

**MINUTES OF THE JULY 8, 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 **July 8, 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 **6:18 PM** and upon roll call the following members were present: Commissioners Shelly, Baptista, Franceschino, Korp, Mugavero, & Turdo. Commissioner Larsen was excused upon request. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

There were no 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** - There were no visitors

**PUBLIC COMMENT –**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF May 6, 2015**

**Commissioner Korp** moved to approve the Minutes of the Regular Meeting of May 1, 2015; 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>
Franceschino		Baptista	Larsen
Korp		Mugavero	
Shelly			
Turdo			

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF June 3, 2015**

**Commissioner Korp** moved to approve the Minutes of the Regular Meeting of June 3, 2015; 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>
Franceschino		Baptista	Larsen
Korp		Turdo	
Larsen			
Mugavero			
Shelly			

**BILLS –June, 2015**

Commissioner Korp moved to approve the bills list for June, 2015; which motion was seconded by Commissioner Turdo. All voted in favor of approving the bills list.

**COMMUNICATIONS –**

Update from Norma Fernandez, ROSS Coordinator

**REPORT OF THE SECRETARY – TREASURER**

Executive Director Rummerfield reported on the Move-ins for June, 2015.

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

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

Executive Director Rummerfield reported on the Vacancies for June, 2015. He advised that the maintenance department did a great job turning vacancies over.

**REPORT OF COMMITTEES**FINANCE/BANK BALANCES

The List of Investments and Bank Balances were reviewed for June, 2015.

MAINTENANCE

Executive Director Rummerfield advised that due to all of the rain, the maintenance workers have been trying to keep up with all the lawn care and have been working on the vacant units.

RESIDENTS

Executive Director Rummerfield gave an update on the unit on Elm Avenue that has been deemed uninhabitable by Quality Air Specialists.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield gave an update on the Andover-Kent Towers.

PERSONNEL

Executive Director Rummerfield addressed the Maintenance Clothing contract with Cintas. He advised that he was reviewing three options we have with the current uniforms and explained the options.

After discussion, Commissioner Franceschino moved to proceed with negotiations with Cintas, which motion was seconded by Commissioner Baptista. Upon roll call, the motion was unanimous.

**ADMINISTRATIVE REPORT**

Executive Director Rummerfield advised that Commissioner Franceschino had been approved for another five (5) year term.

Executive Director Rummerfield requested the Board's approval for the following Service Option Extensions:

Polcari & Company, Auditor for Second Year of Professional Services from July 1, 2015 to June 30, 2016 at the rate of \$7,100 per year. (No increase from last year)

William Katchen, Fee Accountant for Second Year of Professional Services from July 1, 2015 to June 30, 2016 at the rate of \$3,000 per month. (No increase from last year)

Florio, Perrucci, Steinhardt & Fader, General Counsel for Second Year of Professional Services from July 1, 2015 to June 30, 2016 at the rate of \$160 per hour for legal counsel services and \$90 per hour for paralegal services. (No increase from last year)

John J. Caleca, III, Esquire, Tenant/Landlord Counsel for Second Year of Professional Services from July 1, 2015 to June 30, 2016 at the rate of \$125 per hour. (No increase from last year)

Otis Elevator, Elevator Maintenance Services for Fourth & Fifth Year Option of Professional Services from August 1, 2015 to July 31, 2017 at the rate of \$1,095 per month. (No increase from last year)

After discussion, Commissioner **Baptista** moved to approve the above options for professional services, which motion was seconded by Commissioner **Turdo**. Upon roll call the motion was unanimous.

The board discussed the possibilities of changing the start time of the meetings to 5:00 or 5:30 PM and possibly changing the Reorganization Meeting to July. Further discussion will take place at the August meeting.

#### **NEW BUSINESS:**

**RESOLUTION#: 1314** Budget Revision Number "2" for the 2011 Capital Fund Budget **BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg, hereby approves Budget Revision #2 to the 2011 Capital Fund Program No. NJ39P0245011 on July 8, 2015.

Commissioner **Baptista** moved to adopt **Resolution #: 1314**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

**RESOLUTION#: 1315** Budget Revision Number "1" for the 2012 Capital Fund Budget **BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg, hereby approves Budget Revision #1 to the 2012 Capital Fund Program No. NJ39P0245012 on July 8, 2015.

Commissioner **Turdo** moved to adopt **Resolution #: 1315**, which motion was seconded by Commissioner **Baptista**. All were in favor of this resolution.

#### **RESOLUTION #: 1316 Approval of 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 \$6,449.00 to Pride Construction.

Commissioner **Turdo** moved to adopt **Resolution #: 1316**, which motion was seconded by Commissioner **Baptista**. All were in favor of this resolution.

#### **RESOLUTION #: 1317 Approval of 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 \$1,700.00 to Pride Construction.

Commissioner **Turdo** moved to adopt **Resolution #: 1317**, which motion was seconded by Commissioner **Baptista**. All were in favor of this resolution.

**RESOLUTION #: 1318 Approval of Payment to "LAN Associates"**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$4,740.00 to "LAN Associates" for a study for the upgrading of the Heckman Annex's present heating and hot water system.

Commissioner **Turdo** moved to adopt **Resolution #: 1318**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

**RESOLUTION #: 1319 Approval of Payment to "JG Drywall"**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$58,089.50 to JG Drywall for Renovations to Andover-Kent Towers.

Commissioner **Baptista** moved to adopt **Resolution #: 1319**, which motion was seconded by Commissioner **Mugavero**. All were in favor of this resolution.

**RESOLUTION #: 1320 Approval of Payment to "Quality Air Specialists, Inc."**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,460.00 to *Quality Air Specialists, Inc.* for evaluation of unit on Elm Avenue.

Commissioner **Turdo** moved to adopt **Resolution #: 1320**, which motion was seconded by Commissioner **Baptista**. All were in favor of this resolution.

**RESOLUTION#: 1321 -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 \$18,855.05 to "MTB Electric" for the installation of LED building lights, bucket truck & materials for 24-1.

Commissioner **Turdo** moved to adopt **Resolution #: 1321**, which motion was seconded by Commissioner **Baptista**. All were in favor of this resolution.

**RESOLUTION#: 1322-Payment to "Pemberton Electrical 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 \$1,543.43 to "Pemberton Electrical Supply Co." for flood lights and photo cell for LED.

Commissioner **Turdo** moved to adopt **Resolution #: 1322**, which motion was seconded by Commissioner **Baptista**. All were in favor of this resolution.

**RESOLUTION#: 1323-Payment to "Pemberton Electrical 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 \$37,447.08 to "Pemberton Electrical Supply Co." for lighting, wall fixtures, pole fixtures and pole installation.

Commissioner **Turdo** moved to adopt **Resolution #: 1323**, which motion was seconded by Commissioner **Baptista**. All were in favor of this resolution.

**RESOLUTION#: 1324 -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 \$23,417.89 to "MTB Electric" for the installation of LED building lights, bucket truck & materials for 24-1.

Commissioner **Turdo** moved to adopt **Resolution #: 1324**, which motion was seconded by Commissioner **Baptista**. All were in favor of this resolution.

**RESOLUTION#: 1325 - Final 2011 Capital Fund Program (CFP) HUD-50075.1 Annual Statement/Performance and Evaluation Report**

**WHEREAS**, the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* have provided the *Resident Advisory Board* and the Mayor of the *Town of Phillipsburg* with the Final 2011 Capital Fund Program (CFP) HUD-50075.1 Annual Statement/Performance and Evaluation Report, and;

**WHEREAS**, no comments have been received by the Resident Advisory Members or the Mayor of the *Town of Phillipsburg*.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* hereby approve the final 2011 Capital fund Program (CFP) and approve HUD-50075.1 Annual Statement/Performance and Evaluation Report to be submitted to Close-Out the 2011 Capital Fund Program (CFP).

Commissioner Mugavero moved to adopt **Resolution #: 1325**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

**RESOLUTION#: 1326 Adoption of Annual and Capital Budget for Fiscal Year beginning July 1, 2015 and ending June 30, 2016**

**WHEREAS**, the Annual Budget and Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016 has been presented for Adoption before the Commissioners of the Housing Authority, at its open public meeting of May 6, 2015; 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 **\$4,951,502.00**; Total Appropriations, including any Accumulated Deficit, if any, of **4,932,290.00** and Total Fund Balance utilized of **\$0**;

**WHEREAS**, the Capital Budget as presented for Adoption reflects Total Capital Appropriations of **\$570,000.00** 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 May 6, 2015 the Annual Budget and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2015 and ending 6/30/2016; 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 **Turdo** moved to adopt **Resolution #: 1326**, 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 Turdo** at 7:00 PM. Upon roll call the motion was unanimous.

**Commissioner Baptista** moved to exit Executive Session, which motion was seconded by **Commissioner Franceschino** at 7:35 PM. Upon roll call the motion was unanimous.

**Commissioner Mugavero** moved to re-enter into Regular Session at 7:35 PM; which motion was seconded by **Commissioner Baptista**.

Commissioner Turdo moved to create a new position for a Facilities Operation Manager and to advertise for this position, which motion was seconded by Commissioner Baptista. Upon roll call the motion was unanimous.

#### **ADJOURNMENT**

There being no further business to come before this Authority, **Commissioner Turdo** moved at the call of **Chairman Shelly**, the meeting be adjourned, which motion was seconded by **Commissioner Baptista**. Upon roll call the motion was unanimous. The meeting was adjourned at **7:37 PM**, July 8, 2015.

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**W. PAUL RUMMERFIELD**  
Executive Director/Secretary-Treasurer

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**JAMES M. SHELLY**  
Chairman