

**MINUTES OF THE JUNE 3, 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 **June 3, 2015 at 6:00 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 **6:05 PM** and upon roll call the following members were present: Commissioners Shelly, Franceschino, Korp, Larsen, & Mugavero. Commissioners Baptista & Turdo were excused upon request. Also present were Property Manager Kevin DeGerolamo & Executive Director/Secretary-Treasurer W. Paul Rummerfield.

There were six (6) 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 - No Visitors

BILLS –May, 2015

Commissioner **Korp** 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 May, 2015.

Executive Director Rummerfield reported on the Move-outs for May, 2015.

Executive Director Rummerfield reported on the List of applications for May, 2015.

Executive Director Rummerfield reported on the Vacancies for May, 2015.

REPORT OF COMMITTEES

FINANCE/BANK BALANCES

The List of Investments and Bank Balances were reviewed for May, 2015. Executive Director Rummerfield advised that we haven't received budget approval from the state as of this date.

MAINTENANCE

Executive Director Rummerfield advised that the maintenance workers are working on maintaining the lawns, vacancies and the normal maintenance responsibilities.

RESIDENTS

The ROSS Coordinator has a number of things scheduled for the residents.

DEVELOPMENT/MODERNIZATION

Andover-Kent Project is progressing. The roof is completed. Contractor is working on replacing concrete and installing sod. An inspection will be completed by Larry and the Architect who will then prepare a punch list for the contractor.

PERSONNEL

A summer employee was involved in an accident with one of the PHA trucks. It has been reported to the insurance agency. A maintenance employee threw out his back and is currently out on Worker's Comp.

ADMINISTRATIVE REPORT

Executive Director Rummerfield advised the board that the summer lunch and playground programs will begin as soon as school lets out. He advised that we are trying to coordinate a student reading program with the lunch program to help enhance the children's reading skills. He advised that this was something that HUD has been discussing.

Executive Director Rummerfield advised that the tree trimming and balling has begun. There are also a couple of dead trees that are being cut down.

Executive Director Rummerfield advised that the lights at Heckman Terrace have been installed.

Mr. Rummerfield advised that the Right to Know annual inspection has been completed and filed with the state. He further advised that Mr. Coyle will be conducting a Right to Know Workshop with employees.

Executive Director Rummerfield addressed the Air Conditioning issue at the John F. O'Donnell Apartments. He provided the board with a chronological list of events, copies of memos that were sent to the tenants, and a computer generated work order report showing that there wasn't a single call advising that the unit was not running properly.

Executive Director Rummerfield advised that there are mold issues in one of the bungalows due to the tenant taking sauna baths/showers. He advised that our maintenance staff has cleaned the unit on two separate occasions after routine inspections. He further advised that Quality Air Specialists were contacted to conduct an independent study on the unit, and they advised that the unit should be deemed uninhabitable due to the mold and mildew issues.

Executive Director Rummerfield advised the Board of the possibility of the need for Budget Revision 2 for the 2011 Capital Fund Budget. If necessary, the board will be polled by phone and the revision will be adopted by resolution at the July, 2015 Board Meeting.

NEW BUSINESS**RESOLUTION#: 1305 Change Order # 001 for Northeast Remote Alarm & Surveillance**

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby approves Change Order #: 001, dated May 12, 2015 for a battery backup in the amount of \$400.00 to "Northeast Remote Alarm & Surveillance".

Commissioner Mugavero moved to adopt **Resolution #: 1305**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION #: 1306 Change Order # 002 for Northeast Remote Alarm & Surveillance

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby approves Change Order #: 002, dated May 12, 2015 for additional wiring for the PTZ camera in the amount of \$250.00 to "Northeast Remote Alarm & Surveillance".

Commissioner Franceschino moved to adopt **Resolution #: 1306**, which motion was seconded by Commissioner Mugavero. All were in favor of this resolution.

