

**MINUTES OF THE MAY 2 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 **May 2, 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 **6:36 PM** and upon roll call the following members were present: Commissioners: Korp, Mugavero, Shelly & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

Commissioners Baptista, Franceschino & Larsen were absent.

There was **one (1)** member 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 - None

BILLS -April 2018

Commissioner ***Shelly*** moved to approve the bills list for April 2018; which motion was seconded by Commissioner ***Swick*** All were in favor of this motion.

COMMUNICATIONS - ROSS Award letter

REPORT OF THE SECRETARY - TREASURER

Executive Director Rummerfield reported on the Move-ins for April 2018
Executive Director Rummerfield reported on the Move-outs for April 2018
Executive Director Rummerfield reported on the Vacancies for April 2018
Executive Director Rummerfield reported on the Applications for April 2018

REPORT OF COMMITTEES

FINANCE/BANK BALANCES

Executive Director Rummerfield reviewed the bank finances.

MAINTENANCE

Executive Director Rummerfield reviewed the maintenance schedule for the past month.

RESIDENTS

Executive Director Rummerfield gave an update on the extensive damage that was caused by a tenant who left his sink running all night long.

DEVELOPMENT/MODERNIZATION

No report

PERSONNEL

No report

ADMINISTRATIVE REPORT

Executive Director Rummerfield advised the board of the meeting with the Phillipsburg Town Council in regard to the RAD application.

Executive Director Rummerfield advised board that he was invited to attend a conference regarding RAD by HUD in Washington, DC. He advised that Property Manager DeGerolamo will be accompanying him to the conference.

Mr. Rummerfield advised the board that the Annual Inspections are scheduled for May 7 – May 16, 2018. He advised that tenants have been notified.

Mr. Rummerfield reviewed the meetings with VDA regarding the elevator at Andover-Kent Towers. He advised that several options were discussed concerning the tenants during the down time of the elevator.

Executive Director Rummerfield recommended the board close the waiting list due to the substantial amount of applications that have been received since the list was re-opened on March 19, 2018.

Commissioner Shelly moved to close the waiting list as per the recommendation of Executive Director Rummerfield, which motion was seconded by **Commissioner Swick**.

NEW BUSINESS:**RESOLUTION#: 1579- Approval of Payment to “MRI Software, LLC”**

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$4,478.33 to “*MRI Software, LLC*” for applicant access-support maintenance-web.

Commissioner Shelly moved to adopt Resolution #: **1579**, which motion was seconded by **Commissioner Mugavero**. All were in favor of this resolution.

RESOLUTION#: 1580- Approval of Payment to “VDA, LLC”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$11,082.40 to “*VDA, LLC*” for consulting services – traction elevator for Andover-Kent

Commissioner Mugavero moved to adopt Resolution #: **1580**, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

RESOLUTION#: 1581- Approval of Payment to “Orlando Diefenderfer Electrical”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$3,386.14 to “*Orlando Diefenderfer Electrical*” for electrical services for new maintenance shop.

Commissioner Swick moved to adopt Resolution #: **1581** which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

RESOLUTION#: 1582- Approval of Payment to “Sunshine Tree & Landscape”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$10,900.00 to “*Sunshine Tree & Landscape*” for AMP 1, 2018 Tree Services.

Commissioner Swick moved to adopt Resolution #: **1582**, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

RESOLUTION#: 1583- Approval of Payment to “Mechanical Preservation Associates, Inc.”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$8,085.48 to “*Mechanical Preservation Associates, Inc.*” for installation of New Maintenance heating.

Commissioner Swick moved to adopt Resolution #: **1583**, which motion was seconded by **Commissioner Mugavero**. All were in favor of this resolution.

RESOLUTION#: 1584- Approval of Payment to “Window Film Depot, Inc.”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$25,254.00 to “*Window Film Depot, Inc.*” for window film for HH, Community Building & JFO.

Commissioner Mugavero moved to adopt Resolution #: **1584**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

RESOLUTION#: 1585- Approval of Payment to “Tremco/Weatherproofing Technologies, Inc.”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$130,771.13 to “*Tremco/Weatherproofing Technologies, Inc.*” for AMP II Roofing Materials.

Commissioner Shelly moved to adopt Resolution #: **1585**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

RESOLUTION #: 1586 – Approval of Boiler and Heating Maintenance Services proposal from “MPA Mechanical Contractors, Inc.” for all developments

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has advertised for proposals for Boiler and Heating Maintenance Services for all developments.

WHEREAS, one proposal was received from:

MPA Mechanical Contractors

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that after reviewing the above proposals, hereby awards the Boiler & Heating Maintenance Services to “MPA Mechanical Contractors, Inc.” at the rate of \$98.00 per hour for mechanics and \$78.00 per hour for mechanics helpers.

Commissioner Swick moved to adopt Resolution #: **1586**, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

RESOLUTION #: 1587 – Approval of Electrical Services to “Magic Touch Construction”

WHEREAS, the *Housing Authority of the Town of Phillipsburg* has advertised for proposals for Electrical Service.

WHEREAS, the following proposals were received:

Magic Touch Construction

Power with Prestige

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that after reviewing the above proposals, hereby awards the Electrical Services contract to “Magic Touch Construction” at the rate of \$98.75 per hour for Electricians and \$66.35 per hour for Electricians Helpers.

Commissioner Swick moved to adopt Resolution #: **1587**, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

RESOLUTION #: 1588 – Approval of Section 8 request to HUD

WHEREAS, the *Housing Authority of the Town of Phillipsburg (HATOP)* is seeking the Request of the *U.S. Department of Housing and Urban Development (HUD)*; and

WHEREAS, said Request of the *U.S. Department of Housing and Urban Development (HUD)* is the transfer of the Town of Phillipsburg Two-Hundred and Ten (210) Section 8 Management Assessment Program (SEMAP) Housing Voucher Program; and

WHEREAS, said Request of the *U.S. Department of Housing and Urban Development (HUD)* will be for the *Housing Authority of the Town of Phillipsburg (HATOP)* to administer the Two-Hundred Ten (210) Section 8 Management Assessment Program Housing Voucher Program; transfer date July 1, 2018; and

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby authorizes W. Paul Rummerfield, Executive Director to seek this request of the *U.S. Department of Housing and Urban Development (HUD)*.

Commissioner Shelly moved to adopt Resolution #: **1588**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

RESOLUTION #: 1589 – Approval of Heating, Ventilation, & Air Conditioning (HVAC) Service Agreement for Air conditioning unit at John F. O’Donnell Apartment.

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that after reviewing the above proposals, hereby awards the HVAC Service Agreement for the Air conditioning Unit at John F. O’Donnell Apartments to “Carrier” at the rate of \$27,085.60 for a term of three years.

Commissioner Shelly moved to adopt Resolution #: **1589**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

RESOLUTION #: 1590 – Approval to negotiate for qualified contractor for outside vestibule since the Housing Authority went out to bid twice and did not receive any bids.

BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby authorizes W. Paul Rummerfield, Executive Director to seek negotiate for a qualified contractor for the outside vestibule area.

Commissioner Swick moved to adopt Resolution #: **1590**, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

RESOLUTION #: 1591 – Approval of Heating, Ventilation, & Air Conditioning (HVAC) Services proposal from “Envirocon” for all developments

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has advertised for proposals for Heating, Ventilation, & Air Conditioning (HVAC) Services for all developments.

WHEREAS, the following proposals were received:

Binsky Service
 Envirocon
 MPA Mechanical Contractors
 HT Lyons

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that after reviewing the above proposals, hereby awards the HVAC Services contract to “*Envirocon*” at the rate of \$85.00 per hour for mechanics and \$85.00 per hour for mechanics helpers.

Commissioner Swick moved to adopt Resolution #: **1591**, which motion was seconded by **Commissioner Mugavero**. All were in favor of this resolution.

RESOLUTION #: 1592 – Approval to extend the award of Architectural Services for an additional Thirty (30) Days.

BE IT RESOLVED, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby authorizes W. Paul Rummerfield, Executive Director to extend the award for Architectural Services for an additional thirty (30) days.

Commissioner Shelly moved to adopt Resolution #: **1592**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

RESOLUTION #: 1593 – Approval for Change Order # 1 to WTI Contracting to change roof.

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said Change Order #1 to be credited in the amount of \$32,943.50 to change roof from 20 year fully reinforced Alphaguard Bio to 15 year Alphaguard Non Reinforced Restoration System.

Commissioner Shelly moved to adopt Resolution #: **1593**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

RESOLUTION #: 1594 – Approval for Change Order # 2 to WTI Contracting add Superintendent Days.

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said Change Order #2 in the amount of \$6,632.96 to include eight (8) additional superintendent days.

Commissioner Mugavero moved to adopt Resolution #: **1594**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

EXECUTIVE SESSION

Commissioner Swick moved to enter Executive Session which motion was seconded by **Commissioner Shelly** at **7:42 PM**. Upon roll call the motion was unanimous.

Commissioner Swick moved to exit Executive Session, which motion was seconded by ***Commissioner Shelly*** at **8:12PM**. Upon roll call the motion was unanimous.

Commissioner Mugavero moved to re-enter into Regular Session at **8:12 PM**; which motion was seconded by ***Commissioner Swick***.

Commissioner Swick moved to write-off tenant charges for tenant who had charge removed for children who were in foster care as per regulations, which motion was seconded by ***Commissioner Shelly***.

Commissioner Shelly moved to grant permission to Executive Director, Office Manager and Facilities Director to schedule a visit to Newton Housing Authority at the request of their Chairman of the Board to offer assistance with their program., which motion was seconded by ***Commissioner Mugavero***.

ADJOURNMENT

There being no further business to come before this Authority, ***Commissioner Swick*** moved at the call of ***Chairman Korp***, the meeting be adjourned, which motion was seconded by ***Commissioner Mugavero***. Upon roll call the motion was unanimous. The meeting was adjourned at **8:13 PM**, May 2, 2018.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JOHN KORP
Chairman