

**MINUTES OF THE APRIL 6, 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 **April 6, 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 **5:35PM** and upon roll call the following members were present: Commissioners Shelly, Baptista, Franceschino, Korp, Mugavero & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following members were absent: Commissioner Larsen

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 – None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 2, 2016

Commissioner Baptista moved to approve the Minutes of the Regular Meeting of March 2, 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		Korp	Larsen
Franceschino			
Shelly			
Swick			

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF MARCH 2, 2016

Commissioner Baptista moved to approve the Minutes of the Executive Meeting of March 2, 2016; which motion was seconded by **Commissioner Swick**. Upon roll call the motion was as follows:

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

BILLS –March, 2016

Commissioner Korp moved to approve the bills list for March, 2016; which motion was seconded by **Commissioner Franceschino**. All were in favor.

COMMUNICATIONS – None

REPORT OF THE SECRETARY – TREASURER

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

REPORT OF COMMITTEES**FINANCE/BANK BALANCES**

The List of Investments and Bank Balances were reviewed for March, 2016. Executive Director Rummerfield advised the Audit has been submitted. He also advised that the Auditor and the Accountant will be attending our next board meeting.

MAINTENANCE

Executive Director Rummerfield advised that maintenance has been working on getting ready for the upcoming inspections.

RESIDENTS

Nothing new to report with residents

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield reported that the contractor for Andover-Kent finally submitted all the warrants so the bond can be released.

PERSONNEL

Executive Director Rummerfield reported that there is a maintenance staff member who will be submitting his letter of resignation.

ADMINISTRATIVE REPORT

Executive Director Rummerfield advised the commissioners that we will discuss pool passes at next month's meeting.

Executive Director Rummerfield reviewed the air conditioning charges for tenants with the board. He advised that last year the tenants received a \$30 discount if they paid their charges in full by April 30th. The board gave Mr. Rummerfield the authority to decide whether a discount would be offered again this year or not.

Mr. Rummerfield advised the board that Carrier is inspecting the Air conditioning unit at the John F. O'Donnell building to make sure it is operable.

Executive Director Rummerfield advised the board that HUD has issued a Final Streamlining Rule, effective April 7, 2016, and we will be bringing any necessary ACOP changes before the board at next month's meeting.

Executive Director Rummerfield advised the board that we will be having inspections by US Inspection and a REAC inspection in April and May. He advised that maintenance has been inspecting different areas of the office and Community Building in preparation of the inspection.

NEW BUSINESS:**RESOLUTION#: 1383-Approval to participate in Educational Services Commission Co-op**

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves participation in the Co-op, formerly named *The Middlesex Regional Education Services Commission "MRESC"*, which has now been changed to *"The Educational Services Commission of New Jersey"*. This name was unanimously approved by the New Jersey State Board of Education on Wednesday, March 2.

Commissioner **Baptista** moved to adopt **Resolution #: 1383**, which motion was seconded by Commissioner **Swick**. All were in favor of this resolution.

RESOLUTION#: 1384-Payment to "Pemberton Electrical Supply Co"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$13,070.77 to *"Pemberton Electrical Supply Co"* for 8-99w LED Post Top Luminaires with Polycarbonate Lens.

Commissioner **Swick** moved to adopt **Resolution #: 1384**, which motion was seconded by Commissioner **Mugavero**. All were in favor of this resolution.

RESOLUTION#: 1385-Payment to "Quality Air Specialists, Inc."

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,285.00 to *"Quality Air Specialists, Inc."* for post remediation verification conducted on 2/5/16, including travel expenses, time on-site, lab analysis & report.

Commissioner **Baptista** moved to adopt **Resolution #: 1385**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1386-Payment to "All Risk"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$4,500.00 to *"All Risk"* for Mold Remediation.

Commissioner **Mugavero** moved to adopt **Resolution #: 1386**, which motion was seconded by Commissioner **Swick**. All were in favor of this resolution.

RESOLUTION#: 1387-Payment to "Bath Supply Co"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$3,250.00 to *"Bath Supply Co"* for heat exchanger.

Commissioner **Swick** moved to adopt **Resolution #: 1387**, which motion was seconded by Commissioner **Baptista**. All were in favor of this resolution.

RESOLUTION#: 1388-Payment to "Microsoft Corporation"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$12,256.06 to *"Microsoft Corporation"* for Surface Pro Tablets.

Commissioner **Swick** moved to adopt **Resolution #: 1388**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1389-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 \$2,322.52 to “*MTB Electric*” for LED Lights for AMP 24-4.

Commissioner *Baptista* moved to adopt **Resolution #: 1389**, which motion was seconded by Commissioner *Mugavero*. All were in favor of this resolution.

RESOLUTION#: 1390–Payment to “Staples Advantage”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$7,040.00 to “*Staples Advantage*” for Printers, Mice, & Netgear.

Commissioner *Mugavero* moved to adopt **Resolution #: 1390**, which motion was seconded by Commissioner *Baptista*. All were in favor of this resolution.

RESOLUTION#: 1391–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 \$2,267.20 to “*MTB Electric*” for LED Lights for AMP 24-4.

Commissioner *Franceschino* moved to adopt **Resolution #: 1391**, which motion was seconded by Commissioner *Baptista*. All were in favor of this resolution.

RESOLUTION#: 1392–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 \$11,489.88 to “*Home Depot Credit Services*” for repairs to 507 Elm Avenue & 504 Kneedler Avenue.

Commissioner *Franceschino* moved to adopt **Resolution #: 1392**, which motion was seconded by Commissioner *Swick*. All were in favor of this resolution.

RESOLUTION#: 1393–Payment to “NORWESCAP FSS”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$17,425.00 to “*NORWESCAP FSS*” for ROSS Service Coordinator Program.

Commissioner *Mugavero* moved to adopt **Resolution #: 1393**, which motion was seconded by Commissioner *Baptista*. All were in favor of this resolution.

RESOLUTION#: 1394–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, 2014. 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 **Baptista** moved to adopt **Resolution #: 1394**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

RESOLUTION #: 1395 Approval to Close- Out the 2012 Capital Fund

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* have provided the *Resident Advisory Members* and *Stephen R. Ellis, Mayor* of the Town of Phillipsburg with the Final **2012** Capital Fund HUD-50075.1 Annual Statement/Performance and Evaluation Report, and

WHEREAS, said HUD-50075.1 Annual Statement/Performance and Evaluation reports contain: **Part I: Summary, Part II: Supporting Pages and Part III: Implementation Schedule for Capital Fund Financing Program**, and

WHEREAS, no comments have been received by the *Resident Advisory Members* or *Stephen R. Ellis, Mayor* of the Town of Phillipsburg.

NOW, THEREFORE, BE IT RESOLVED, *by the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approve the Final **2012** Capital Fund Program and approve HUD 50075.1 Annual Statement/Performance and Evaluation Report to Close-Out the **2012** Capital Fund Program and submit to U.S. Department of Housing And Urban Development (HUD). Commissioner **Swick** moved to adopt **Resolution #: 1395**, which motion was seconded by Commissioner **Mugavero**. All were in favor of this resolution.

RESOLUTION#: 1396-Approval to close One (1) Bedroom & Two (2) Bedroom Low Income Waiting Lists with the exception of local preference.

WHEREAS, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* is desirous of closing the waiting list for the One (1) Bedroom & Two (2) Bedroom low income family units due to the excessive number of public housing applicants waiting for assistance. Applications will only be accepted for local preferences.

BE IT RESOLVED, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby approves the closing of the waiting list for the One (1) Bedroom & Two (2) Bedroom low income family units with the exception of local preference. Commissioner **Franceschino** moved to adopt **Resolution #: 1396**, which motion was seconded by Commissioner **Baptista**. All were in favor of this resolution.

RESOLUTION #: 1397

BE IT RESOLVED, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* approved Polcari & Company, CPA as the PHA Auditor in the amount of \$7,500 per year for fiscal years July 1, 2015 to June 30, 2016 and fiscal year July 1, 2016 to June 30, 2017. Commissioner **Korp** moved to adopt **Resolution #: 1397**, which motion was seconded by Commissioner **Swick**. All were in favor of this resolution.

RESOLUTION#: 1398 Approve Purchase of Electricity from ENERGY.me

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal for the Purchase of Electricity to "ENERGY.me" at a fixed rate of .07404 per kwh from May 1, 2016 to April 30, 2017.

Commissioner **Baptista** moved to adopt **Resolution #: 1398**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

PUBLIC COMMENT:

No public members present

EXECUTIVE SESSION

Commissioner Swick moved to enter Executive Session which motion was seconded by **Commissioner Franceschino** at **6:37 PM**. Upon roll call the motion was unanimous.

Commissioner Baptista moved to exit Executive Session, which motion was seconded by **Commissioner Franceschino** at **7:25 PM**. Upon roll call the motion was unanimous.

Commissioner Baptista moved to re-enter into Regular Session at **7:25PM**; which motion was seconded by **Commissioner Franceschino**.

Designated Commissioner to Execute PHA Checks

Commissioner Korp moved to approve Philip Mugavero as the designated Commissioner authorized to execute checks on behalf of the Phillipsburg Housing Authority which motion was seconded by **Commissioner Baptista**. Commissioner Mugavero will replace former Commissioner Turdo. Upon roll call the motion was unanimous.

ADJOURNMENT

There being no further business to come before this Authority, **Commissioner Swick** 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 **7:37 PM**, April 6, 2016.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman