

**MINUTES OF THE JUNE 1, 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 **June 1, 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 **6:50 PM** and upon roll call the following members were present: Commissioners Shelly, Baptista, Franceschino, Korp, Larsen, Mugavero & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following members were absent: There was one (1) member 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 APRIL 6, 2016

Commissioner Korp moved to approve the Minutes of the Regular Meeting of April 6, 2016; which motion was seconded by **Commissioner Mugavero**. Upon roll call the motion was as follows:

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

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF APRIL 6, 2016

Commissioner Korp moved to approve the Minutes of the Executive Meeting of April 6, 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		Larsen	
Franceschino			
Korp			
Shelly			
Swick			

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 4, 2016

Commissioner Mugavero moved to approve the Minutes of the Regular Meeting of May 4, 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>
Franceschino		Baptista	
Larsen		Korp	
Shelly			
Swick			

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF MAY 4, 2016

Commissioner Larsen moved to approve the Minutes of the Executive Meeting of May 4, 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>
Franceschino		Baptista	
Larsen		Korp	
Shelly			
Swick			

BILLS –May, 2016

Commissioner Korp moved to approve the bills list for May, 2016; which motion was seconded by **Commissioner Larsen**. Michael Swick abstained from check #11210. Philip Mugavero abstained from check #: 11212. James Shelly abstained from check #: 11231. All were in favor of all remaining bills.

COMMUNICATIONS –

REPORT OF THE SECRETARY – TREASURER

Executive Director Rummerfield reported on the Move-ins for May, 2016.

Executive Director Rummerfield reported on the Move-outs for May, 2016.

Executive Director Rummerfield reported on the List of applications for May, 2016.

Executive Director Rummerfield reported on the Vacancies for May, 2016.

REPORT OF COMMITTEES

FINANCE/BANK BALANCES

The List of Investments and Bank Balances were reviewed for May, 2016. Executive Director Rummerfield advised the LOCCS Portfolio Operating Fund has all been drawn down. Commissioner Swick asked if we go out for proposals for banking. Executive Director Rummerfield advised that we solicited proposals for banking approximately four to five years ago. He advised that there are certain banks that will not collateralize our monies which is a HUD requirement, therefore, a change was made at that time to the current banks, but advised he and Mr. McGuire would look into it.

MAINTENANCE

Executive Director Rummerfield advised that maintenance is working on vacancies. He advised that vacancies are going down.

RESIDENTS

Executive Director Rummerfield informed the commissioners that the town has verified that the rates for the pool passes have remained the same as last year.

DEVELOPMENT/MODERNIZATION

No report

PERSONNEL

Executive Director Rummerfield advised that Ken Decker is finishing his second week with the Maintenance Department and is doing very well supervising the summer maintenance staff.

He further advised that Jennifer Rapel started her first day as Housing Specialist and is picking up very quickly.

ADMINISTRATIVE REPORT

Executive Director Rummerfield advised the board that Kevin Morrow is due \$1,000.00 for Longevity Pay and \$4,371.23 in sick pay.

NEW BUSINESS:**RESOLUTION#: 1406–Payment to “Pride Construction”**

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,300.00 to “Pride Construction” to remove fence post from Baseball Field at 24-1.

Commissioner Baptista moved to adopt **Resolution #: 1406**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION#: 1407–Payment to “Automatics Unlimited”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$2,500.00 to “Automatics Unlimited” for Rear Loading Dock Door Replacement 24-4.

Commissioner Franceschino moved to adopt **Resolution #: 1407**, which motion was seconded by Commissioner Mugavero. All were in favor of this resolution.

RESOLUTION#: 1408–Payment to “Tom Bartha & Son Excavating”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$600.00 to “Tom Bartha & Son Excavating” for a truckload of screened top soil.

Commissioner Baptista moved to adopt **Resolution #: 1408**, which motion was seconded by Commissioner Mugavero. All were in favor of this resolution.

RESOLUTION#: 1409–Payment to “JG Drywall, LLC”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$48,773.35 to “JG Drywall, LLC” for Andover-Kent Towers.

Commissioner Baptista moved to adopt **Resolution #: 1409**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION#: 1410–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 \$37,794.39 to “Home Depot Credit Services” for 12x53 Shutter and 12x37 shutters. Commissioner Korp moved to adopt **Resolution #: 1410**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION#: 1411–Payment to “Tom Bartha & Son Excavating”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,200.00 to “*Tom Bartha & Son Excavating*” for topsoil.

Commissioner *Baptista* moved to adopt **Resolution #: 1411**, which motion was seconded by Commissioner *Franceschino*. All were in favor of this resolution.

RESOLUTION#: 1412-Fee Accounting Services

BE IT RESOLVED, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Fee Accounting Services to “*William Katchen*” at the rate of \$3,000.00 per month for the period of 7/1/16 to 6/30/17 & 7/1/17 to 6/30/18.

Commissioner *Korp* moved to adopt **Resolution #: 1412**, which motion was seconded by Commissioner *Larsen*. After discussion, all were in favor of this resolution.

RESOLUTION#: 1413 Tenant/Landlord Legal Services

BE IT RESOLVED, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Legal Services of Tenant/Landlord Counsel to “*John Caleca, III, Esquire*” at the rate of \$125.00 per hour for the period of 7/1/16 to 6/30/17 & 7/1/17 to 6/30/18.

Commissioner *Korp* moved to adopt **Resolution #: 1413**, which motion was seconded by Commissioner *Larsen*. All were in favor of this resolution.

RESOLUTION #: 1414 -General Counsel Legal Services

BE IT RESOLVED, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Legal Services of General Counsel to “*Florio, Perrucci, Steinhardt, & Fader, LLC.*” at the rate of \$160.00 per hour for Legal Counsel Representation and \$90.00 per hour for Paralegal Services Representation for the period of 7/1/16 to 6/30/17 & 7/1/17 to 6/30/18.

Commissioner *Baptista* moved to adopt **Resolution #: 1414**, which motion was seconded by Commissioner *Larsen*. All were in favor of this resolution.

RESOLUTION #: 1415 - Approval of Write-offs for June, 2016

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$ 158,037.64 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 94,436.64
Vacate Charges	\$ 35,664.92
Other monies owed	\$ 20,119.50
TOTAL WRITE-OFFS AMP I	\$150,219.06
<u>Amp II</u>	
Rent Losses	\$ 6,155.90
Vacate Charges	\$ 761.38
Other monies owed	\$ 900.50
TOTAL WRITE-OFFS AMP II	\$ 7,817.78

Commissioner *Swick* moved to adopt **Resolution #: 1415** which motion was seconded by Commissioner *Larsen*. All were in favor of this resolution.

PUBLIC COMMENT: None

EXECUTIVE SESSION

Commissioner Swick moved to enter Executive Session which motion was seconded by **Commissioner Larsen** at **6:30 PM**. Upon roll call the motion was unanimous.

Commissioner Baptista moved to exit Executive Session, which motion was seconded by **Commissioner Franceschino** at **7:13 PM**. Upon roll call the motion was unanimous.

Commissioner Baptista moved to re-enter into Regular Session at **7:14 PM**; which motion was seconded by **Commissioner Larsen**.

The Executive Director recommended the Board amend the Personnel Policy regarding the Point System. After discussion, **Commissioner Larsen** moved to amend the Personnel Policy Points System, effective July 1, 2016, after final review by Commissioners, which was seconded by **Commissioner Baptista**. Upon roll call, the motion was unanimous.

RESOLUTION#: 1416 Amendment to Personnel Policy Points System

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby approves the amendment to the Personnel Policy Point System, effective July 1, 2016, after final review by the Commissioners

Commissioner Larsen moved to adopt **Resolution #: 1416**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

The Executive Director recommended the Board create a permanent part-time maintenance position. Position requirements would be that new employee would be a resident of the Phillipsburg Housing Authority. Hours would be 27.5 hours per week. After discussion, **Commissioner Baptista** moved to approve this position, which was seconded by **Commissioner Larsen**. Upon roll call, the motion was unanimous.

The Executive Director recommended the Board move the newest maintenance staff member, Kenneth Decker from Step "A" to Step "C", an increase of approximately \$3,600.00. After discussion, **Commissioner Baptista** moved to approve this position, which was seconded by **Commissioner Larsen**. Upon roll call, the motion was unanimous.

Chairman Shelly made a motion to change the meeting time from 5:30 PM to 6:30 PM to allow board members transportation time from work. After discussion, **Commissioner Baptista** moved to approve this position, which was seconded by **Commissioner Franceschino**. Upon roll call, the motion was unanimous.

ADJOURNMENT

There being no further business to come before this Authority, **Commissioner Baptista** moved at the call of **Chairman Shelly**, the meeting be adjourned, which motion was seconded by **Commissioner Larsen**. Upon roll call the motion was unanimous. The meeting was adjourned at **7:21 PM**, June 1, 2016.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman