

**MINUTES OF THE JUNE 7, 2017 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 7, 2017 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 Executive Director Rummerfield at **6:40PM** and upon roll call the following members were present: Commissioners: Franceschino, Korp, Mugavero, Scerbo, Shelly, & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following member was absent: Commissioner Larsen

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 3, 2017

Commissioner Franceschino moved to approve the Minutes of the Regular Meeting of May 1, 2017, which motion was seconded by **Commissioner Scerbo**. Upon roll call the motion was as follows:

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

BILLS -May, 2017

Commissioner Mugavero moved to approve the bills list for May, 2017; which motion was seconded by **Commissioner Scerbo**. After a brief discussion, all were in favor of this motion.

COMMUNICATIONS - Correspondence from Counsel regarding Architect

REPORT OF THE SECRETARY - TREASURER

Executive Director Rummerfield reported on the Move-ins for May 2017.

Executive Director Rummerfield reported on the Move-outs for May 2017.

Executive Director Rummerfield reported on the List of applications for May 2017

Commissioner Shelly questioned the application list. There was a brief discussion.

Executive Director Rummerfield reported on the Vacancies for May 2017.

REPORT OF COMMITTEES**FINANCE/BANK BALANCES**

Executive Director Rummerfield advised that we are preparing for our year-end review with Accountant William Katchen. He further advised that the unaudited Financials are due 45 days after our fiscal year end of June 30th.

Executive Director Rummerfield also advised that we received Budget approval from the Department of Community Affairs for Fiscal Year 7/1/2017 – 6/30/2018. He further advised that Mr. McGuire will prepare a 2% salary increase effective July 1, 2017. All employees are scheduled to receive the increase with the exception of the Executive Director. He will receive a 1% increase, as the salary is dictated by HUD.

MAINTENANCE

Executive Director Rummerfield advised that the maintenance staff has completed four grass cutting cycles throughout the entire properties this past month. This requires three employees and average of four full days.

Mr. Rummerfield further advised that new kitchen cabinets were placed in 488 Anderson Street and 536 Kneeder Avenue. Replacement was necessary due to water damage.

Mr. Rummerfield further advised that all of the stairwells in the Heckman House received a thorough cleaning and were all repainted.

The maintenance staff also replaced all of the air condition filters at the John F. O'Donnell building.

The maintenance staff cleaned all of the dryer vents in the three high rise buildings.

Mr. Rummerfield advised that there were a total of 9 units turned over from maintenance to the office for re-rental in May.

RESIDENTS

Executive Director Rummerfield advised there was a fire in the Heckman House due to a pot being left on the stove. There was damage to the wall in the kitchen.

Mr. Rummerfield advised that Carrier Air-Condition Services will be at the John F. O'Donnell Building on Saturday, June 10th to service the AC unit. He advised that all tenants were notified.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised that he reviewed the Netta Architects contractual schedule with the PHA General Counsel for compliance. He advised that counsel will be giving an update at the meeting.

Mr. Rummerfield also advised that there is a recommendation on the agenda to address problems we are having with the elevator at the Andover-Kent Towers.

PERSONNEL

Executive Director Rummerfield advised that Georjean Trinkle, from NORWESCAP presented a workshop to our office staff on working with people in poverty.

Mr. Rummerfield advised that our new Housing Specialist has taken two webinar training classes on Rent Calculation to prepare her for the Rent Calculation Exam she will be taking later this week.

Mr. Rummerfield advised that our bookkeeper attended a two-day training conference for QPA's (Qualified Purchasing Agents). He is required to take 20 hours of training classes in a 3 year period.

Mr. Rummerfield advised that most of the summer staff has already begun working. He further advised that the Property Manager will be interviewing for the part-time tenant position that has been advertised for the past 4 weeks.

ADMINISTRATIVE REPORT

Executive Director Rummerfield advised that US Inspections concluded the annual inspections of all 578 units. All emergent safety issues were abated immediately that included the replacement of all damaged or removed smoke alarms and all egress issues. Maintenance is still addressing all housekeeping issues. US Inspections will be sending us their full report, and we will then address any other deficiencies there may be.

Mr. Rummerfield further advised that we had a company called TP Foam in to conduct a demonstration on cleaning our high rise garbage chutes, compactors and compactor rooms. Mr. Rummerfield explained how the machines work.

Executive Director Rummerfield updated the board on Mr. Mugavero's request for a monetary donation to the NJ Youth Corp.

Executive Director Rummerfield updated the board on Commissioner Swick & Mugavero's questions on amending the annual plan.

Executive Director Rummerfield advised the board that Town Council has reappointed Mr. Korp for another 5 year term. He also advised that Mrs. Baptista resigned as commissioner and thanked her for her years of service. He advised that Town Council had appointed Mr. Shelly as her replacement.

Executive Director Rummerfield updated the board on their question at the last meeting concerning maintenance staff workers on call. He advised that they are not covered by workers compensation until they actually arrive at the maintenance shop.

Bereavement for step parents was discussed. Commissioner Swick made a recommendation to add three (3) days bereavement for step parents to the Personnel Policy. It was recommended this be added to next month's agenda.

Mr. Rummerfield recommended changing office hours for the summer from 8:30 AM to 4:30 PM to 8:00 AM to 4:00 PM. The board approved Mr. Rummerfield's recommendation. Summer hours will begin on Monday, June 19, 2017 and end on Friday, September 1, 2017.

Commissioner Swick advised that he is still waiting on a call back from HUD regarding a new recreation center.

Commissioners Swick and Mugavero inquired about staff evaluations. There was a brief discussion.

RESOLUTION#: 1499 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 7/1/17 to 6/30/18.

Commissioner Shelly moved to adopt Resolution #: **1499**, which motion was **seconded by Commissioner Scerbo**. All were in favor of this resolution.

RESOLUTION #: 1500 -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 \$95.00 per hour for Paralegal Services Representation for the period of 7/1/17 to 6/30/18.

Commissioner Franceschino moved to adopt Resolution #: **1500**, which motion was **seconded by Commissioner Swick**. All were in favor of this resolution.

RESOLUTION #: 1501 -Architectural Engineering Services

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal for Architectural/Engineering Elevator Consulting Services at the Andover-Kent Towers to VDA® (VanDeusen & Associates) in the amount of \$30,790.00.

Commissioner Franceschino moved to adopt Resolution #: **1501**, which motion was **seconded by Commissioner Swick**. All were in favor of this resolution.

RESOLUTION#: 1502 -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 \$2,860.00 to "Automatics Unlimited" for Tenant Handicap Door Replacement in 24-5.

Commissioner Shelly moved to adopt Resolution #: **1502**, which motion was **seconded by Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION #: 1503 - Write-off the attached list of Refrigerators & Stoves

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves the refrigerator and stove write-offs and hereby adopts said Resolution #: **1503**.

Commissioner Swick moved to adopt Resolution #: **1503**, which motion was **seconded by Commissioner Scerbo**. All were in favor of this resolution.

RESOLUTION #: 1504 - Approval of Write-offs for June, 2017 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 \$ 102,201.97 for the following:

| <u>Amp 1</u> | <u>Total Amounts</u> |
|-------------------------------|----------------------|
| Rent Losses | \$ 70,675.56 |
| Vacate Charges | \$ 18,964.09 |
| Other monies owed | \$ 12,562.32 |
| TOTAL WRITE-OFFS AMP I | \$102,201.97 |

Commissioner Mugavero moved to adopt Resolution #: **1504**, which motion was **seconded by Commissioner Scerbo**. All were in favor of this resolution.

RESOLUTION #: 1505 - Approval of Write-offs for June, 2017 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 \$ 6,624.87 for the following:

| <u>Amp II</u> | |
|--------------------------------|--------------------|
| Rent Losses | \$ 4,009.45 |
| Vacate Charges | \$ 2,175.42 |
| Other monies owed | \$ 440.00 |
| TOTAL WRITE-OFFS AMP II | \$ 6,624.87 |

Commissioner Shelly moved to adopt Resolution #: **1505**, which motion was **seconded by Commissioner Franceschino**. All were in favor of this resolution.

PUBLIC COMMENT:

NONE

EXECUTIVE SESSION

Commissioner Scerbo moved to enter Executive Session which motion was seconded by **Commissioner Franceschino** at **7:52 PM**. Upon roll call the motion was unanimous.

Commissioner Scerbo moved to exit Executive Session, which motion was seconded by **Commissioner Franceschino** at **8:21 PM**. Upon roll call the motion was unanimous.

Commissioner Mugavero moved to re-enter into Regular Session at **8:21 PM**; which motion was seconded by **Commissioner Franceschino**.

ADJOURNMENT

There being no further business to come before this Authority, **Commissioner Mugavero** moved at the call of **Chairman Korp**, the meeting be adjourned, which motion was seconded by **Commissioner Scerbo**. Upon roll call the motion was unanimous. The meeting was adjourned at **8:22 PM**, June 7, 2017.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JOHN KORP
Chairman