

**MINUTES OF THE JULY 9, 2014 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 9, 2014** at 6:00 PM, in the offices of the Housing Authority, 530 Heckman Street, Phillipsburg, New Jersey.

Richard Ward, Jr. of 235 South Main Street, Apartment 105 entered the meeting in a very belligerent state and was asked numerous times to please refrain from commenting. Mr. Ward verbally accosted Staff and Board Members specifically singling out Commissioner Turdo, his brother (who is a resident of the O'Donnell Apartments) and other family members. Mr. Ward repetitively badgered Commissioner Turdo. Commissioner Turdo did not engage in conversation with Mr. Ward. He continued his rant until Executive Director Rummerfield was forced to call the Police. The officer advised Mr. Ward that he had to calm down or would have to be removed from the meeting. Mr. Ward put his hands behind his back and told the officer to go ahead and arrest him. He then looked at everyone at the table, nodding his head towards each one at the table and told them that they would all pay for this. Executive Director Rummerfield advised the officer that he perceived Mr. Ward's comments as a threat. He was removed by the Phillipsburg Police at 6:16 PM.

Pledge of Allegiance

The meeting was called to order by Chairman Shelly at 6:18 PM and upon roll call the following members were present: Shelly, Baptista, Franceschino, Korp, Mugavero, and Turdo. Commissioner Larsen was excused upon request. Also present were Property Manager Kevin DeGerolamo, Property Manager Nan Quinn, Executive Director/Secretary-Treasurer W. Paul Rummerfield, & Attorney Jenna Rottenberg.

OTHERS PRESENT: Yvette Day, Executive Director of Community Prevention Resources of Warren County, 13 Members of the Public, & Stephen Althouse-WFMZ Reporter.

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.

PUBLIC COMMENT on No Smoking Policy

The members of the public were given the opportunity to voice their questions/concerns on the non-smoking policy. To avoid confusion, Executive Director Rummerfield gave a brief recap of the policy. He advised that the policy for Guests, Relatives, Friends, & New Tenants will go into effect on August 1, 2014. The policy for current residents will go into effect on January 1, 2015. The current tenants will be permitted to smoke in their apartments until January 1, 2015; however, they will not be allowed to smoke in common areas. He advised that there will be a designated smoking area for each high rise once this policy goes into effect. He also thanked Ms. Yvette Day for her help with this matter. He advised that Ms. Day met with the PHA Administration and tenants and reviewed the policy and offered help to tenants on quitting smoking.

Sherrie Johnson of 525 Fisher Avenue questioned the ownership of the PHA. She asked if it was privately owned or HUD run. She also asked if HUD is giving the PHA a cutback in taxes. Chairman Shelly advised that PHA is non-profit.

Dawn Paulus of 235 South Main Street, Apartment 611 asked how we are going to patrol people smoking in their apartments. Executive Director Rummerfield explained that we are not going to be the smoke police. He advised that the Maintenance Workers are not permitted to complete work orders if someone is smoking in their apartment. He also advised of the possibility of another tenant reporting them, but hoped that everyone would be considerate and respectful of the policy.

Nancy Tulba of 235 South Main Street, Apartment 209 asked if Vapor Cigarettes were allowed. Executive Director Rummerfield advised that they are not permitted either due to the heated nicotine in them.

PUBLIC COMMENT on HUD's Flat Rent Significant Amendment

The members of the public were given the opportunity to voice their questions/concerns on the Flat Rate Amendment. Executive Director Rummerfield gave a brief explanation of the 2014 Appropriations Act. He advised that it is mandated and is not an option. He explained that it does not affect income based tenants, only those paying a flat rate. He advised that PHA tenants currently pay \$650 for a one, two, three, or four bedroom unit. This fee includes everything except phone, cable and internet. The new bill will be based on the number of bedrooms. It's not an option. There will be a public hearing at the September 3rd Meeting.

Ted Vegh of 525 Fisher Avenue, Apartment 515, stated that he had questions, but they were all addressed by Mr. Rummerfield.

PUBLIC COMMENT

Helen Williams of 424 Fisher Avenue stated that she had a problem with the fact that ninety (90) year old residents had to carry their own furniture out of the building. She stated that she didn't think it was fair to them. Executive Director Rummerfield advised that PHA works with Social Agencies to move tenants in and out. Chairman Shelly explained that the housing authority is a landlord, not a social agency.

Sherrie Johnson of 525 Fisher Avenue stated that the residents had problems finding help because they are only allowed to put their trash out on Wednesday evenings after 4:30PM and only until 8:30 AM Thursday morning. Chairman Shelly explained that this is a town ordinance and we're limited to what the town ordinance states.

Mahelea Gutierrez of 235 South Main Street, Apartment 511 voiced her concern over the closing of the laundry room. Her issues concerned the inability to put coins in the machines due to them being too full, the cleanliness of the laundry room, the lack of bathroom use, and the fact that the laundry room was too hot. Executive Director Rummerfield advised that Property Manager DeGerolamo had just emptied the machines last Thursday and asked that all concerns should be reported to the office. Property Manager DeGerolamo advised that there is an air conditioned community room that they can wait in while their laundry is in.

Executive Director Rummerfield advised that if the vandalism continues that they may have to take different measures including the "possible" removal of the machines or the placement of cameras and locked doors.

Dana Syers of 520 Kneedler Avenue stated the Fair Market Rent on the internet is \$1,530 for a 3 Bedroom Facility. She stated that would be a huge increase. Executive Director Rummerfield and Property Manager Quinn explained that the max for this year would be \$877 based on the rates we receive from HUD. Attorney Rottenberg explained that we are bound by what HUD says.

Dawn Paulus of 235 South Main Street, Apartment 611 stated that the tenants are the ones vandalizing the washers and dryers. She stated that there are people putting pennies in them.

VISITORS

Yvette Day –Executive Director of Community Prevention Resources of Warren County

Ms. Day thanked the commissioners for looking at this policy and for wanting to create a healthy environment. She advised that there is going to come a time that it is going to be mandated that all federally funded housing units are going to be smoke free. She said it may look like something was taken away, but PHA also gave access to “Quit Lines” and the “Smoking Sensation Program”. She advised that the committee discussed this policy and completed it in steps. She commended Nan on doing a great job and giving the residents the opportunity to attend a meeting. She said there was public discussion, but no blow ups and stated that the biggest issue was the concern of whether it was for the entire housing development. She advised that they would like to help and be there for everyone. Yvette also noted the savings that will occur when apartments need to be refurbished due to the no smoking policy. She addressed the fact that the ultimate goal is to stop smoking, but that there are designated smoking areas for those tenants who would prefer to continue smoking.

Executive Director Rummerfield commended Ms. Day for all of her help and advised board that she will reach out to tenants through Norma, our ROSS Coordinator and will do another outreach to the residents in January. He advised that board that Ms. Day had prepared a survey that was sent out and over 50% of the seniors were in favor of the No-Smoking Policy. Ms. Day advised that Phillipsburg is one of the leaders in getting this done and should be very proud of it.

Chairman Shelly thanked Ms. Day for all of her help.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 5, 2014

Commissioner Baptista moved to approve the Minutes of the Regular Meeting of March 5, 2014; 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>
Shelly		Mugavero	Larsen
Baptista		Turdo	
Franceschino			
Korp			

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 2, 2014

Commissioner Turdo moved to approve the Minutes of the Regular Meeting of April 2, 2014; which motion was seconded by **Commissioner Korp**. Upon roll call the motion was as follows:

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

APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION MEETINGS OF APRIL 2, 2014

Commissioner Turdo moved to approve the Minutes of the Executive Session of April 2, 2014; which motion was seconded by **Commissioner Korp**. Upon roll call the motion was as follows:

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 5, 2014

Commissioner Turdo moved to approve the Minutes of the Regular Meeting of May 5, 2014; which motion was seconded by **Commissioner Baptista**. Upon roll call the motion was as follows:

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

APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION MEETINGS OF MAY 5, 2014

Commissioner Turdo moved to approve the Minutes of the Executive Session of May 5, 2014; which motion was seconded by **Commissioner Baptista**. Upon roll call the motion was as follows:

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 4, 2014

Commissioner Korp moved to approve the Minutes of the Regular Meeting of June 4, 2014; which motion was seconded by **Commissioner Mugavero**. Upon roll call the motion was as follows:

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

BILLS – June, 2014

Commissioner Korp moved to approve the bills list for June, 2014; which motion was seconded by Commissioner Turdo. All voted in favor of approving the bills list.

COMMUNICATIONS

Approval of the CHPA Annual Plan
Reappointment of Commissioner Mugavero

REPORT OF THE SECRETARY – TREASURER

Executive Director Rummerfield reported on the Move- outs for June, 2014
Executive Director Rummerfield reported on the Move- ins for June, 2014
Executive Director Rummerfield reported on the List of applications for June, 2014
Executive Director Rummerfield reported on the Vacancies for June, 2014

REPORT OF COMMITTEES

FINANCE/BANK BALANCES – The List of Investments and Bank Balances were reviewed for June, 2014. Executive Director Rummerfield advised that the fee accountant, Bill Kachen is in the process of closing out the fiscal year. He further advised that HUD approved the final budget; however, we are waiting for DCA to approve it.

MAINTENANCE

Executive Director Rummerfield reviewed the Monthly Activity Report

RESIDENTS

DEVELOPMENT/MODERNIZATION

Laundry Room at the Heckman House was closed for two days for cleanup and repair
 New furniture finally arrived for the Community Room at the Heckman House
 The renovation of Andover Kent is in the 2nd phase and almost ready to start the 3rd phase

PERSONNEL

Employee with back injury has returned to work
 Employee with hand injury has not returned to work
 Executive Director Rummerfield stated that approximately 30 resumes were received for the Executive Administrative Assistant position. The list of applicants was narrowed to three interviews held by Mr. Rummerfield. It was the recommendation of Mr. Rummerfield to hire Joanne Tersigni. Commissioner Turdo welcomed and moved to approve Joanne Tersigni for the position of Executive Administrative Assistant, which motion was seconded by Commissioner Korp. Upon roll call, the motion was unanimous.

ADMINISTRATIVE REPORTExecutive Director's Report

REAC Inspection scheduled for September 15th -18th, 2014
 Executive Director Rummerfield explained that the PHA employees do an annual inspection for health and safety issues. He advised that HUD also does an annual inspection with a HUD Inspector. He advised that due to our high REAC score, PHA is considered a high performer.

Executive Director Rummerfield reported that meetings are held with the architect and contractor every two to three weeks for the Andover Kent project. He advised that the anticipated completion date is late September, early October.

Executive Director reported the loss of revenue due to the buyout of PCS by T-Mobile. They will be removing one tower from Andover Kent and one from the Heckman House.

NEW BUSINESS**RESOLUTION #: 1239**

BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* approved the Budget Revision for the 2011 Capital Fund
 Commissioner Mugavero moved to adopt **Resolution #: 1239**, which motion was seconded by Commissioner Baptista. All were in favor of this resolution.

RESOLUTION #: 1240

BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* approved Polcari & Company, CPA as the PHA Auditor
 Commissioner Baptista moved to adopt **Resolution #: 1240**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION #: 1241

BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$93,590.00 to JG Drywall Co.
 Commissioner Turdo moved to adopt **Resolution #: 1241**, which motion was seconded by Commissioner Mugavero. All were in favor of this resolution.

RESOLUTION #: 1242

BE IT RESOLVED, *the Housing Authority of the Town of Phillipsburg* Board of Commissioners hereby approves and authorizes said payment in the amount of \$18,015.30 to Northeast Remote Alarm & Surveillance, LLC.

Commissioner Korp moved to adopt **Resolution #: 1242**, which motion was seconded by Commissioner Turdo. All were in favor of this resolution.

RESOLUTION #: 1242A

BE IT RESOLVED, *the Housing Authority of the Town of Phillipsburg* Board of Commissioners hereby approves and authorizes said payment in the amount of \$1,014.15 to Northeast Remote Alarm & Surveillance, LLC.

Commissioner Korp moved to adopt **Resolution #: 1242A**, which motion was seconded by Commissioner Turdo. All were in favor of this resolution.

RESOLUTION #: 1243

BE IT RESOLVED, *the Housing Authority of the Town of Phillipsburg* Board of Commissioners hereby approves and authorizes said payment in the amount of \$13,845.19 to Butler Woodcrafters. Commissioner Baptista moved to adopt **Resolution #: 1243**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION #: 1244

BE IT RESOLVED, *the Housing Authority of the Town of Phillipsburg* Board of Commissioners hereby approves and authorizes all motions and amendments to the Personnel Policy.

Commissioner Korp moved to adopt **Resolution #: 1244**, which motion was seconded by Commissioner Turdo. All were in favor of this resolution.

EXECUTIVE SESSION

Commissioner Baptista moved to enter Executive Session which motion was seconded by **Commissioner Franceschino**. Upon roll call the motion was unanimous.

Commissioner Turdo moved to exit Executive Session, which motion was seconded by **Commissioner Baptista**. Upon roll call the motion was unanimous.

Commissioner Mugavero moved to re-enter into Regular Session; which motion was seconded by **Commissioner Baptista**.

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 8:02 PM, July 9, 2014.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman