

**MINUTES OF THE JULY 6, 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 **July 6, 2016 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 **6:33 PM** and upon roll call the following members were present: Commissioners Shelly, Baptista, Franceschino, Korp, Larsen, & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following member was absent: Commissioner Mugavero

There were five (5) 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 -

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 1, 2016

Commissioner Baptista moved to approve the Minutes of the Regular Meeting of June 1, 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			Mugavero
Franceschino			
Korp			
Larsen			
Shelly			
Swick			

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF JUNE 1, 2016

Commissioner Korp moved to approve the Minutes of the Executive Meeting of June 1, 2016; which motion was seconded by **Commissioner Larsen**. Upon roll call the motion was as follows:

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

BILLS -June, 2016

Commissioner Baptista moved to approve the bills list for June, 2016; which motion was seconded by **Commissioner Korp**. **Commissioner Swick** abstained from Check #11288.

COMMUNICATIONS -None**REPORT OF THE SECRETARY – TREASURER**

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

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

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

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

REPORT OF COMMITTEES

FINANCE/BANK BALANCES – Executive Director Rummerfield advised there was nothing further to report this month.

MAINTENANCE

Executive Director Rummerfield advised maintenance has been working on vacancies this month.

RESIDENTS

Executive Director Rummerfield advised there was no report for residents this month.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised there was nothing to report for this month.

PERSONNEL

Executive Director Rummerfield advised that two of our maintenance staff members had been out on extended sick leaves, but were back and doing well now.

ADMINISTRATIVE REPORT

Executive Director Rummerfield advised that we are reviewing ideas for improvements at the John F. O'Donnell Apartment Building weighing the option of repainting or using the EIFS System for the entire building, removing the Central Air Conditioning Unit and installing Air Conditioning Sleeves and the possibility of reconfiguring the sliding doors. He stated that a recommendation is on tonight's agenda to approve the architect.

Executive Director Rummerfield advised the board that we are still in the process of looking for a new ROSS Coordinator.

NEW BUSINESS:**RESOLUTION#: 1417-Payment to "Delaney Landscaping"**

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$4,750.00 to "Delaney Landscaping" for seed, fertilizer & top soil.

Commissioner Baptista moved to adopt **Resolution #: 1417**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION#: 1418-Payment to "Sunshine Tree & Landscape"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,400.00 to "Sunshine Tree & Landscape" for Front Right Tree & Stump Removal in 24-3.

Commissioner Swick moved to adopt **Resolution #: 1418**, which motion was seconded by Commissioner Baptista. All were in favor of this resolution.

RESOLUTION#: 1419-Payment to "Power Place"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$5,072.37 to "Power Place" for John Deere X370 Tractor, Bagger Chute, Honda Mower & 7 Bushel Hopper.

Commissioner Larsen moved to adopt **Resolution #: 1419**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION#: 1420-Payment to "Wood Naturally, Inc."

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$2,945.01 to "Wood Naturally, Inc." for 24-4 Storage Shed, Stone Pad & Shipping.

Commissioner Korp moved to adopt **Resolution #: 1420**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

RESOLUTION#: 1421-Approval of Architectural proposal from "Netta Architects" for the John F. O'Donnell Apartment Building

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has advertised for proposals from Architects for the following project located at the John F. O'Donnell Apartment Building consisting of: EIFS System for the entire building, the removal of the Central Air Conditioning Unit, the Installation of Air Conditioner Sleeves and the Possible Reconfiguration of Sliding Tenant Patio Doors, and

WHEREAS, the following proposal was received:

<i>Netta Architects</i>	
1084 Route 22 West	\$120,000 + \$2,400 Reimbursable Expense
Mountainside, NJ 07092	

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that after reviewing the above proposal, to hereby award the contract for the John F. O'Donnell Project to "Netta Architects".

Commissioner Baptista moved to adopt **Resolution #: 1421**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION#: 1422-Approval Brian Hirosky to be the Alternate Fund Commissioner & Safety Coordinator

BE IT RESOLVED, *the Housing Authority of the Town of Phillipsburg* hereby appoints Brian Hirosky to be the Alternate Fund Commissioner and Safety Coordinator for the "New Jersey Public Housing Joint Insurance Fund".

Commissioner Korp moved to adopt **Resolution #: 1422**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

PUBLIC COMMENT:

Mr. Joseph Marchie asked to address the board concerning the possibility of his resignation and unused sick days. Commissioner Shelly and Board Attorney Rottenberg advised that he would have to follow the proper chain of command.

EXECUTIVE SESSION

Commissioner Larsen moved to enter Executive Session which motion was seconded by ***Commissioner Swick*** at **6:46 PM**. Upon roll call the motion was unanimous.

Commissioner Baptista moved to exit Executive Session, which motion was seconded by ***Commissioner Swick*** at **7:05 PM**. Upon roll call the motion was unanimous.

Commissioner Baptista moved to re-enter into Regular Session at **7:06 PM**; which motion was seconded by ***Commissioner Franceschino***.

Chairman Shelly advised Mr. Marchie that the board reviewed the matter concerning his unused sick days during Executive Session and that he would be receiving a letter from the board attorney the following morning with the response.

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 Franceschino***. Upon roll call the motion was unanimous. The meeting was adjourned at **7:14 PM**, July 6, 2016.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman