

**MINUTES OF THE AUGUST 1, 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 **August 1, 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 **6:35 PM** and upon roll call the following members were present: Commissioners: Baptista, Franceschino, Korp, Larsen, Mugavero, Shelly & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 2, 2018

Commissioner Mugavero moved to approve the Minutes of the Regular Meeting of May 2, 2018, which motion was seconded by **Commissioner Swick**. Upon roll call the motion was as follows:

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

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF MAY 2, 2018

Commissioner Swick moved to approve the Minutes of the Executive Meeting of May 2, 2018, 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>
Korp		Baptista	
Mugavero		Franceschino	
Shelly		Larsen	
Swick			

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 6, 2018

Commissioner Baptista moved to approve the Minutes of the Regular Meeting of June 6, 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		Franceschino	
Korp		Mugavero	
Larsen			
Shelly			
Swick			

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF JUNE 6, 2018

Commissioner Baptista moved to approve the Minutes of the Executive Meeting of June 6, 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		Franceschino	
Korp		Mugavero	
Larsen			
Shelly			
Swick			

BILLS –June & July 2018

Commissioner Baptista moved to approve the bills list for June & July 2018; which motion was seconded by **Commissioner Larsen**. **Commissioner Shelly** abstained from check #: 13234. All were in favor of this motion.

COMMUNICATIONS - None

REPORT OF THE SECRETARY – TREASURER

Executive Director Rummerfield reported on the Move-ins for June & July 2018
 Executive Director Rummerfield reported on the Move-outs for June & July 2018
 Executive Director Rummerfield reported on the Vacancies for June & July 2018
 Executive Director Rummerfield reported on the Applications (None) – Executive Director Rummerfield advised that there is a need to re-open the Elderly Waiting List and the Three-Bedroom Waiting List. The board approved the re-opening of these lists effective August 16, 2018.

REPORT OF COMMITTEESFINANCE/BANK BALANCES

Executive Director Rummerfield advised that our Fee Accountant, Bill Katchen was in the office today pulling together our unaudited financials and will be back again next Wednesday.

Executive Director Rummerfield reported to the board that we received a Zero for our financials on the PHAS report for the auditors' failure to submit the audit on time. Executive Director Rummerfield explained that the audit was submitted on time, but there was a "typo" and it had to be resubmitted. When they resubmitted they resubmitted to the Clearing House but failed to resubmit to HUD REAC. Mr. Rummerfield was advised by HUD that we were unable to appeal until the scores were released. He advised that Mr. Maurice has begun the appeal process. Mr.

Rummerfield further advised that he sat down with the bookkeeper and he will create an internal checklist for future audits so this does not happen again.

MAINTENANCE

Executive Director Rummerfield advised that we had our Annual Inspection in May and that our REAC Physical Inspection is planned for September.

RESIDENTS

Executive Director Rummerfield advised the board that there was a power outage in the Family Units on Friday Night, July 27, 2018. He advised that there was a transformer that was struck by lightning, and we had to call out Diefenderfer Electrical Contractors for emergency repair. He stated that everything was back up and running by Saturday.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised that the Elevator Program for Andover-Kent is moving along. He advised that the contractor notified us there would be a three-month time frame to gather equipment. Mr. Rummerfield advised that the flooring and sides have been picked out.

Executive Director Rummerfield advised that the company advised the elevators should be stainless steel and he is hoping to rehab the elevators at the Heckman House with stainless steel kick plates due to damage from residents carts.

Executive Director Rummerfield gave an update on RAD. He advised that we haven't heard anything new, but will continue to move forward if that is acceptable with the board. The board advised that they are definitely interested in moving forward with this.

PERSONNEL

Executive Director Rummerfield advised that our new ROSS Coordinator started in June. He advised that it's a little hectic currently with the office being under construction, but she should be in full swing very soon.

ADMINISTRATIVE REPORT

Executive Director Rummerfield advised the board that Town Council approved a resolution authorizing the Mayor to send a letter to HUD in support of the Town Section 8 Program being transferred here; however, the Mayor sent a letter advising he does not support the transfer. Mr. Rummerfield said the Mayor stated that the CFO, Bob Merlo has an issue with the PILOT. He was under the impression that the town would no longer receive it. Mr. Rummerfield advised that he set up a meeting between Mr. Merlo and Bill Katchen, our Fee Accountant so he understands that the PILOT will not be affected.

