

**MINUTES OF THE APRIL 1, 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 **April 1, 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 6:05 PM and upon roll call the following members were present: Commissioners Shelly, Franceschino, Korp, Larsen, Mugavero, and Turdo. Commissioner Baptista was excused upon request. Also present were Property Manager Nan Quinn, & Executive Director/Secretary-Treasurer W. Paul Rummerfield.

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 MARCH 4, 2015

Commissioner Korp moved to approve the Minutes of the Regular Meeting of March 4, 2015; which motion was seconded by **Commissioner Turdo**. Upon roll call the motion was as follows:

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

BILLS –March, 2015

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

COMMUNICATIONS

REPORT OF THE SECRETARY – TREASURER

Executive Director Rummerfield reported on the Move-ins for March, 2015
 Executive Director Rummerfield reported on the Move-outs for March, 2015
 Executive Director Rummerfield reported on the List of applications for March, 2015
 Executive Director Rummerfield reported on the Vacancies for March, 2015. He advised that it is the time of the year that we experience a higher level of vacancies.

REPORT OF COMMITTEES

FINANCE/BANK BALANCES

The List of Investments and Bank Balances were reviewed for March, 2015. Executive Director Rummerfield reviewed the audit with the commissioners. After discussion he advised that the audit was a clean audit with no findings or recommendations.

MAINTENANCE

Executive Director Rummerfield advised that four maintenance staff employees went to a Boiler Training Conference last week.

RESIDENTS

Executive Director Rummerfield advised that the ROSS Grant has been approved, and he will be meeting with Georjean and Norma to offer some suggestions to enhance the program.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised that he met with the contractor for Andover-Kent and was advised the project should be finished by April.

He also advised that the Architect is working on the plans for how to proceed with the study for the Upgrading Heckman Annex's present heating and hot water system. He advised that they are looking into all different possibilities including; gas, electric and solar.

Mr. Rummerfield advised that Northeast has almost completed the installation of the security cameras at the Andover-Kent Towers and John F. O'Donnell High Rises.

PERSONNEL

No Report

NEW BUSINESS

RESOLUTION # - 1287 - 2015 Capital Fund and Annual Plan and Five-Year Action Plan for Fiscal Years 2016 through 2019

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* have reviewed the 2015 Capital Fund and Annual Plan and Five-Year Action Plan for Fiscal Years 2016 through 2019; 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 the US Department of Housing and Urban Development (HUD); and,

NOW, THEREFORE, BE IT RESOLVED, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby authorizes James Shelly to execute the Certification of Compliance with PHA Plan and Regulations (see attached form HUD-5077).

Commissioner Turdo moved to adopt **Resolution #: 1287**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION #: 1288 - Approval of July 1, 2013 – June 30, 2014 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, 2014, 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, 2014 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 Turdo moved to adopt **Resolution #: 1288**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION #: 1289 - Approve the Submittal of the Resident Opportunity Self-Sufficiency (ROSS) Grant

BE IT RESOLVED, the *Board of Commissioners’ of the Housing Authority of the Town of Phillipsburg* hereby authorizes and approves W. Paul Rummerfield, Executive Director to apply for the Resident Opportunity Self-Sufficiency (ROSS) Grant in partnership with *NORWESCAP*.

Commissioner Turdo moved to adopt **Resolution #: 1289**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION #: 1290 - Write-off the attached list of Appliances and Tools

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves the refrigerator and tool write-offs and hereby adopts said Resolution #: 1290.

Commissioner Turdo moved to adopt **Resolution #: 1290**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION#: 1291 - Partial Payment to Northeast Alarm & Surveillance, LLC

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$41,956.20 to Northeast Remote Alarm & Surveillance for Installation of Video Cameras at the Andover-Kent Towers and John F. O’Donnell Apartment Complexes.

Commissioner Mugavero moved to adopt **Resolution #: 1291**, which motion was seconded by Commissioner Turdo. All were in favor of this resolution.

RESOLUTION #: 1292 – Approval to Purchase Electricity from Constellation Energy

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for the Purchase of Electricity to Constellation Energy at a fixed rate of .07393 per kwh.

Commissioner Korp moved to adopt **Resolution #: 1292**, which motion was seconded by Commissioner Turdo. All were in favor of this resolution.

EXECUTIVE SESSION

Commissioner Turdo moved to enter Executive Session which motion was seconded by **Commissioner Franceschino**. Upon roll call the motion was unanimous. Personnel Issues were discussed

Commissioner Turdo moved to exit Executive Session, which motion was seconded by **Commissioner Korp**. Upon roll call the motion was unanimous.

Commissioner Turdo moved to re-enter into Regular Session; which motion was seconded by **Commissioner Larsen**.

ADMINISTRATIVE REPORTExecutive Director's Report –

After discussion of outstanding travel reimbursements due to misplaced receipts, **Commissioner Mugavero** stated that we should include a time limit for reimbursement included in our policy. **Commissioner Mugavero** offered a motion to pay the travel reimbursements that are currently outstanding with the recommended amendment to the policy. Motion was seconded by **Commissioner Turdo**. Upon roll call the motion was unanimous.

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 Franceschino**. Upon roll call the motion was unanimous. The meeting was adjourned at 6:58 PM, April 1, 2015.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman