

**MINUTES OF THE AUGUST 13, 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 **August 13, 2014** 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 Chairman Shelly at 6:18 PM and upon roll call the following members were present: Shelly, Franceschino, Korp, and Turdo. Commissioners Baptista, Larsen, & Mugavero were 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: Sarah Peters from the Express Times and 3 Members of the Public

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

The members of the public were given the opportunity to voice their questions/concerns.

John DeGroat of 440 Roseberry Street discussed the use of ceiling fans in units in Heckman Terrace. Executive Director Rummerfield and Property Manager Quinn advised that ceiling fans are not permitted due to installation and safety issues.

Mahelea Gutierrez of 235 South Main Street, Apartment 511 asked if a change machine could be installed in the laundry room at the John F. O'Donnell Apartment Complex. Director Rummerfield advised her that they are looking into that.

Ms. Gutierrez also *thanked* the staff and commissioners for implementing the **Non Smoking Policy**. She stated that she can now enjoy sitting outside without the odor of cigarettes.

VISITORS - None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 9, 2014

Commissioner Korp moved to approve the Minutes of the Regular Meeting of July 9, 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			Baptista
Franceschino			Larsen
Korp			Mugavero
Turdo			

APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION MEETINGS OF JULY 9, 2014

Commissioner Korp moved to approve the Minutes of the Executive Session of July 9, 2014; which motion was seconded by **Commissioner Turdo**. Upon roll call the motion was as follows:

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

BILLS – June, 2014

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

COMMUNICATIONS

None

REPORT OF THE SECRETARY – TREASURER

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

REPORT OF COMMITTEES

FINANCE/BANK BALANCES – The List of Investments and Bank Balances were reviewed for July, 2014. Executive Director Rummerfield advised that the fee accountant, Bill Kachen is in the process of submitting the financial report to HUD.

MAINTENANCE

Executive Director Rummerfield reviewed the Monthly Activity Report

RESIDENTSDEVELOPMENT/MODERNIZATION

Executive Director Rummerfield showed pictures of the progress of Andover-Kent Towers and advised that things are moving along well.

PERSONNEL

Employee with hand injury has not returned to work

ADMINISTRATIVE REPORTExecutive Director's Report

Executive Director Rummerfield advised that the Public Meeting for Flat Rent will be held on September 9, 2014.

Executive Director Rummerfield advised that we are reapplying for the ROSS Grant with NORWESCAP.

Mr. Rummerfield advised the commissioners that he has received many positive calls regarding the “No Smoking Policy”. He advised that this went into effect on Friday, August 1st.

Mr. Rummerfield gave an update on the current Requests for Proposals that we are currently working on.

He advised that met with two vendors for IT Consulting Services on August 12th, will meet with another vendor on August 14th, Proposals are due on Wednesday, August 20th, and we should be able to give a recommendation at the September 9th Meeting.

Mr. Rummerfield advised that we are currently reviewing the Exterminator Proposals for Pest Control & Bed Bugs that were due on Friday August 1st. He asked the board in light of new information we have received concerning this relatively new and unique issue with bed bugs to possibly allow rejecting all three (3) bids and going out to bid again depending on more detailed information we are looking into.

NEW BUSINESS

Resolution #: 1245 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 \$90.00 per hour for Paralegal Services Representation.

Commissioner **Turdo** moved to adopt **Resolution #: 1245**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

Resolution #: 1246 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" at the rate of \$125.00 per hour.

Commissioner **Korp** moved to adopt **Resolution #: 1246**, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

Resolution #: 1247 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 \$18,600.00 per year.

Commissioner **Korp** moved to adopt **Resolution #: 1247**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

Resolution #: 1248 Change Order for J.G. Drywall

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby approves Change Order #: 001, dated August 5, 2014 in the amount of \$7,892.48 to J.G. Drywall for the Renovation of Andover-Kent Towers

Commissioner **Korp** moved to adopt **Resolution #: 1248**, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

Resolution #: 1249 Approval to Reject Exterminator Bids (if necessary)

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby grants Executive Director Rummerfield the right to reject the Proposals received for Exterminator Services, if necessary.

Commissioner **Korp** moved to adopt **Resolution #: 1249**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

Resolution #: 1250 Approve the Submittal of the Resident Opportunity Self-Sufficiency (ROSS) Grant

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby authorizes and approves W. Paul Rummerfield, Executive Director to apply for the Resident Opportunity Self-Sufficiency (ROSS) Grant in partnership with NORWESCAP. Commissioner **Turdo** moved to adopt **Resolution #: 1250**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

EXECUTIVE SESSION

None

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 Korp**. Upon roll call the motion was unanimous. The meeting was adjourned at 7:09 PM, August 13, 2014.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman