

**MINUTES OF THE JUNE 6, 2018 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 6, 2018 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 Chairman Korp at **6:39 PM** and upon roll call the following members were present: Commissioners: Baptista, Korp, Larsen, Shelly & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

Commissioner Franceschino & Mugavero were absent.

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

PUBLIC COMMENT - None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 4, 2018

Commissioner Baptista moved to approve the Minutes of the Regular Meeting of April 4, 2018, which motion was seconded by **Commissioner Shelly**. Upon roll call the motion was as follows:

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

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF APRIL 4, 2018

Commissioner Batista moved to approve the Minutes of the Regular Meeting of April 4, 2018, which motion was seconded by **Commissioner Shelly**. Upon roll call the motion was as follows:

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

BILLS –May 2018

Commissioner Shelly moved to approve the bills list for May 2018; which motion was seconded by Commissioner Swick. All were in favor of this motion.

COMMUNICATIONS - None

REPORT OF THE SECRETARY – TREASURER

Executive Director Rummerfield reported on the Move-ins for May 2018

Executive Director Rummerfield reported on the Move-outs for May 2018

Executive Director Rummerfield reported on the Vacancies for May 2018

Executive Director Rummerfield reported on the Applications for May 2018

REPORT OF COMMITTEESFINANCE/BANK BALANCES

Executive Director Rummerfield reviewed the Finance and Bank Balances with the Board.

MAINTENANCE

Executive Director Rummerfield reviewed the progress of the maintenance department with the board.

RESIDENTS

Executive Director Rummerfield advised the board that the Insurance Adjuster notified us that the claim we filed for the water damage from the tenant who left his sink running all night long amounted to \$45,128.12.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised that he would like to reject the bids for the Architectural Services at the John F. O'Donnell Apartment Complex to check into other possibilities which may be more feasible for the complex.

PERSONNEL

Executive Director Rummerfield advised that he is checking into Access NJ to provide maintenance services for the high-rise buildings.

Mr. Rummerfield further advised that our new ROSS Coordinator will be starting effective June 18, 2018. He welcomed Monica Rojas.

ADMINISTRATIVE REPORT

Executive Director Rummerfield advised that the Annual Inspection was held from May 7th through May 16th. He advised that we are waiting for the reports in order for maintenance to make any necessary repairs. He advised that there were several housekeeping issues that Kevin is currently working on.

Mr. Rummerfield also advised that we received an email advising that we have made the final round for the EnVision Demonstration. He advised that there were several hundred applications and they are only choosing ten, so it is an honor that we were chosen as a finalist. He further advised that the

decision is scheduled to come out today, June 6, 2018, but as of this time, we haven't received word yet.

Executive Director Rummerfield reviewed the possibility of a Temporary Shared Services Agreement with Newton Housing Authority and the approval of the board for him to negotiate a Shared Services Agreement with Newton.

Commissioner Swick asked if a board member would be involved to represent the board. Chairman Korp advised that HUD has guidelines for the Shared Services and will advise what the management fees and such would be.

Mr. Rummerfield advised that we held a meeting with the tenants from Andover-Kent advising that the repair on the elevator is anticipated to begin in the fall. He advised that the tenants were all pleased that the repairs would be happening soon. Mr. Rummerfield further advised since the meeting the bids have come in and they anticipate the repairs to take a lot less time than originally anticipated, so it may not be necessary to transfer tenants to other buildings.

Executive Director Rummerfield reminded the board that as per HUD policy, we will be going smoke free as of July 1st.

Chairman Korp advised that there is a HUD grant for a Special Needs Coordinator that we may want to check into. Mr. Rummerfield advised that he will check into that.

Executive Director Rummerfield reminded the board that we are not scheduled to have a July meeting, but if necessary, that may change.

NEW BUSINESS:

RESOLUTION#: 1595-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 7/1/18 to 6/30/19.

Commissioner Shelly moved to adopt Resolution #: **1595**, which motion was seconded by ***Commissioner Larsen***. All were in favor of this resolution.

RESOLUTION#: 1596- 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*" a retainer fee in the sum of Eighteen Thousand (\$18,000.00) Dollars payable in twelve (12) monthly installments of One thousand five hundred (\$1,500.00) for up to thirty (30) tenant landlord filings per month and the sum of \$150.00 per hour for each additional tenant landlord filing in excess of thirty (30) for the period of 7/1/18 to 6/30/19.

Commissioner Baptista moved to adopt Resolution #: **1596**, which motion was seconded by ***Commissioner Larsen***. All were in favor of this resolution.

RESOLUTION #: 1597 -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, &*

Cappelli, LLC.” at the rate of \$165.00 per hour for Legal Counsel Representation and \$95.00 per hour for Paralegal Services Representation for the period of 7/1/18 to 6/30/19.

Commissioner Baptista moved to adopt Resolution #: **1597**, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution. Attorney Fina thanked the Board for their re-appointment.

