

**MINUTES OF THE MARCH 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 **March 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 Shelly, Korp, Larsen, and Turdo (via telephone). Commissioners Baptista, Franceschino, and Mugavero were excused upon request. Also present were Property Managers Kevin DeGerolamo & Nan Quinn, Executive Director/Secretary-Treasurer W. Paul Rummerfield, & Attorney Jenna Rottenberg.

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.

PUBLIC COMMENT – None

VISITORS - None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 4, 2015

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

BILLS –February, 2015

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

COMMUNICATIONS

Letter from Janet Bray, Development Coordinator, “**NORWESCAP**” regarding Summer Food Service Program.

Email from William Duffy, “**Warren County Board of Elections**” requesting the use of the Maintenance Building & John F. O’Donnell Building for Voters Polling on June 2 and November 3, 2015 from 5:00 AM to 9:00 PM.

REPORT OF THE SECRETARY – TREASURER

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

Executive Director Rummerfield reported on the Move- ins for February, 2015
 Executive Director Rummerfield reported on the List of applications for February, 2015
 Executive Director Rummerfield reported on the Vacancies for February, 2015

REPORT OF COMMITTEES

FINANCE/BANK BALANCES

The List of Investments and Bank Balances were reviewed for February, 2015. Executive Director Rummerfield advised that the Audit was completed on Monday, February 23, 2015.

MAINTENANCE

Executive Director Rummerfield advised that the maintenance department has been putting in a lot of additional hours due to the snow.

RESIDENTS

Executive Director Rummerfield advised that there was an unattended death at the John F. O'Donnell Apartments over President's Weekend. Due to the decomposition of the body, he advised we had to obtain a Crime and Trauma Scene Decontamination Company to remove furniture, replace tiles and perform a major clean up.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised that the Andover-Kent Towers project should be starting again as soon as the weather gets better.

PERSONNEL

No Report

ADMINISTRATIVE REPORT

Executive Director's Report

"RAMM Environmental" has submitted a quote for all developments, in the amount of \$1,950.00 for the annual New Jersey "Right-to-Know" Compliance Survey's. Services include Inventory, Right-to-Know Labeling, and completion of New Jersey State update forms with copies to separate government agencies. There has not been an increase in the amount quoted for the past five years. Executive Director Rummerfield asked for a motion to contract with RAMM Environmental for the Annual New Jersey "Right-to-Know" Compliance Survey.

Commissioner Turdo made a motion to award the Compliance Survey to RAMM Environmental in the amount of \$1,950.00, which motion was seconded by **Commissioner Larsen**. Upon roll call the motion was unanimous.

Executive Director Rummerfield noted that the Open Public Meeting & Resident Advisory Board Meeting for Annual Plan/Five Year Plan will be held on March 31, 2015 at 10:30 AM & 11:00 AM consecutively.

Executive Director Rummerfield advised the Board of Commissioners that the Financial Disclosures for the New Jersey State Ethics Commission are due by April 30, 2015.

Executive Director Rummerfield asked the Board of Commissioners to pass a motion to permit NORWESCAP to use the PHA Community Building for the Summer Food Service Program. After discussion, Commissioner **Turdo** moved to approve the motion; which motion was seconded by Commissioner **Larsen**. 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 2 and November 3, 2015 from 5:00 AM to 9:00 PM.

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

Executive Director Rummerfield advised the Board of Commissioners that the Auditors were in, and Mr. Maurice will be attending next month's meeting along with Mr. Katchen.

Executive Director Rummerfield advised the Board that the Open Public Meeting for the Annual/Five Year Plan will be held on Tuesday, March 31, 2015 at 10:30 AM. He advised that it will be on the April Agenda for Review & Approval.

Executive Director Rummerfield advised that we received great news from Senator Menendez' Office. We have been approved for the ROSS grant for another three (3) years in the amount of Two hundred forty-six thousand (\$246,000.00) Dollars.

NEW BUSINESS

Resolution #: 1285 Approval of ACC Amendment to its Capital Fund Program in the amount of \$1,059,803.00

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has received the 2015 ACC Amendment to its Capital Fund Program in the amount of \$1,059,803.00 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 2015 ACC Amendment to the Capital Fund Program.

After discussion, Commissioner Turdo moved to adopt **Resolution #: 1285** , which motion was seconded by Commissioner Larsen All were in favor of this resolution.

Resolution #: 1286 Approval of Write-offs for March, 2015

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$ 17,647.44 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 6,295.58
Vacate Charges	\$ 6,488.11
Other monies owed	\$ 1,988.04
TOTAL WRITE-OFFS AMP I	\$14,771.73

Amp II

Rent Losses	\$ 1,792.28
Vacate Charges	\$ 923.43
Other monies owed	\$ 160.00

TOTAL WRITE-OFFS AMP I ***\$ 2,875.71***

After discussion, Commissioner **Turdo** moved to adopt **Resolution #: 1286**, 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 Korp** moved at the call of **Chairman Shelly**, the meeting be adjourned, which motion was seconded by **Commissioner Turdo**. Upon roll call the motion was unanimous. The meeting was adjourned at **6:13** PM, March 4, 2015.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman