

## **Minutes of Board of Commissioner's Meeting**

**Held on April 2, 2014 opening at 6:00 p.m.**

Present: Commissioners: John Korp, , Rob Larsen, P. Mugavero, R. Turdo  
Chairman, Jim Shelly, Executive Director/Secretary/Treasurer: Paul Rummerfield;  
Absent: Commissioners Ann Baptista; Cecile Fransceschino

Attorney: Jenna Rottenberg;

Property Managers: K. DeGerolamo, Nan Quinn  
T. McGuire, PHA Bookkeeper

Guests: William Katchen, Fee Accountant, Michael Maurice, Auditor

Called to order and roll call by James Shelly in accordance with the Open Meetings Act delivered to the Express-Times, Acting Municipal clerk and posted in the Municipal Bldg., Housing Authority Office and Website.

Both guests were given the opportunity to present their financial data to the board at the beginning of the meeting.

Michael Maurice, Auditor stated that the June 30, 2013 audit was completed in December. He stated that it went well and was ready for review in a timely manner. The audit revealed no findings. Commissioner Mugavero asked if the internal controls used at the PHA were acceptable and if a written policy was necessary. M. Maurice explained that the internal controls based on their review were excellent and a written policy, although not required may be something the board might consider.

William Katchen - presented the 2014 PHA budget. He explained some of the key numbers and stated we were in an excellent position financially. He cautioned that although HUD did not "capture" our reserves this year that doesn't mean they will not do so in the future. Also stated that we are again not being fully funded by HUD and in essence they are recapturing any excess revenue that the PHA may have in reserve.

**Motion:** Approval of the minutes of Regular Meeting of March 5, 2014

First: J. Korp

Second: R. Larsen

All voted yes

Absent: A. Baptista, C. Franceschino

**Motion:** Accept the Bills of MARCH 2014

First: R. Turdo  
Second: P. Mugavero

All voted yes except J. Shelly abstained on bill 9250  
Absent: A. Baptista, C. Franceschino

**Communications:**

- P. Rummerfield explained the letter from Assistant Secretary Henrique regarding Flat Rents and possible impacts on PHA
- Financial Disclosure normally due in April is on hold until further notice

**Motion:** To allow Phillipsburg Recreation to use the PHA baseball fields.

First: R. Turdo  
Second: R. Larsen  
All voted yes  
Absent: A. Baptista, C. Franceschino

**Motion:** To allow Norwescap to use PHA Community Building for the Summer Feeding Program

First: P. Mugavero  
Second: J. Korp  
All voted yes  
Absent: A. Baptista, C. Franceschino

**Motion:** To allow Phillipsburg Recreation to use the playground (at Heckman Terrace) for the summer recreation program.

First: R. Turdo  
Second: R. Larsen  
All voted yes  
Absent: A. Baptista, C. Franceschino

**Motion:** To allow the PHA to write off old lawn mowers, yard machines, scrubbers, etc. (list attached).

First: P. Mugavero  
Second: R. Turdo  
All voted yes  
Absent: A. Baptista, C. Franceschino

**Move Ins/Outs-**

- March Reports Attached
- New Report of Unit vacancies also given to the board

**List of applications**

- March Reports Attached

**Finance/Bank Balances – March**

#### **Maintenance – Reports**

- Update on Ricwell repair – awaiting end of heat season
- Update on status of damaged units on Walnut Street; currently undergoing another environmental reading on the quality of air.

#### **Residents –**

- Bedbugs continue to be a huge expense at the PHA we paying 100% of the bill which is currently at \$25,000 for 2013-2014 year. Currently 9 units are under treatment.\

#### **Development-**

- HH – tiles recently cleaned, may need to be redone; electrician still has some work to complete
- JOD – plan to repaint in near future
- AK- bids received
- Community Building – completed a brick walk and graveled area around community building; mulch replacement underway

#### **Personnel-**

- Replacement for Administrative Assistant is underway; 30 applications were received, will be begin to review.

#### **Administrative Report –**

- Considering a proposal from IT company for back up and maintenance; will give recommendation in May
- Cops and Kids are still using the Community Room space in Maintenance building; P. Rummerfield invited the commissioners to visit on Saturdays.

#### **New Business -**

- Proposals for Fee accountant and Auditor are underway
- Right to Know assessment completed 4.1.14
- Bids for cameras for Heckman House came in but may go out to re-bid. If so P. Rummerfield asked for a motion to allow PHA to rebid without waiting for another board meeting.
- No smoking proposal will be ready for a vote at next meeting

#### **Motion:**

necessary .

**Resolution # 1223** To allow PHA to rebid for security cameras (Heckman House) if

First: J. Korp

Second: R. Turdo

All voted yes  
Absent: A. Baptista, C. Franceschino

**Motion:** **Resolution # 1224** Motion to approve Alamo as Risk Manager

First: R. Larsen  
Second: R. Turdo  
All voted yes  
Absent: A. Baptista, C. Franceschino

**Motion:** **Resolution #1225** to approve July 1, 2012 – June 30,2013 Audit and submit to HUD for approval

First: Phil Mugavero  
Second: R. Turdo  
All voted yes  
Absent: A. Baptista, C. Franceschino

**Motion:** **Resolution #1226** to approve and submit 2014 Phillipsburg Housing Authority budget to the DCA and HUD.

First: R. Turdo  
Second: R. Larsen  
All voted yes  
Absent: A. Baptista, C. Franceschino

**Motion:** Motion to go into Executive Session (7:20 p.m.)

First: R. Turdo  
Second: R. Larsen  
All voted yes  
Absent: A. Baptista, C. Franceschino **Motion:** Motion to adjourn

- Discussion of Andover Kent Bids

**Motion:** Motion to go into Open Session

First: R. Turdo  
Second: R. Larsen  
All voted yes  
Absent: A. Baptista, C. Franceschino

**Motion:** **Resolution # 1227** - Recommendation to award the renovation of Andover-Kent to low bidder J.G. Drywell

First: R. Turdo  
Second: R. Larsen

Voted yes: Rob Larsen; Phil Mugavero; J. Shelly; R. Turdo  
Opposed: John Korp  
Absent: A. Baptista, C. Franceschino

**Adjournment-**

**Motion:** Motion to adjourn

First: R. Turdo  
Second: J. Korp  
All voted yes  
Absent: A. Baptista, C. Franceschino

Adjournment: 7:37 p.m.

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**W. PAUL RUMMERFIELD**  
Executive Director/Secretary-Treasurer

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**JAMES M. SHELLY**  
Chairman