RESOLUTION#: 1307 - Partial Payment to Northeast Alarm & Surveillance, LLC

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$38,103.30 to Northeast Remote Alarm & Surveillance for Installation of Video Cameras at the Andover-Kent Towers and John F. O'Donnell Apartment Complexes.

Commissioner Larsen moved to adopt **Resolution #: 1307**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION #: 1308 Change Order # 002 for JG Drywall, LLC

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby approves Change Order #: 002, dated May 18, 2015 for sod installation in the amount of \$8,750.00 to "JG Drywall, LLC".

Commissioner Mugavero moved to adopt **Resolution #: 1308**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION #: 1309 Change Order # 003 for JG Drywall, LLC

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby approves Change Order #: 003, dated May 18, 2015 for

- 1) Credit for omission of gutters/downspouts as per owner request:

Material: (\$3,000.00)

Labor: (\$5,000.00)

TOTAL: (\$8,000.00)

- 2) Credit for EIFS inspection reports not submitted:

TOTAL: (\$7,000.00)

- 3) Credit for unused contract Allowance:

TOTAL: (\$33,357.52)

TOTAL AMOUNT OF CHANGE ORDER: (\$48,357.52) credit to "JG Drywall, LLC"

Commissioner Korp moved to adopt **Resolution #: 1309**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION#: 1310 Approval of Write-offs for June, 2015

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 \$ 37,172.08 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 13,438.05
Vacate Charges	\$ 10,464.32
Other monies owed	\$ 3,156.01
TOTAL WRITE-OFFS AMP I	\$ 27,058.38

Amp II

Rent Losses	\$ 7,313.66
Vacate Charges	\$ 1,380.38
Other monies owed	\$ 1,419.66
TOTAL WRITE-OFFS AMP I	\$ 10,113.70

Commissioner **Korp** moved to adopt **Resolution #:** **1310**, which motion was seconded by Commissioner **Larsen**. All were in favor of this resolution.

RESOLUTION#: 1311 -Payment to “MTB Electric”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$13,940.39 to “**MTB Electric**” for the installation of LED building lights, bucket truck & materials for 24-1.

Commissioner **Franceschino** moved to adopt **Resolution #:** **1311**, which motion was seconded by Commissioner **Larsen**. All were in favor of this resolution.

RESOLUTION#: 1312 – Emergency Services for Air Conditioning Unit at John F. O’Donnell Apartments

BE IT RESOLVED, at the recommendation of Larry Coyle, Director of Capital Projects and Development/ Director of Operations Safety Training the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said repairs to the Air Conditioning Unit at the John F. O’Donnell Apartment Complex at a cost not to exceed Twenty thousand (\$20,000.00) Dollars without prior approval from the Board of Commissioners.

Commissioner **Korp** moved to adopt **Resolution #:** **1312**, which motion was seconded by Commissioner **Larsen**. All were in favor of this resolution.

RESOLUTION#: 1313 – Credit in the amount of Twenty-four (\$24.00) Dollars for Tenants at John F. O’Donnell Apartments for Air Conditioning Costs while unit was out of service

BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes a credit in the amount of Twenty-four (\$24.00) Dollars be issued to the Thirty-six (36) tenants who paid for Air Conditioning fees prior to the unit being repaired.

Commissioner **Korp** moved to adopt **Resolution #:** **1313**, which motion was seconded by Commissioner **Larsen**. All were in favor of this resolution.

PUBLIC COMMENT:

Several residents from John F. O’Donnell discussed the air conditioning in their building. Executive Director Rummerfield reminded the tenants that a work order must be reported that we cannot make repairs if we aren’t aware that there is an issue. Chairman Shelly reiterated the necessity of reporting a work order.

One resident voiced his appreciation of having the video cameras installed at the John O'Donnell Apartment Complex.

One resident asked if "No Smoking" signs could be placed on the building since people are still smoking in non-designated smoking areas.

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 Korp***. Upon roll call the motion was unanimous. The meeting was adjourned at **7:20** PM, June 3, 2015.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman