

**MINUTES OF THE MAY 6, 2015 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 6, 2015 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 **5:39 PM** and upon roll call the following members were present: Commissioners Shelly, Franceschino, Korp, and Turdo . Commissioners Baptista, Larsen & Mugavero were excused upon request. Also present were Property Managers Nan Quinn, & Kevin DeGerolamo & Executive Director/Secretary-Treasurer W. Paul Rummerfield.

There were four 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, Certified Public Accountant

Mr. Katchen advised that all housing authorities are required by HUD to submit a budget annually according to the 1992 Local Authorities Fiscal Control Act. Mr. Katchen stated that the budget has been presented and there will be gloom and doom going forward as the entitlement has dropped to between 82% and 85%; whereas, six years ago it was at 101%. He advised that HUD determines the percentage that we receive, and we only received 83% this year. He stated that due to cost cutting measures budgets are stable and consistent to carry out what we need to do.

**PUBLIC COMMENT –**

Discussion was held, with several demands, topics included the Pergalo and lights in the Heckman House parking area, the operation of the ventilation system in the Heckman House, and outside grilling and smoking.

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF April 1, 2015**

**Commissioner Turdo** moved to approve the Minutes of the Regular Meeting of April 1, 2015; 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>
Franceschino			Baptista
Korp			Larsen
Shelly			Mugavero
Turdo			

**APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF April 1, 2015**

**Commissioner Turdo** moved to approve the Minutes of the Regular Meeting of April 1, 2015; 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>
Franceschino			Baptista
Korp			Larsen
Shelly			Mugavero
Turdo			

#### **BILLS –April, 2015**

Commissioner **Turdo** moved to approve the bills list for April, 2015; which motion was seconded by Commissioner **Franceschino**. All voted in favor of approving the bills list.

#### **COMMUNICATIONS - None**

#### **REPORT OF THE SECRETARY – TREASURER**

Executive Director Rummerfield reported on the Move-ins for April, 2015.  
 Executive Director Rummerfield reported on the Move-outs for April, 2015.  
 Executive Director Rummerfield reported on the List of applications for April, 2015.  
 Executive Director Rummerfield reported on the Vacancies for April, 2015.

#### **REPORT OF COMMITTEES**

##### FINANCE/BANK BALANCES

The List of Investments and Bank Balances were reviewed for April, 2015.

##### MAINTENANCE

Executive Director Rummerfield advised that the maintenance workers are working on the usual seasonal tasks; such as, mowing lawns, etc. Commissioner Shelly asked about Summer Help. Mr. Rummerfield advised that now that we have the budget complete that he will be reviewing that with the board. He advised that the seasonal employees from last year have expressed interest in returning again.

##### RESIDENTS

**Commissioner Turdo** moved to approve the motion to subsidize pool passes for “Residents in Good Standing”; which motion was seconded by **Commissioner Korp**. All were in favor of this motion.

##### DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised that we met with the architect and contractor on the Andover-Kent Project and the contractor advised that they are close to finishing the building. Commissioner Turdo recommended that a dedication ceremony be held once the project is finished. Executive Director Rummerfield advised that the cameras have been installed in Andover-Kent and John F. O'Donnell Apartment Buildings. He advised the attorney will be reviewing the procedures needed to allow the Police Department to have the ability to view these cameras.

##### PERSONNEL

Executive Director Rummerfield advised the board that there was an employee who had received a verbal warning, and a written warning and now received a three day suspension for exceeding the number of allowable points permitted.

**ADMINISTRATIVE REPORT**

Executive Director's Report – Mr. Rummerfield advised that we are looking into options for the John F. O'Donnell Building due to how the paint faded on the outside of the building.

**NEW BUSINESS****RESOLUTION #:** **1293** Approval of Payment to "Continental Flooring Company"

**BE IT RESOLVED**, *the Housing Authority of the Town of Phillipsburg* Board of Commissioners hereby approves and authorizes said payment in the amount of \$5,372.40 to "Continental Flooring Company" for tiles.

Commissioner **Korp** moved to adopt **Resolution #:** **1293**, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

**RESOLUTION #:** **1294** Approval of Partial Payment to "JG Drywall, LLC"

**BE IT RESOLVED**, *the Housing Authority of the Town of Phillipsburg* Board of Commissioners hereby approves and authorizes said payment in the amount of \$28,024.83 to "JG Drywall LLC" for Estimate 8.

Commissioner **Korp** moved to adopt **Resolution #:** **1294**, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

**RESOLUTION #:** **1295** Approval of Payment to "ProBuild Company, LLC"

**BE IT RESOLVED**, *the Housing Authority of the Town of Phillipsburg* Board of Commissioners hereby approves and authorizes said payment in the amount of \$25,336.17 to "ProBuild Company, LLC" for Andover-Kent project.

Commissioner **Korp** moved to adopt **Resolution #:** **1295**, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

**RESOLUTION #:** **1296** Approval of Partial Payment to "LAN Associates"

**BE IT RESOLVED**, *the Housing Authority of the Town of Phillipsburg* Board of Commissioners hereby approves and authorizes said payment in the amount of \$3,160.00 to "LAN Associates" for Heating and Hot Water Study.

Commissioner **Franceschino** moved to adopt **Resolution #:** **1296**, which motion was seconded by Commissioner **Turdo**. After discussion, all were in favor of this resolution.

**RESOLUTION #:** **1297** Approval of Payment to "Pemberton Electrical Supply Company"

**BE IT RESOLVED**, *the Housing Authority of the Town of Phillipsburg* Board of Commissioners hereby approves and authorizes said payment in the amount of \$20,473.48 to "Pemberton Electrical Supply Company" for Lighting.

Commissioner **Korp** moved to adopt **Resolution #:** **1297**, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

**RESOLUTION #:** **1298** Approval of Payment for Emergency Services from "Sunshine Tree Service" for the removal of a fallen tree.

**BE IT RESOLVED**, *the Housing Authority of the Town of Phillipsburg* Board of Commissioners hereby approves and authorizes said payment in the amount of \$ 2,200.00 to "Sunshine Tree Service" for Emergency Services for tree removal.

Commissioner **Korp** moved to adopt **Resolution #:** **1298**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

**RESOLUTION #: 1299 -Approval of the Late Filing of the 2015 Budget for the Phillipsburg Housing Authority**

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* is required to submit the approved Budget 60 days prior to the start of the fiscal year to the State of New Jersey, and;

**WHEREAS**, the Budget was not prepared on a timely basis as insurance and health benefit cost estimates were not received and potential HUD funding could not be determined, and;

**WHEREAS**, after preparation, the 2015 Budget can be reviewed for approval.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the Town of Phillipsburg, approves the late filing of the 2015 Budget.

Commissioner **Korp** moved to adopt **Resolution #: 1299**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

**RESOLUTION #: 1300 -Introduction of the 2015 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, 2015 and ending June 30, 2016 has been presented before the *Board of Commissioners of the Housing Authority* at its open public meeting on May 6, 2015; and

**WHEREAS**, the Annual Budget as introduced reflects Total Revenues of **\$4,951,502.00**. Total Appropriations including any Accumulated Deficit, if any, of **\$4,932,290.00** and Total Fund Balance utilized of **\$ 0**; and

**WHEREAS**, the Capital Budget as introduced reflects Total Capital Appropriations of **\$ 570,000.00** 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.

**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 said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements.

**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 May 6, 2015; the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2015 and ending 6/30/2016; hereby approve and will be considered for adoption on June 3, 2015.

Commissioner **Korp** moved to adopt **Resolution #: 1300**, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

**RESOLUTION #: 1301** – Approval of the Operating Budgets for COCC and all Projects approved by the Board

**BE IT RESOLVED**, that James Shelly, Chairman of the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby certifies on behalf of the Board of Commissioners that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its development.
3. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.11 (e) and (f); and;
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Commissioner **Korp** moved to adopt **Resolution #: 1301**, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

**RESOLUTION #: 1302** Approval of Payment to “PM Company”

**BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg* Board of Commissioners hereby approves and authorizes said payment in the amount of \$22,177.08 to “PM Company” for the purchase of three (3) Fire Hydrants for AMP 24-1.

Commissioner **Turdo** moved to adopt **Resolution #: 1302**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

**RESOLUTION #: 1303** Approval to terminate contract with “Aton Computing Company”

**BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg* Board of Commissioners hereby approves and authorizes said termination with “Aton Computing Company” for IT Services.

Commissioner **Turdo** moved to adopt **Resolution #: 1303**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

**RESOLUTION #: 1304** Approval to accept contract with “CMMA” for IT Support Services

**BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg* Board of Commissioners hereby approves and authorizes said contract with “CMMA” for IT Services.

Commissioner **Turdo** moved to adopt **Resolution #: 1304**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

**ADJOURNMENT**

There being no further business to come before this Authority, *Commissioner Turdo* moved at the call of *Chairman Shelly*, the meeting be adjourned, which motion was seconded by *Commissioner Korp*. Upon roll call the motion was unanimous. The meeting was adjourned at 6:15 PM, May 6, 2015.

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**W. PAUL RUMMERFIELD**  
Executive Director/Secretary-Treasurer

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**JAMES M. SHELLY**  
Chairman