

**MINUTES OF THE APRIL 4, 2018 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 4, 2018 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 Chairman Korp at **6:42 PM** and upon roll call the following members were present: Commissioners: Baptista, Franceschino, Korp, Larsen, Mugavero (via telephone conference), & Shelly. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

Commissioner Swick was absent.

There were **four (4)** 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, Accountant & Michael Maurice, Auditor

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 7, 2018

Commissioner Franceschino moved to approve the Minutes of the Regular Meeting of February 7, 2018, which motion was seconded by **Commissioner Baptista**. Upon roll call the motion was as follows:

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

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF FEBRUARY 7, 2018

Commissioner Baptista moved to approve the Minutes of the Regular Meeting of February 7, 2018, 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
Franceschino			
Korp			
Larsen			
Mugavero			
Shelly			

BILLS –February & March 2018

Commissioner **Franceschino** moved to approve the bills list for February & March 2018; which motion was seconded by Commissioner **Baptista**. All were in favor of this motion.

COMMUNICATIONS - Correspondence from NORWESCAP Food Bank regarding Summer Feeding Program.

Commissioner Baptista made a motion to approve the NORWESCAP Summer Food Program to be held in the Phillipsburg Housing Authority Community Room, which was seconded by **Commissioner Franceschino**. All were in favor of the motion.

REPORT OF THE SECRETARY – TREASURER

Executive Director Rummerfield reported on the Move-ins for February & March 2018
 Executive Director Rummerfield reported on the Move-outs for February & March 2018
 Executive Director Rummerfield reported on the Vacancies for February & March 2018
 Executive Director Rummerfield reported on the Applications for March 2018

REPORT OF COMMITTEES**FINANCE/BANK BALANCES**

Executive Director Rummerfield advised that Mr. Maurice would be reviewing the audit and Mr. Katchen would be reviewing the budget.

MAINTENANCE

Executive Director Rummerfield reviewed the maintenance schedule.

RESIDENTS

No report

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised that the floors & lights have been replaced at the John F. O'Donnell Building. The floors are currently being replaced at the Heckman House and we are waiting on the lighting fixtures to arrive to replace lights at Heckman House.

PERSONNEL

Executive Director Rummerfield advised that the new Housing Specialist is working out great. He advised that she passed her rent calculation exam. He also advised that the new online application process is going very well. We have had 82 applications and the process is definitely more efficient.

ADMINISTRATIVE REPORT

Executive Director Rummerfield gave an update on the Elevator at Andover-Kent Towers.

Mike Maurice reviewed the audit that was prepared by Polcari & Company and advised that the Audit has been submitted to HUD.

Bill Katchen reviewed the budget for the 2018-2019 fiscal year.

NEW BUSINESS:**RESOLUTION#: 1564- Approval of Payment to “Home Depot Credit Services”**

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,452.00 to “Home Depot Credit Services” for flooring materials for JFO and Ceiling Material for Elm Street Pole Building.

Commissioner Shelly moved to adopt Resolution #: **1564**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION#: 1565- Approval of Payment to Harmony Sand & Gravel

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$219.85 to “Harmony Sand & Gravel” for Landscaping Stone.

Commissioner Franceschino moved to adopt Resolution #: **1565**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION#: 1566- Approval of Payment to Cooper Electric Supply Company

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$415.28 to “Cooper Electric Supply Company” for miscellaneous items for pole building on Elm Street.

Commissioner Baptista moved to adopt Resolution #: **1566**, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

RESOLUTION#: 1567- Approval of Payment to Harmony Sand & Gravel

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$862.50 to “Harmony Sand & Gravel” for decorative and crushed stone.

Commissioner Shelly moved to adopt Resolution #: **1567**, which motion was seconded by **Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1568 – Approval for the Town of Phillipsburg’s Use and Facilities

Request for the Large Room and classrooms, as needed, in the Community Building located at 535 Fisher Avenue for Town Council Meetings, Sewer Meetings, Planning Board Meetings & Meet & Greet with the Mayor.

BE IT RESOLVED, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the facility use request by the Town of Phillipsburg to use the Large Community Room and classrooms, as needed, in the Community Building located at 535 Fisher Avenue for their Town Council Meetings, Sewer Meetings, Planning Board Meetings, & Meet and Greet with the Mayor.

Commissioner Mugavero moved to adopt Resolution #: **1568**, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

RESOLUTION #: 1569- Budget Revision Number “1” for the 2016 Capital Fund Budget to ratify and confirm voice vote on March 14, 2018.

WHEREAS, there is a need for the continuation of a major renovation and maintenance program at all of the Housing Authority’s Low Income Public Housing Projects; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requests Capital Fund Program (CFP) budgets to be revised to reflect current items of need; and

WHEREAS, at this time it is necessary to approve a budget revision for the Housing Authority's 2016 Capital Fund Program No. NJ39P024501-16 identified as Revision No. 1, to adjust the following accounts.

<u>Line Item</u>	<u>Increase/Decrease</u>
Landscaping	-\$ 75,000.00
Non Dwelling Equipment	-\$ 40,895.00
Dwelling Structures	+\$115,895.00
Total Net Change	<u>- 0 -</u>

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves Budget Revision #1 to the 2016 Capital Fund Program No. NJ39P02450116 on April 4, 2018.

Commissioner Baptista moved to adopt Resolution #: **1569**, which motion was seconded by **Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1570 - Approval of July 1, 2016 – June 30, 2017 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, 2017 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.

Commissioner Shelly moved to adopt Resolution #: **1570**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION #: 1571 -Introduction of the 2018 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, 2018 and ending June 30, 2019 has been presented before the *Board of Commissioners of the Housing Authority* at it's open public meeting on April 4, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 4,846,838. Total Appropriations including any Accumulated Deficit, if any, of \$4,744,270 and Total Fund Balance utilized of \$ 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 560,000 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 April 4, 2018; the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2018 and ending 6/30/2019; hereby approved; and

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 6, 2018.

Commissioner Larsen moved to adopt Resolution #: 1571, which motion was seconded by **Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1572- Approval of Flat Rent Significant Amendment

WHEREAS, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby amends its flat rent policies to comply with the statutory changes contained within, Public Law 113-76, the Fiscal Year 2014 Appropriation Act.

WHEREAS, *Housing Authority of the Town of Phillipsburg Board of Commissioners* will set the flat rental amount for each public housing unit that complies with the requirement that all flat rents be set at no less than 80 percent of the applicable Fair Market Rent (FMR) adjusted, if necessary, to account for reasonable utilities costs. The new flat rental amount will apply to all new program admissions effective October 1, 2018. For current program participants that pay the flat rental amount, the new flat rental amount will be offered, as well as the income-based rental amount, at the next annual rental option.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* will place a cap on any increase in a family's rental payment that exceeds 35 percent, and is a result of changes to the flat rental amount as follows:

- Multiply the existing flat rental payment by 1.35 and compare that to the updated flat rental amount;
- The PHA will present two rent options to the family as follows:
 - The lower of the product of the calculation and the updated flat rental amount; and
 - The income based rent.

Commissioner Franceschino moved to adopt Resolution #: 1572, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION#: 1573 Approval of Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2018 thru 2022

WHEREAS, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* have reviewed the 2018 Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2018 thru 2022; and

WHEREAS, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approve the 2018 Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2018 thru 2022; 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 John Korp to execute the Certification of Compliance with PHA Plan and Related Regulations (see attached form HUD-50077).

Commissioner Shelly moved to adopt Resolution #: **1573**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION#: 1574- Approval of Payment to “Lowe’s Home Center”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$4,687.56 to “Lowe’s Home Center” for Refrigerators.

Commissioner Shelly moved to adopt Resolution #: **1574**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION#: 1575- Approval of Payment to “Mark J. Zgoda, A/A PA”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,260.00 to “Mark J. Zgoda, A/A PA” for Architectural and Engineering Services.

Commissioner Larsen moved to adopt Resolution #: **1575**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION #: 1576 – Approval for PHA to re-advertise for “Contractors for a Prefabricated Enclosure with Automatic Door Opener”

WHEREAS, *Housing Authority of the Town of Phillipsburg* Requested Proposals for “Contractors for a Prefabricated Enclosure with Automatic Door Opener”, and

WHEREAS, the *Housing Authority of the Town of Phillipsburg* received no proposals:

WHEREAS, the *Housing Authority of the Town of Phillipsburg* wishes to re-advertise for bids”.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the re-advertising for bids.

Commissioner Shelly moved to adopt Resolution #: **1576**, which motion was seconded by **Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION #: 1577 - Approval to amend various changes in Appendix A of the ACOP and update of tenant charges.

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said changes to the Admissions & Occupancy (ACOP) Policy.

Commissioner Larsen moved to adopt Resolution #: **1577**, which motion was seconded by **Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION #: 1578 – Review of bids for repair or replacement of the roofs at the Andover-Kent Towers, Heckman House and John F. O’Donnell Apartments. After a brief discussion, the recommendation was to award bid to “Mark J. Zgoda, A/A PA”. All were in favor of the recommendation.

Commissioner Baptista moved to adopt Resolution #: **1578**, which motion was seconded by **Commissioner Franceschino**. All were in favor of this resolution.

DISCUSSION ON “NO SMOKING” POLICY

Two tenants voiced their concerns and frustrations with the No Smoking Policy.

EXECUTIVE SESSION

Commissioner Larsen moved to enter Executive Session which motion was seconded by **Commissioner Shelly** at **8:17 PM**. Upon roll call the motion was unanimous

Commissioner Mugavero moved to exit Executive Session, which motion was seconded by **Commissioner Baptista** at **8:19 PM**. Upon roll call the motion was unanimous.

Commissioner Baptista moved to re-enter into Regular Session at **8:19 PM**; which motion was seconded by **Commissioner Franceschino**.

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 Larsen**. Upon roll call the motion was unanimous. The meeting was adjourned at **8:26 PM**, April 4, 2018.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JOHN KORP
Chairman