RESOLUTION #: 1598 – Approval of Audit Services to “Polcari & Company, CPA”

BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* approved Polcari & Company, CPA as the PHA Auditor in the amount of \$7,800 per year for fiscal year July 1, 2018 to June 30, 2019.

Commissioner Shelly moved to adopt Resolution #: **1598**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

RESOLUTION#: 1599- Approval of Payment to “Window Film Depot, Inc.”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$15,497.00 to “*Window Film Depot, Inc.*” for window film labor charge for HH, Community Building & JFO.

Commissioner Baptista moved to adopt Resolution #: **1599**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION#: 1600- Approval of Payment to “Tremco/Weatherproofing Technologies, Inc.”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$32,943.50 to “*Tremco/Weatherproofing Technologies, Inc.*” for AMP II Roofing Materials – Progress Payment.

Commissioner Shelly moved to adopt Resolution #: **1600**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

RESOLUTION#: 1601- Approval of Payment to “Tremco/Weatherproofing Technologies, Inc.”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$85,807.51 to “*Tremco/Weatherproofing Technologies, Inc.*” for AMP II Roofing Materials – Progress Payment.

Commissioner Shelly moved to adopt Resolution #: **1601**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION#: 1602- Approval of Payment to “Tremco/Weatherproofing Technologies, Inc.”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$122,836.24 to “*Tremco/Weatherproofing Technologies, Inc.*” for AMP II Roofing Materials – Progress Payment.

Commissioner Shelly moved to adopt Resolution #: **1602**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION#: 1603- Approval of Payment to “Mark J. Zgoda, AIA PA”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$2,750.00 to “*Mark J. Zgoda, AIA PA.*” for architectural services for the AMP II Roof Analysis.

Commissioner Baptista moved to adopt Resolution #: **1603**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION#: 1604- Approval of Payment to “Nan McKay”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,152.00 to “*Nan McKay.*” for the purchase of Model Admissions & Continued Occupancy Policy.

Commissioner Shelly moved to adopt Resolution #: **1604**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION#: 1605- Approval of Payment to “Cooper Electric 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 \$26,250.00 to “*Cooper Electric Supply Co.*” for Heckman House LED Lights.

Commissioner Baptista moved to adopt Resolution #: **1605**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION#: 1606- Approval of Payment to “Window Film Depot, Inc.”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$650.00 to “*Window Film Depot, Inc.*” for additional window tinting for the Northern Exposure Common Space of the Heckman House.

Commissioner Swick moved to adopt Resolution #: **1606**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION#: 1607- Approval to Close-out 2014 Capital Fund Program

WHEREAS, the Housing Authority of the Town of Phillipsburg’s Board of Commissioners have provided the Resident Advisory Members and Stephen Ellis, Mayor of the Town of Phillipsburg, with the final 2014 Capital Fund HUD-50075.1 Annual Statement/Performance and Evaluation Report, and

WHEREAS, said HUD-50075.1 Annual Statement/Performance and Evaluation report contains: Part I Summary, Part II: Supporting Pages and Part III: Implementation Schedule for Capital Fund Financing Program, and

WHEREAS, no comments have been received from the Resident Advisory Members or Stephen Ellis, Mayor of the Town of Phillipsburg.

NOW, THEREFORE, BE IT RESOLVED, by the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approve the Final 2014 Capital Fund Program and approve HUD 50075.1 Annual Statement/Performance and Evaluation Report to Close-Out the 2014 Capital Fund Program and submit it to the US Department of Housing and Urban Development (HUD).

Commissioner Shelly moved to adopt Resolution #: **1607**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION #: 1608: Adoption of Annual and Capital Budget for Fiscal Year beginning July 1, 2018 and ending June 30, 2019

WHEREAS, the Annual Budget and Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019 has been presented for Adoption before the Commissioners of the Housing Authority, at its open public meeting of April 4, 2018; 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 \$ 4,846,838 ; Total Appropriations, including any Accumulated Deficit, if any, of \$ 4,744,270 and Total Fund Balance utilized of \$0;

WHEREAS, the Capital Budget as presented for Adoption reflects Total Capital Appropriations of \$560,000 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 April 4, 2018; the Annual Budget and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2018 and ending 6/30/2019; 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 Baptista moved to adopt Resolution #: 1608, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION #: 1609 - Approval of Write-offs for June, 2018 for Amp I

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 \$ 28,109.54 for the following:

| <u>Amp 1</u> | <u>Total Amounts</u> |
|-------------------------------|----------------------|
| Rent Losses | \$ 15,550.98 |
| Vacate Charges | \$ 7,039.58 |
| Other monies owed | \$ 5,518.98 |
| TOTAL WRITE-OFFS AMP I | \$ 28,109.54 |

Commissioner Shelly moved to adopt Resolution #: 1609, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION #: 1610 - Approval of Write-offs for June, 2018 for Amp II

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 \$ 2,950.85 for the following:

Amp II

| | |
|--------------------------------|--------------------|
| Rent Losses | \$ 1,675.58 |
| Vacate Charges | \$ 1,140.27 |
| Other monies owed | \$ 135.00 |
| TOTAL WRITE-OFFS AMP II | \$ 2,950.85 |

Commissioner Baptista moved to adopt Resolution #: **1610**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

RESOLUTION#: 1611 - Approval of revisions to the Admissions & Continued Occupancy Policy

WHEREAS, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* has been presented with a revised Admissions and Continued Occupancy Policy reflecting changes in regulation and local policy;

WHEREAS, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* understands that the Admissions and Continued Occupancy Policy governs the daily operations of the agency; and

WHEREAS, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* has determined the policy and applicable procedures to be comprehensive in nature,

NOW THEREFORE BE IT RESOLVED, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* approves the revised Admissions and Continued Occupancy policy, making its terms effective on July 1, 2018.

Commissioner Baptista moved to adopt Resolution #: **1611**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION #: 1612 - Approval to continue subsidy for the pool passes for the 2018 season

BE IT RESOLVED, *the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby approves to continue the subsidy for the pools passes for the 2018 season at the same price for tenants who do not have any lease violations.

Commissioner Shelly moved to adopt Resolution #: **1612**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

RESOLUTION #: 1613 - Approval for Temporary Shared Services with Newton Housing Authority

BE IT RESOLVED, *the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby authorizes the Phillipsburg Housing Authority and the Executive Director to enter into a three (3) month (June, July & August, 2018) shared services agreement with the Newton Housing Authority to provide managerial services on a temporary basis.

Commissioner Baptista moved to adopt Resolution #: **1613**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

RESOLUTION #: 1614 - Approval for Executive Director to negotiate a Shared Services with Newton Housing Authority and present to the Phillipsburg Housing Authority Board for final approval

BE IT RESOLVED, by the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* that the Executive Director is authorized to negotiate a Shared Services Agreement with the Housing Authority of the Town of Newton to provide managerial services to be presented to the Board for final approval.

Commissioner Baptista moved to adopt Resolution #: **1614**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION #:1615 - Approval to appoint "Current Elevator" for the Modernization & Maintenance at the Andover-Kent Towers.

WHEREAS, *Housing Authority of the Town of Phillipsburg* advertised for Proposals for Elevator Modernization & Maintenance at the Andover-Kent Towers, and;

WHEREAS, *Housing Authority* received Proposals from *Current Elevator and Standard Elevator*, and;

WHEREAS, *Housing Authority* Personnel reviewed and on recommendation from our Elevator consultant, VDA, said proposals and found that "*Current Elevator*" met all of the required specifications in the Request for Proposal.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for the Elevator Contract to "*Current Elevator*" in the amount of \$ 217,868.00 and the amount of \$35,000.00 for Alternate 1 – Overtime.

Commissioner Shelly moved to adopt Resolution #: **1615**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION #:1616- Approval to reject bids for the Architectural Services for the John F. O'Donnell Apartment Building

WHEREAS, *Housing Authority of the Town of Phillipsburg* Requested Bids for the "Architectural Services for the John F. O'Donnell Apartment Complex", and;

WHEREAS, the *Housing Authority of the Town of Phillipsburg* requests to reject all bids and re-advertise, due to anticipated change in scope of the project, and;

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves to reject the bids for the Architectural Services for the John F. O'Donnell Apartment Complex and to re-advertise.

Commissioner Baptista moved to adopt Resolution #: **1616**, which motion was seconded by **Commissioner Swick**. All were in favor of this resolution.

RESOLUTION #:1617- Approval to write-off HP Laser Jet 1200 Series Printer

WHEREAS, the Laser Jet 1200 Series Printer (Serial No. CNDX044058/ Model No. C7044A appear on the inventory books of the *Housing Authority of the Town of Phillipsburg*, and;

WHEREAS, the HP Laser Jet 1200 Series Printer is no longer in working order, and;
NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves the write-offs and hereby adopts said Resolution #: **1617**.

Commissioner Swick moved to adopt Resolution #: **1617**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

EXECUTIVE SESSION

Commissioner Baptista moved to enter Executive Session which motion was seconded by **Commissioner Shelly** at **7:48PM**. Upon roll call the motion was unanimous.

Commissioner Baptista moved to exit Executive Session, which motion was seconded by **Commissioner Swick** at **8:07PM**. Upon roll call the motion was unanimous.

Commissioner Shelly moved to re-enter into Regular Session at **8:08 PM**; which motion was seconded by **Commissioner Swick**.

ADJOURNMENT

There being no further business to come before this Authority, **Commissioner Baptista** moved at the call of **Chairman Korp**, the meeting be adjourned, which motion was seconded by **Commissioner Shelly**. Upon roll call the motion was unanimous. The meeting was adjourned at **8:08 PM**, June 6, 2018.

W. PAUL RUMMERFIELD
 Executive Director/Secretary-Treasurer

JOHN KORP
 Chairman