.63.

Commissioner Franceschino moved to adopt Resolution #: 1563, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

EXECUTIVE SESSION

Commissioner Swick moved to enter Executive Session which motion was seconded by **Commissioner Franceschino** at **8:00 PM**. Upon roll call the motion was unanimous.

Executive Director Rummerfield addressed the issue of the after-call service. He advised that our maintenance supervisor is on call 24-7 and Mr. Rummerfield requested a weekly stipend to be paid to him or whomever is in control of the phone calls from the answering service for that week. There was a brief discussion regarding the stipend fee.

Executive Director Rummerfield asked the board if they would be in favor of having a luncheon for the staff since the PHAS scores were very good.

Commissioner Mugavero moved to exit Executive Session, which motion was seconded by **Commissioner Franceschino** at **8:22 PM**. Upon roll call the motion was unanimous.

Commissioner Franceschino moved to re-enter into Regular Session at **8:22 PM**; which motion was seconded by **Commissioner Baptista**.

Commissioner Shelly made a motion in support of giving a weekly stipend of Seventy-five (\$75.00) Dollars to whomever is in control of the phone calls from the answering service for that specified week, which motion was seconded by **Commissioner Swick**. Upon roll call the motion was unanimous.

Commissioner Mugavero made a motion in support of having a staff luncheon catered in due to the PHA PHAS scores, which motion was seconded by **Commissioner Larsen**. Upon roll call the motion was unanimous.

ADJOURNMENT

There being no further business to come before this Authority, **Commissioner Baptista** moved at the call of **Chairman Korp**, the meeting be adjourned, which motion was seconded by **Commissioner Shelly**. Upon roll call the motion was unanimous. The meeting was adjourned at **8:23 PM**, February 7, 2018.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JOHN KORP
Chairman