

**MINUTES OF THE MAY 3, 2017 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 3, 2017 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 Executive Director Rummerfield at 6:37 PM and upon roll call the following members were present: Commissioners: Baptista, Franceschino, Korp, Mugavero, Scerbo, & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following member was absent: Commissioner Larsen

There were no 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 - None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 1, 2017

Commissioner Franceschino moved to approve the Minutes of the Regular Meeting of March 1, 2017, which motion was seconded by ***Commissioner Scerbo***. Upon roll call the motion was as follows:

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

BILLS -March, 2017 & April 2017

Commissioner Swick moved to approve the bills list for March, 2017 & April, 2017; which motion was seconded by ***Commissioner Mugavero***. All were in favor of this motion.

COMMUNICATIONS - Letter from NORWESCAP for Summer Food Program

REPORT OF THE SECRETARY - TREASURER

Executive Director Rummerfield reported on the Move-ins for March & April 2017.

Executive Director Rummerfield reported on the Move-outs for March & April 2017.

Executive Director Rummerfield reported on the List of applications for March & April 2017.

Executive Director Rummerfield reported on the Vacancies for March & April 2017.

REPORT OF COMMITTEES**FINANCE/BANK BALANCES**

Executive Director Rummerfield advised that we received notice that the 2016 Budget was approved and salaries would be adjusted retroactive to January 1, 2017.

MAINTENANCE

Executive Director Rummerfield updated the board on the maintenance staff.

RESIDENTS

Executive Director Rummerfield advised that board that the Housing Authority is sponsoring a Boy Scout Troop which was organized by our ROSS Coordinator and that the meetings have started.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield updated the board on the John F. O'Donnell Apartment Building.

PERSONNEL

Executive Director Rummerfield advised the board that two employees were out on sick leave. One has returned to work. One will be returning with limited restrictions.

He further advised that we have a Blood Pressure Screening scheduled for May 9th for any employee who wishes to participate.

Mr. Rummerfield advised that the office staff would be having a training class on Poverty on May 19th.

Mr. Rummerfield recommended the board hire another part-time housing authority tenant position to help with Garbage, Recycling, & High Rise Cleaning.

Motion to advertise for a second part-time tenant maintenance position was made by **Commissioner Franceschino**, seconded by **Commissioner Baptista**. All were in favor.

ADMINISTRATIVE REPORT

Executive Director Rummerfield advised that the seasonal employees will be starting approximately the middle of May.

Executive Director asked for a motion to approve the NORWESCAP Summer Food Program. Motion was made by **Commissioner Scerbo** and seconded by **Commissioner Baptista**.

Mr. Rummerfield advised the board that Mr. Snyder and Mr. Katchen are in the process of preparing the application for the Rental Assistance Demonstration (RAD) Program. He advised that we are now able to be placed on the waiting list with sending a Letter of Interest.

Mr. Rummerfield advised that we are going out for General Counsel, Tenant Landlord Counsel and Architectural Engineering bids.

He further advised that the Air Conditioner went down at John F. O'Donnell. The one compressor went down and is currently on order.

Mr. Rummerfield advised that we had a situation concerning Emotional Support Dogs as opposed to Service Dogs. The attorney is going to review our policy and HUD policy

Commissioner Mugavero asked if we would be able to add the Recreation Center to our Five Year Plan.

Commissioner Swick advised that he spoke with Cephas Ward from HUD who advised that as long as the recreation center was on our property he didn't think there would be any problem. He said that he advised that it just has to be in our Annual Plan.

Executive Director Rummerfield advised that he would check into it. He said he is concerned that it RAD may have an impact on it.

Executive Director Rummerfield advised that the trees have been removed along the Railroad Tracks. He advised that Ehrlich is going to spray the area and Brian is obtaining prices for fencing around the area.

Commissioner Mugavero asked the board to consider a donation to the Youth Corp for a function or a trip they would like to take. Mr. Rummerfield advised that he emailed Mr. Katchen for his opinion and is awaiting his response.

NEW BUSINESS:

RESOLUTION#: 1480 - Approval of Payment to Union Fuel Company

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$3,200.00 to "Union Fuel Company" for furnace replacement at 442 Roseberry Street.

Commissioner Mugavero moved to adopt Resolution #: **1480**, which motion was **seconded by Commissioner Scerbo**. All were in favor of this resolution.

RESOLUTION#: 1481 -Approval of ACC Amendment to its Capital Fund Program in the amount of \$1,075,932.00

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has received the 2017 ACC Amendment to its Capital Fund Program in the amount of \$1,075,932.00, and:

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* are desirous of authorizing Paul Rummerfield, the Executive Director, to execute the Amendment on behalf of the Phillipsburg Housing Authority and return same to the Department of HUD.

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby authorize the Executive Director, Paul Rummerfield, to execute the 2017 ACC Amendment to the Capital Fund Program.

Commissioner Baptista moved to adopt Resolution #: **1481**, which motion was **seconded by Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1482 Approval of Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2017 thru 2021

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* have reviewed the 2017 Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2017 thru 2021; and

WHEREAS, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approve the 2017 Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2017 thru 2021; 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).

After a brief discussion regarding the Annual Plan, **Commissioner Baptista** moved to adopt Resolution #: **1482**, which motion was **seconded by Commissioner Scerbo**. All were in favor of this resolution.

Resolution #: 1483 Change Order for Netta Architects

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby approves Change Order #: 001, dated February 27, 2017 to increase in the amount of \$10,000.00 to *Netta Architects* for the Renovation of John F. O'Donnell Apartments for architectural and engineering services required to extend and illuminate the existing exterior canopy structure.

Commissioner Franceschino moved to adopt Resolution #: **1483**, which motion was **seconded by Commissioner Baptista**. All were in favor of this resolution.

Resolution #: 1484 Change Order for Netta Architects

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby approves Change Order #: 002, dated March 10, 2017 to decrease in the amount of \$2,000.00 to *Netta Architects* for the Renovation of John F. O'Donnell Apartments for reduction of construction eliminating cutouts for air conditioner sleeves therefore, making the new contract cost \$128,000.00.

Commissioner Mugavero moved to adopt Resolution #: **1484**, which motion was **seconded by Commissioner Baptista**. All were in favor of this resolution.

Resolution #: 1485 Change Order for Munters Corporation

WHEREAS, the Munters Corporation, was contracted to do the repairs on the Air Handler at the Heckman House Apartment Building in the amount of **\$8,850.00**, and;

WHEREAS, once the repair work was started additional work was necessary to be completed on the equipment, and;

WHEREAS, the additional cost of the repair is **\$ 10,769.00**.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg to approve the additional cost of **\$ 10,769.00** for this repair.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby approves payment in the amount of **\$ 19,619.00** to *Munters Corporation* for the Air Handler at the Heckman House apartments.

Commissioner Franceschino moved to adopt Resolution #: **1485**, which motion was **seconded by Commissioner Scerbo**. All were in favor of this resolution.

RESOLUTION#: 1486 - Approval of Payment to Equipment Marketers

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$1,841.00 to "Equipment Marketers" for Commercial Front Load Washer.

Commissioner Baptista moved to adopt Resolution #: **1486**, which motion was **seconded by Commissioner Scerbo**. All were in favor of this resolution.

RESOLUTION#: 1487 - Approval of Payment to Northeast Remote Surveillance

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$4,575.00 to “*Northeast Remote Surveillance*” for HID cards Megapixel PTZ mounted on chimney.

Commissioner Baptista moved to adopt Resolution #: **1487**, which motion was **seconded by Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1488 - Approval of All Changes to the Personnel Policy

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes all changes to the Personnel Policy.

After a brief discussion, **Commissioner Swick** moved to adopt Resolution #: **1488**, which motion was **seconded by Commissioner Scerbo**. All were in favor of this resolution.

RESOLUTION#: 1489 - Approval of All Changes to the Admissions & Occupancy (ACOP) Policy

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

Commissioner Mugavero moved to adopt Resolution #: **1489**, which motion was **seconded by Commissioner Swick**. All were in favor of this resolution.

RESOLUTION#: 1490 - Approval of Payment to Netta Architects

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$18,814.48 to “*Netta Architects*” for design development at John F. O’Donnell Apartments.

Commissioner Baptista moved to adopt Resolution #: **1490**, which motion was **seconded by Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1491 - 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 \$1,169.95 to “*Home Depot Credit Services*” for new power tools.

Commissioner Mugavero moved to adopt Resolution #: **1491**, which motion was **seconded by Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION#: 1492 - Approval of Payment to Munters Corporation

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$19,619.00 to “*Munters Coporation*” for 24-5 Supply Fan Replacement and additional cost for meter.

Commissioner Baptista moved to adopt Resolution #: **1492**, which motion was **seconded by Commissioner Scerbo**. All were in favor of this resolution.

RESOLUTION#: 1493 - Approval of Payment to Uline, Inc.

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$4,108.00 to “*Uline, Inc.*” for Welded Storage Cabinet, Rubbermaid Tilt Truck Lid, Rubbermaid Utility Tilt Truck, & Counter High Metal Storage Cabinet.

Commissioner Baptista moved to adopt Resolution #: **1493**, which motion was **seconded by Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION #: 1494: Adoption of Annual and Capital Budget for Fiscal Year beginning July 1, 2017 and ending June 30, 2018

WHEREAS, the Annual Budget and Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018 has been presented for Adoption before the Commissioners of the Housing Authority, at its open public meeting of May 3, 2017; and;

WHEREAS, the Annual Budget and Capital Budget as presented for Adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and Approved Budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for Adoption reflects Total Revenues of \$4,795,900; Total Appropriations, including any Accumulated Deficit, if any, of \$ 4,636,550 and Total Fund Balance utilized of \$0;

WHEREAS, the Capital Budget as presented for Adoption reflects Total Capital Appropriations of \$570,000 and Total Fund Balance planned to be utilized as funding thereof, of \$0; and

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg, at an open public meeting held on May 3, 2017; the Annual Budget and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2017 and ending 6/30/2018; hereby Adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for Adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and Approved Budget, including all amendments thereto, if any, which have been approved by the Director of Local Government Services.

Commissioner Franceschino moved to adopt Resolution #: **1494**, which motion was **seconded by Commissioner Scerbo**. All were in favor of this resolution.

RESOLUTION#: 1495 - 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 \$4,000.00 to “*Sunshine Tree and Landscape*” for removal of trees in Development 24-1.

Commissioner Baptista moved to adopt Resolution #: **1495**, which motion was **seconded by Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1496-Approval of Heating, Ventilation, & Air Conditioning (HVAC) Services proposal from “MPA Mechanical Contractors, Inc.” 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
Metz, Inc.
MPA Mechanical Contractors
TM Brennan 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 HVAC Services contract to “MPA Mechanical Contractors, Inc.”.

Commissioner Baptista moved to adopt Resolution #: **1496**, which motion was **seconded by Commissioner Mugavero**. All were in favor of this resolution.

RESOLUTION#: 1497-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, the following proposals were received:

Binsky Service
Metz, Inc.
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.”.

Commissioner Baptista moved to adopt Resolution #: **1497**, which motion was **seconded by Commissioner Swick**. All were in favor of this resolution.

RESOLUTION#: 1498 -Approval of Amended Adopted Budget

WHEREAS, *the Housing Authority of the Town of Phillipsburg* previously adopted a NJ Budget for the year of 2016, and;

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* amended the adopted Budget due to changes in proposed operating expense, specifically administrative and maintenance salaries.

WHEREAS, the following line items of the Budget are amended:

Appropriations	Original	Amended
Total Administration	\$1,353,650	\$1,363,900
Total Cost of Providing Services	\$3,437,750	\$3,408,740
Total Appropriations	\$4,791,400	\$4,772,640
Surplus Appropriated	\$ 0	\$ 0

WHEREAS, the proposed changes have been approved by the Board of Authority and the State of New Jersey Bureau of Authorities.

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* do hereby approve by amendment to the 2016 adopted Budget. **Commissioner Swick** moved to adopt Resolution #: **1498**, which motion was **seconded by Commissioner Scerbo**. All were in favor of this resolution.

PUBLIC COMMENT:

NONE

EXECUTIVE SESSION:

NONE

ADJOURNMENT

There being no further business to come before this Authority, ***Commissioner Scerbo*** moved at the call of ***Chairman Korp***, the meeting be adjourned, which motion was seconded by ***Commissioner Baptista***. Upon roll call the motion was unanimous. The meeting was adjourned at **8:06 PM**, May 3, 2017.

W. PAUL RUMMERFIELD

Executive Director/Secretary-Treasurer

JOHN KORP

Chairman