

**MINUTES OF THE MARCH 2, 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 **March 2, 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 **5:33 PM** and upon roll call the following members were present: Commissioners Shelly, Baptista, Franceschino, Larsen , Mugavero & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following members were absent: Commissioners Korp

There were no 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 – William Katchen, Accountant

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 3, 2016

Commissioner Baptista moved to approve the Minutes of the Regular Meeting of February 3, 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		Swick	Korp
Franceschino			
Larsen			
Shelly			

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF FEBRUARY 3, 2016

Commissioner Larsen moved to approve the Minutes of the Executive Meeting of February 3, 2016; which motion was seconded by **Commissioner Mugavero**. Upon roll call the motion was as follows:

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

BILLS –February, 2016

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

COMMUNICATIONS – Facilities Request from Warren County Board of Elections

REPORT OF THE SECRETARY – TREASURER

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

REPORT OF COMMITTEESFINANCE/BANK BALANCES

The List of Investments and Bank Balances were reviewed for February, 2016. Executive Director Rummerfield advised the audit was currently taking place. William Katchen, Accountant, reviewed the 2016 budget.

MAINTENANCE

Executive Director Rummerfield advised that maintenance has had to spend a lot of time in the unit in the Annex that had the mold issue. He advised that we had recently received the eviction for that tenant; however, there is about \$5,000 worth of supplies in order to rehab it. He further advised that the maintenance staff is spending a lot of time in empties due to the increase in vacancies.

RESIDENTS –

No Report

DEVELOPMENT/MODERNIZATION -

No Report

PERSONNEL –

To be addressed in Executive Session

ADMINISTRATIVE REPORT

Executive Director Rummerfield reviewed the current process for former tenants who owed community service hours when they left PHA. He advised that the HUD requires housing authorities to mandate community service hours for any member of a household over 18 years of age through 62 years of age who is not gainfully employed or a full-time student. He further advised that there are former tenants who were evicted due to failure to perform community service hours or for having a child who failed to perform community service hours. These former tenants are now employed, or have grown up, and would like to reapply for housing. Executive Director Rummerfield asked the board to approve flexibility with the policy and work with the applicants to give them another chance.

Commissioner Baptista made a motion to amend the ACOP to provide flexibility with former tenants who still owe community service. Motion was seconded by Commissioner Franceschino. All were in favor.

Executive Director Rummerfield asked the board for a motion to have an inoperable Chevy Corsica that was donated to the Alzheimer's Association National Vehicle Donation Program written off. . After discussion, Commissioner **Franceschino** made a motion to approve the motion; which motion was seconded by Commissioner **Baptista**. All were in favor of this motion.

Executive Director Rummerfield asked the Board of Commissioners to pass a motion to permit the "**Warren County Board of Elections**" use of the Maintenance Building & John F. O'Donnell Building for Voters Polling on June 7, and November 8, 2015 from 5:00 AM to 9:00 PM.

After discussion, Commissioner Mugavero moved to approve the motion; which motion was seconded by Commissioner Larsen. All were in favor of this motion.

NEW BUSINESS:

RESOLUTION#: 1377-Payment to "Trane Supply"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$2,436.99 to "Trane Supply" for surefit replacement coil.

Commissioner Mugavero moved to adopt **Resolution #: 1377**, which motion was seconded by Commissioner Baptista. Commissioner Swick abstained from this resolution.

RESOLUTION#: 1378-Payment to "MTB Electric"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$10,831.94 to "MTB Electric" for LED light project.

Commissioner Franceschino moved to adopt **Resolution #: 1378**, which motion was seconded by Commissioner Larsen. Commissioner Swick abstained from this resolution.

RESOLUTION#: 1379 -Approval of ACC Amendment to its Capital Fund Program in the amount of \$1,075,932.00

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has received the 2016 ACC Amendment to its Capital Fund Program in the amount of \$1,075,932.00 and

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* are desirous of authorizing Paul Rummerfield, the Executive Director, to execute the Amendment on behalf of the Phillipsburg Housing Authority and return same to the Department of HUD.

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby authorize the Executive Director, Paul Rummerfield, to execute the 2016 ACC Amendment to the Capital Fund Program.

Commissioner Baptista moved to adopt **Resolution #: 1379**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION#: 1380 Approval of Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2016 thru 2020

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* have reviewed the 2016 Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2016 thru 2020; and

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approve the 2016 Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2016 thru 2020; and

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby certify all work items included in the Annual Statement are from the most recent Five-Year Action Plan, approved by U.S. Department of Housing and Urban Development (HUD).

NOW, THEREFORE, BE IT RESOLVED, that we hereby authorize Chairman James Shelly to execute the Certification of Compliance with PHA Plan and Related Regulations (see attached form HUD-50077).

Commissioner Baptista moved to adopt **Resolution #: 1380** which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION #: 1381 -Introduction of the 2016 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, 2016 and ending June 30, 2017 has been presented before the *Board of Commissioners of the Housing Authority* at it's open public meeting on March 2, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of **\$4,885,963.00**. Total Appropriations including any Accumulated Deficit, if any, of **\$4,791,400.00** and Total Fund Balance utilized of **\$ 0**; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of **\$ 570,000.00** 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 will 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 2, 2016; the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2016 and ending 6/30/2017; hereby approve and will be considered for adoption on June 3, 2016.

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 May 4, 2016. Commissioner Larsen moved to adopt **Resolution #: 1381**, which motion was seconded by Commissioner Baptista. All were in favor of this resolution.

RESOLUTION #: 1382 –Approval of the Operating Budgets for COCC and all Projects approved by the Board

BE IT RESOLVED, that James Shelly, 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.

PUBLIC COMMENT:

None

EXECUTIVE SESSION

Commissioner Baptista moved to enter Executive Session which motion was seconded by *Commissioner Franceschino* at **6:07 PM**. Upon roll call the motion was unanimous.

Commissioner Baptista moved to exit Executive Session, which motion was seconded by *Commissioner Franceschino* at **6:47 PM**. Upon roll call the motion was unanimous.

Commissioner Mugavero moved to re-enter into Regular Session at **6:47 PM**; which motion was seconded by *Commissioner Larsen*.

Executive Director Rummerfield asked the Board of Commissioners to accept the resignation of Elizabeth Steinmetz.

Commissioner *Mugavero* moved to approve the motion; which motion was seconded by Commissioner *Larsen*. All were in favor of this motion.

ADJOURNMENT

There being no further business to come before this Authority, *Commissioner Franceschino* moved at the call of *Chairman Shelly*, the meeting be adjourned, which motion was seconded by *Commissioner Baptista*. Upon roll call the motion was unanimous. The meeting was adjourned at **6:48 PM**, March 2, 2016.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman