

**MINUTES OF THE MAY 4, 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 **May 4, 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 **5:33 PM** and upon roll call the following members were present: Commissioners Shelly, Franceschino, Larsen, Mugavero & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following members were absent: Commissioners Baptista & Korp

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 – William Katchen, Fee Accountant & Michael Maurice, Auditor
Michael Maurice reviewed the audit for Fiscal Year 2014-2015.

BILLS –April, 2016

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

COMMUNICATIONS – Letter from Janet Bray, Development Coordinator, “**NORWESCAP**” regarding Summer Food Service Program.

REPORT OF THE SECRETARY – TREASURER

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

REPORT OF COMMITTEES

FINANCE/BANK BALANCES

The List of Investments and Bank Balances were reviewed for April, 2016.

MAINTENANCE

Executive Director Rummerfield advised that maintenance is very busy preparing for the inspections.

RESIDENTS

No Report

DEVELOPMENT/MODERNIZATION

No Report

PERSONNEL

Executive Director Rummerfield advised that we advertised for two vacant positions, one for maintenance and one for a housing specialist.

ADMINISTRATIVE REPORT

William Katchen reviewed the Rental Assistance Demonstration (RAD) Application. He advised that he has downloaded all of the financial information. He further advised that there has to be two (2) public hearings. He advised that we will be developing the application at the same time. Tenant comments will be added into the application. At the time we submit the application, the Engineer and Architecture will do a Physical Needs Assessment for Community Housing Assistance Program (CHAP). Commissioner Mugavero asked if it is required to go out to bid. Mr. Katchen advised that RFQ price is not a deciding factor that it is important to look for experience and flexibility.

Executive Director Rummerfield asked the Board of Commissioners to pass a motion to permit NORWESCAP to use the PHA Community Building for the Summer Food Service Program. After discussion, Commissioner Mugavero moved to approve the motion; which motion was seconded by Commissioner Swick. All were in favor of this motion.

Executive Director Rummerfield advised the board that with the help of an employee from Unity Bank, we are trying to establish a "Homework Helper" Program to be held in our small community room by the maintenance shop.

Executive Director Rummerfield advised commissioners that tenants were given the \$30 discount for air conditioning payments. He advised that the tenants really appreciate it and it helps get payments in a timely manner.

Executive Director Rummerfield advised the commissioners that we are waiting to verify the costs of pool passes for the residents. The board will revisit this at the next meeting.

Executive Director Rummerfield advised that the USGA inspectors were onsite from April 18th through April 28th. He advised they discovered some smoke alarm and housekeeping issues. He advised that the REAC inspection is scheduled for May 9th through May 13th that it had been changed from May 2nd.

Commissioner Mugavero requested the board establish committees for major issues. Chairman Shelly explained that the board meets as a whole so everyone is aware of any issues there may be with the authority.

It has been recommended by our Insurance Consultant that we amend our policy for Worker's Compensation rate to be the same as the rate established by the State Worker's Compensation Insurance Board. We are currently paying at one hundred (100%) percent for the first twelve months after the initial injury and then at the State rate following that twelve-month initial period. After discussion, Commissioner Mugavero made a motion to amend our policy to pay the rate established by the Worker's Compensation Insurance Board of the State of New Jersey effective immediately; which was seconded by Commissioner Larsen. All were in favor of the motion.

NEW BUSINESS:**RESOLUTION#: 1399-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 \$3,304.48 to “*Bath Supply Co*” for B&G Series 80 motor and impeller & B&G base mount, pump and impeller.

Commissioner Mugavero moved to adopt **Resolution #: 1399**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION#: 1400-Approval to Amend Personnel Policy Workers Compensation Section

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes amendment of the Workers Compensation Section of the Personnel Policy; If an employee is unable to work because of an on-the-job injury or job-related illness, the employee will be paid the rate established by the Worker’s Compensation Insurance Board of the State of New Jersey.

Commissioner Mugavero moved to adopt **Resolution #: 1400**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION#: 1401-Payment to “Verizon Wireless”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,913.31 to “*Verizon Wireless*” for Maintenance Tablets and Fees.

Commissioner Larsen moved to adopt **Resolution #: 1401**, which motion was seconded by Commissioner Mugavero. All were in favor of this resolution.

RESOLUTION#: 1402 - Approval of July 1, 2014 – June 30, 2015 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, 2015, 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, 2014 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.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

Commissioner Larsen moved to adopt **Resolution #: 1402**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION#: 1403 - Adoption of Annual and Capital Budget for Fiscal Year beginning July 1, 2016 and ending June 30, 2017

WHEREAS, the Annual Budget and Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017 has been presented for Adoption before the Commissioners of the Housing Authority, at its open public meeting of May 4, 2016; 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 \$4,885,963; Total Appropriations, including any Accumulated Deficit, if any, of \$ 4,791,400 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 4, 2016; the Annual Budget and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2016 and ending 6/30/2017; 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 Mugavero moved to adopt **Resolution #: 1403**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION#: 1404 - Changes to ACOP pursuant to PIH Notice 2016-05 (HA)

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to amend the following sections of the ACOP:

Social Security Documentation – Section II-B-(d) – Page 4

Verification of Assets under \$5,000 – Section VI – C – Page 24

Interim Rent Adjustments – Section VII - Pages 24, 25 & 26

Earned Income Disallowance – Section X - Pages 31 & 32

Advertising for Closing of Waiting List – Exhibit II, Page 44

Notice of Rent Adjustments - Exhibit IX, II – Page 47

Community Service Self-Certifications - Exhibit IX, II, D– Page 50

and;

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the amendments to the Admission and Continued Occupancy Policy – effective May 4, 2016.

Commissioner Franceschino moved to adopt **Resolution #: 1404**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION #: 1405 Budget Revision Number “1” for the 2014 Capital Fund Budget

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 2012 Capital Fund Program No. NJ39P02450112 identified as Revision No. 1, to adjust the following accounts, copy of the actual budget attached to this resolution.

<u>Line Item</u>	<u>Increase/Decrease</u>
1408 Management Improvements	-\$41,788.00
1465 Dwelling Structures	+\$41,788.00
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 2014 Capital Fund Program No. NJ39P02450114 on May 4, 2016.

Commissioner Larsen moved to adopt **Resolution #: 1405**, which motion was seconded by Commissioner Mugavero. All were in favor of this resolution.

PUBLIC COMMENT:

There were no members of the public present.

EXECUTIVE SESSION

Commissioner Mugavero moved to enter Executive Session which motion was seconded by **Commissioner Larsen** at **6:54 PM**. Upon roll call the motion was unanimous.

Commissioner Larsen moved to exit Executive Session, which motion was seconded by **Commissioner Mugavero** at **7:07 PM**. Upon roll call the motion was unanimous.

Commissioner Franceschino moved to re-enter into Regular Session at **7:07 PM**; which motion was seconded by **Commissioner Mugavero**.

ADJOURNMENT

There being no further business to come before this Authority, **Commissioner Larsen** moved at the call of **Chairman Shelly**, the meeting be adjourned, which motion was seconded by **Commissioner Mugavero**. Upon roll call the motion was unanimous. The meeting was adjourned at **7:08 PM**, May 4, 2016.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman