

**MINUTES OF THE MARCH 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 **March 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 6:37 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 – William Katchen & William Snyder

Mr. Katchen and Mr. Snyder reviewed the process and benefits of the Rental Assistance Demonstration (RAD) application with the board.

Mr. Katchen reviewed the audit with the board since Mr. Maurice was unable to attend. He advised that there were no findings. He advised that there are three (3) opinions for the audit and that all three (3) were clean.

Mr. Katchen reviewed the 2017-2018 budget in great detail with the board.

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

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

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

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF FEBRUARY 1, 2017

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

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

BILLS –February, 2017

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

COMMUNICATIONS - None**REPORT OF THE SECRETARY – TREASURER**

Executive Director Rummerfield reported on the Move-ins for February, 2017.
 Executive Director Rummerfield reported on the Move-outs for February, 2017.
 Executive Director Rummerfield reported on the List of applications for February, 2017.
 Executive Director Rummerfield reported on the Vacancies for February, 2017.

REPORT OF COMMITTEESFINANCE/BANK BALANCES

Executive Director Rummerfield advised that we received the financial statements from our Auditor, Polcari & Company, for year ending June 30, 2016 and that copies have been distributed to HUD's Management Office, NJ Department of Community Affairs Division of Local Government Services and an electronic copy to the Federal Clearing House, in accordance with HUD requirements. Mr. Rummerfield further advised that the salary budget amendment that was approved at the last meeting was submitted to the Department of Community Affairs and that we are still awaiting approval, but do not anticipate any issues.

MAINTENANCE

Executive Director Rummerfield updated the board on the extensive damage to 499/501 Elm Avenue as a result of a water leak under the units. He advised that the capital repairs had been completed and the units are currently being rented. He further advised that the majority of work has been completed on the first floor of the O'Donnell building. The tile floor still needs to be patched in, and we will be installing new tile to match both sides of the community rooms. The entire First Floor and Community rooms will then be painted.

Mr. Rummerfield further advised that the Facilities Director has been working on setting up maintenance parts inventory on our computer program. First a manual count of all parts was taken and then he ran a test report. The report showed that we were very close to what the actual inventory showed. He advised that the Supervisors are stressing the importance of putting all parts on the work orders to the maintenance personnel.

Mr. Rummerfield further advised that there was a leak in the Heckman House that took the better part of two (2) days to repair.

There was a water issue at the O'Donnell Building that took all day to locate and fix. He advised that we were fortunate because there was minor damage with both leaks. However, we were not so lucky with the units from 557 through 567 Walnut Street. We had two (2) units that required floor repairs and one (1) unit that required another transfer due to extensive water damage.

RESIDENTS

Executive Director Rummerfield advised that we celebrated two (2) birthday parties for the 90's Club. One resident celebrated their 96th, one celebrated their 99th.

He further advised that the Zufal Dental & Medical Vans visited the Heckman House and visited John F. O'Donnell for the first time.

He advised that we had another successful movie night with thirteen (13) children in attendance where pizza was served.

He also advised that we made contact with RSVP to see if they could assist our residents with Tax Prep Day.

Also, a blood pressure screening was conducted at the Heckman House.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised that PHA met with the Architect from Netta Associates to discuss the John F. O'Donnell project. He advised that he strongly expressed his displeasure on the snail's pace of this project. He advised that he was removing the air conditioning components of this job. He also informed the architect that he needed up to date drawings and bid documents. He further advised the architect that he would be requesting a hold on any payments to his firm until we are satisfied that they are going out to bid. The next meeting is scheduled for March 8th.

PERSONNEL

Executive Director Rummerfield advised the board that a 3.5 hour training session was held for the maintenance staff on Lock Out/Tag Out and Tool Safety. He also advised that the Office Manager & Housing Specialist participated in an online training class for Public Housing Waiting List & Tenant File Management.

He also advised that we have had one maintenance employee out on sick leave since February 3, 2017. He is scheduled to return to the doctor for a follow-up on March 3, 2017, and we're hoping he will be back soon.

Executive Director Rummerfield advised the board that following up on Commissioner Mugavero's inquiries into monitoring and tracking activity and office procedures of the front office staff that he asked the office manager prepare a report. He asked Mrs. Tersigni to review the report with the board and asked the board to direct any questions to her.

Mrs. Tersigni informed the board of the steps she took to determine the best practices to improve accuracy, efficiency, and productivity in the office. She reviewed the changes in processes and procedures that have been implemented since early 2016. Commissioner Mugavero questioned Mrs. Tersigni in regard to the controls that have been put in place to insure that the office staff is following said procedures and getting their work completed in a timely manner. Mrs. Tersigni explained the process that is now in place and the changes that were made. The commissioners

were all very pleased with the steps that have been taken to improve the workflow, accuracy, accountability and efficiency of the office.

Mr. Rummerfield further advised that the Personnel Policy is ready for their review and an updated version was submitted to each board member. He stated that he will be asking the attorney to further review the Worker's Compensation Section of the policy.

ADMINISTRATIVE REPORT

Executive Director Rummerfield advised that there were two (2) Public Hearings held earlier this evening, one at John F. O'Donnell at 4:00 PM and one at the Community Building at 5:30 PM. He further advised that he had reached out to the Mayor's office to schedule a meeting to discuss RAD, but he was unavailable at the time.

He further advised that the Facilities Director is exploring the possibility of reconfiguring boilers at John F. O'Donnell for greater efficiency and cost savings, and advised that he will keep the board informed of any progress.

Executive Director Rummerfield also advised the board that three of the maintenance employees picked up household garbage for almost two (2) full days because residents failed to take the garbage to the curb for municipal pick-up. He told the board that it was quite disturbing because of the effort that has been put in the last few years on addressing the appearance of the facilities; not to mention to potential health risk, attraction of insects, vermin and other animals. Mr. Rummerfield passed out pictures for the board members to review.

Mr. Rummerfield also informed the board that the Phillipsburg School District held another successful spelling bee.

NEW BUSINESS:

RESOLUTION#: 1470 - Approval of July 1, 2015 - June 30, 2016 Audit and submittal to HUD for approval

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual report for the fiscal year ended June 30, 2016, has been completed and filed with the Commissioners of the *Housing Authority of the Town of Phillipsburg* pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within forty-five (45) days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and, specifically, the sections of the audit report entitled "General Comments and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and personally reviewed the annual audit and have specifically reviewed the sections of the audit report entitled "General Comments and Recommendations" in accordance with N.J.S.A. 40A:5A-17; and

NOW THEREFORE, BE IT RESOLVED that the governing body of the *Housing Authority of the Town of Phillipsburg* hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended June 30, 2016 and , specifically, has reviewed the sections of the audit report entitled “General Comments and Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

Commissioner Swick moved to adopt **Resolution #: 1470**, which motion was seconded by Commissioner Scerbo . All were in favor of this resolution.

RESOLUTION#: 1471 -Approval of Amending an Adopted Budget

WHEREAS, the *Housing Authority of the Town of Phillipsburg* previously adopted a NJ Budget for the year of 2016, and;

WHEREAS, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* are desirous of amending the adopted Budget due to changes in proposed operating expense, specifically administrative and maintenance salaries.

WHEREAS, the following line items of the Budget are amended:

Appropriations	Original	Amended
Total Administration	\$1,353,650	\$1,363,900
Total Cost of Providing Services	\$3,437,750	\$3,408,740
Total Appropriations	\$4,791,400	\$4,772,640
Surplus Appropriated	\$ 0	\$ 0

WHEREAS, the proposed changes have been approved by the Board of Authority.

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby approve by amendment to the 2016 adopted Budget and authorizing the Executive Director to send to the State of New Jersey Bureau of Authorities this Resolution and amended Budget pages after approval.

Commissioner Mugavero moved to adopt **Resolution #: 1471**, which motion was seconded by Commissioner Larsen . All were in favor of this resolution.

RESOLUTION #: 1472 -Introduction of the 2017 Phillipsburg Housing Authority Budget and approval for the submittal to DCA & HUD

WHEREAS, the Annual Budget and the Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018 has been presented before the *Board of Commissioners of the Housing Authority* at it’s open public meeting on March 1, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 4,795,900. Total Appropriations including any Accumulated Deficit, if any, of \$4,636,550 and Total Fund Balance utilized of \$ 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 570,000 and Total Fund Balance planned to be utilized as funding thereof \$ -0-; and

WHEREAS, the schedule of rents, fees and other user charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulations or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2 does not confer any authorization to raise or expend funds; rather it is a document to be used as part of said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW THEREFORE BE IT RESOLVED, that the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg*, at an open public meeting held on March 1, 2017; the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2017 and ending 6/30/2018; hereby approve and will be considered for adoption on June 7, 2017.

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Phillipsburg Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on June 7, 2017. Commissioner Larsen moved to adopt **Resolution #: 1472**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION #: 1473 -Approval of the Operating Budgets for COCC and all Projects approved by the Board

BE IT RESOLVED, that John Korp, Chairman of the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby certifies on behalf of the Board of Commissioners that:

All statutory and regulatory requirements have been met;

The PHA has sufficient operating reserves to meet the working capital needs of its development. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;

The budget indicates a source of funds adequate to cover all proposed expenditures;

The PHA will comply with the wage rate requirement under 24 CFR 968.11 (e) and (f); and;

The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Commissioner Franceschino moved to adopt **Resolution #: 1473**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION#: 1474 - Approve "Purchase of Electricity" from "GREAT EASTERN 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 "Great Eastern Energy" at a fixed rate of .077 Kwh with an expiration date of May 1, 2018 for four meters which service the Senior Buildings at 530 Heckman Street, 235 South Main Street, and 638 South Main Street.

Commissioner Larsen moved to adopt **Resolution #: 1474**, which motion was seconded by Commissioner Mugavero. All were in favor of this resolution.

RESOLUTION#: 1475 - Approve "Purchase of Electricity" from "GREAT EASTERN 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 "Great Eastern Energy" at a fixed rate of .077 Kwh with an expiration date of May 1, 2018 for one meter which services the Family Units of Heckman Terrace & Heckman Terrace Annex.

Commissioner Franceschino moved to adopt **Resolution #: 1475**, which motion was seconded by Commissioner Mugavero. All were in favor of this resolution.

RESOLUTION#: 1476 -Payment to "The Nelrod Company"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$258.00 to "The Nelrod Company" for PH Waiting List & Tenant File Management Webinar.

Commissioner Mugavero moved to adopt **Resolution #: 1476**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION#: 1477 -Payment to "VS Land Data LLC"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$625.00 to "VS Land Data LLC" for Land Survey along Green Street.

Commissioner Swick moved to adopt **Resolution #: 1477**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION#: 1478 -Payment to "The Jamie Kinney Consulting"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,579.00 to "Jamie Kinney Consulting" for Rent Calculation Online Class w/exam & Rent Calculation DVD set.

Commissioner Franceschino moved to adopt **Resolution #: 1478**, which motion was seconded by Commissioner Scerbo. All were in favor of this resolution.

RESOLUTION#: 1479 –Approval for Consultants William Katchen & William Snyder to Submit Rental Assistance Demonstration (RAD) application to Housing Urban Development (HUD)

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes the submission of the application for the Rental Assistance Demonstration (RAD) program to the Department of Housing Urban Development (HUD). Commissioner **Larsen** moved to adopt ***Resolution #: 1479***, which motion was seconded by Commissioner **Scerbo**. All were in favor of this resolution.

PUBLIC COMMENT:

NONE

ADJOURNMENT

There being no further business to come before this Authority, **Commissioner Franceschino** 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 **8:22 PM**, March 1, 2017.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JOHN KORP
Chairman