Mr. Rummerfield gave a brief synopsis of the roundtable event for EnVision which was held in the community room on July 17, 2018.

Mr. Rummerfield advised that he spoke with the Town Engineer, Stan Schrek in reference to the water issue by the railroad tracks and it is being investigated.

NEW BUSINESS:**RESOLUTION #: 1618 – Approval for Change Order # 3 to WTI Contracting for additional application of top coating for silica sand application.**

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said Change Order #3 in the amount of \$59,710.15 for additional application of top coating for silica sand application.

Commissioner Mugavero moved to adopt Resolution #: **1618**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION#: 1619- Approval of Payment to “General Supply”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$3,338.00 to “*General Supply*” for Roof Access Door Hardware for 24-3, 24-4, & 24-5.

Commissioner Larsen moved to adopt Resolution #: **1619**, which motion was seconded by **Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1620- Approval of Payment to “Consolidated Steel & Aluminum Fence Co”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$44,421.25 to “*Consolidated Steel & Aluminum Fence Co*” for Chain Link Fencing & Gates.

Commissioner Baptista moved to adopt Resolution #: **1620**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION#: 1621 – Emergency Repair for Air Conditioning Unit at PHA Office

BE IT RESOLVED, at the recommendation of Brian Hirosky, Facilities/Operations Manager, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said repairs to the Air Conditioning Unit at the Phillipsburg Housing Authority Office located at 530 Heckman Street, at a cost not to exceed Nine thousand seven hundred eighty-three (\$9,793.00) Dollars without prior approval from the Board of Commissioners.

Commissioner Larsen moved to adopt Resolution #: **1621**, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

RESOLUTION#: 1622- Approval of Payment to “VDA LLC”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$9,157.60 to “*VDA LLC*” for architectural services for Elevator at Andover-Kent Towers.

Commissioner Baptista moved to adopt Resolution #: **1622**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION#: 1623- Approval of Capital Fund Management Consulting Services

BE IT RESOLVED, the *Board of Commissioners’ of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Capital Fund Management Consulting Services to “*LMTD, LLC.*” (*Lucia Delopoulos*) at the rate of \$19,800.00 per year, plus a rate of \$125.00 per day for additional services.

Commissioner Shelly moved to adopt Resolution #: **1623**, which motion was seconded by **Commissioner Baptista**. All were in favor of this resolution.

RESOLUTION#: 1624- Approval to amend Procurement Policy Section II B-5, Sections III B-1, B-3, B-4, B-5, B-6, C-6b(1), C-6c(1), D-3, & VIII B-6.

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

Commissioner Baptista moved to adopt Resolution #: **1624**, which motion was seconded by *Commissioner Swick*. All were in favor of this resolution.

RESOLUTION#: 1625 – Emergency Repair for Power Outage in the Heckman Terrace.

BE IT RESOLVED, at the recommendation of Brian Hirosky, Facilities/Operations Manager, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby authorizing Diefenderfer Electrical Contractors to perform emergency repairs from power outage in the family units on July 27, 2018 due to lightning striking a transformer for health and safety concerns for the tenants.

Commissioner Mugavero moved to adopt Resolution #: **1625**, which motion was seconded by *Commissioner Larsen*. All were in favor of this resolution.

RESOLUTION#: 1626 – Approval to accept Insurance Claim Profit & Loss Statement for tenant caused water damage at Heckman House Apartment Complex and Phillipsburg Housing Authority Offices.

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and accepts said Insurance Claim Profit & Loss Statement in the amount of \$42,628.12 for losses caused by tenant to Heckman House Apartment Complex and Phillipsburg Housing Authority Offices.

Commissioner Franceschino moved to adopt Resolution #: **1626**, which motion was seconded by *Commissioner Baptista*. All were in favor of this resolution.

EXECUTIVE SESSION – None

PUBLIC COMMENTS - None

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 Larsen*. Upon roll call the motion was unanimous. The meeting was adjourned at **7:55 PM**, August 1, 2018.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JOHN KORP
Chairman