

**MINUTES OF THE AUGUST 3, 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 **August 3, 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 6:37 PM and upon roll call the following members were present: Commissioners: Baptista, Franceschino, Korp, Larsen, Mugavero, & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following member was absent: Commissioner Scerbo

There was one (1) member 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 – None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 6, 2016

Commissioner Baptista moved to approve the Minutes of the Regular Meeting of July 6, 2016; 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>
Baptista		Mugavero	Scerbo
Franceschino			
Korp			
Larsen			
Swick			

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF JULY 6, 2016

Commissioner Korp moved to approve the Minutes of the Executive Meeting of July 6, 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	Scerbo
Franceschino			
Korp			
Larsen			
Swick			

BILLS –July, 2016

Commissioner Baptista moved to approve the bills list for July, 2016; which motion was seconded by **Commissioner Franceschino**. Commissioner Swick abstained from Check #: 11336.

COMMUNICATIONS – Letters from Zufall and Joseph Marchie

REPORT OF THE SECRETARY – TREASURER

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

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

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

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

REPORT OF COMMITTEES

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

MAINTENANCE

Executive Director Rummerfield advised that the air handler has been down at the Heckman House for some time. He stated that it is not exchanging fresh air in the halls and the chiller is not working correctly in the hallways. He advised that the contractor had stated it would be repaired by July, but has still not been fixed and now they are stating it is going to be repaired by August 12th.

Executive Director Rummerfield also stated that there is a roof leak on the Fifth floor that the prior tenant never reported. He advised that Brian Hirosky has 3 contractors scheduled to come in and look at it.

He further advised that the maintenance staff is working on a major renovation in one of the units converting a three (3) bedroom to a two (2) bedroom and that there are only 4 other vacancies currently. He advised that 24 units were turned over in June to be caught up for the fiscal year. Executive Director Rummerfield also congratulated the maintenance staff, the office staff and Joanne Tersigni for the outstanding job they did in June in getting the units ready and rented for the close of the fiscal year.

RESIDENTS

Executive Director Rummerfield advised that Commissioners Swick and Franceschino met with him earlier in the week to discuss some tenant complaints regarding cleanliness. He further advised that the issue had been addressed.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised that Netta Architects has been in to address several issues at the John F. O'Donnell building including air conditioning. He advised that everyone was very impressed with the firm.

PERSONNEL

Executive Director Rummerfield advised that there was a letter of resignation from Joseph Marchie enclosed in their packet.

ADMINISTRATIVE REPORT

Executive Director Rummerfield advised that the Prosecutor's Office contacted us about vandalism that had been done to the old maintenance building, and they are working very hard to try to get restitution for the damage done.

He advised that Zufall is bringing a medical and dental van onsite for our residents and any member of the community that would benefit from them. He advised that they are looking to open up a site in Phillipsburg.

Mr. Rummerfield advised that Piazza's Farm is going to be holding a small farmers market for our tenants. They will be at the Andover-Kent and John F. O'Donnell Buildings on August 9th and will be in the Fisher Avenue Community Room for the Heckman House, Heckman Terrace, and Heckman Terrace Annex tenants on August 16th.

Mr. Rummerfield further advised that Detective Sargent James Roncoroni from the Warren County Prosecutors Office has visited our high rise units with an intern who is working with him on fraud and scam related issues with our seniors.

Mr. Rummerfield advised that several of the administrative staff members went to a Tenmast Training in Atlantic City and it was very informative. He advised that he would like to schedule an onsite Tenmast and Nan McKay Training. The Board was very receptive to the trainings.

NEW BUSINESS:

RESOLUTION#: 1423- 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 \$18,600.00 per year.

Commissioner Baptista moved to adopt **Resolution #: 1423**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

RESOLUTION #: 1424 - Write-off of Troy Bilt Tractor and WeedEater Lawn Mower

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves the write-off of the Troy-Bilt Tractor 11A-A40J065, Serial #: 1C222K20071 and the WeedEater Lawn Mower 96114001400, Serial #: 030609M 071730 and hereby adopts said Resolution #: **1424**.

Commissioner Baptista moved to adopt **Resolution #: 1424**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION#: 1425 -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 \$15,935.00 to "General Supply" for the purchase of laundry room doors for senior high rise buildings and one boiler room door and one exterior door.

Commissioner Baptista moved to adopt **Resolution #: 1425**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

RESOLUTION#: 1426 - Approval to amend Section VI-C (Reexaminations), Exhibit IV - Procedure on Updating the Waiting List and Removing Applications, and Exhibit VI- Procedure on Informal Hearing of Rejected Applicants of the Admission and Continued Occupancy Policy (ACOP)

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg desires to amend Section VI-C, Exhibit IV and Exhibit VI of the ACOP and;

NOW THEREFORE BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves the amendments to the Admission and Continued Occupancy Policy -

Section VI-C (Reexaminations), Exhibit IV – Procedure on Updating the Waiting List and Removing Applications, and Exhibit VI- Procedure on Informal Hearing of Rejected Applicants_effective August 3, 2016.

Commissioner **Franceschino** moved to adopt **Resolution#: 1426** which motion was seconded by Commissioner **Baptista**. All were in favor of this resolution.

PUBLIC COMMENT:

Ms. Mahelea Gutierrez from Apartment 511 at the John F. O'Donnell Apartment buildings came to express her thanks and gratitude for her stay with housing for the past six (6) years.

EXECUTIVE SESSION

Commissioner Swick moved to enter Executive Session which motion was seconded by **Commissioner Larsen** at **7:20 PM**. Upon roll call the motion was unanimous.

Commissioner Larsen moved to exit Executive Session, which motion was seconded by **Commissioner Baptista** at **8:02 PM**. Upon roll call the motion was unanimous.

Commissioner Franceschino moved to re-enter into Regular Session at **8:02PM**; which motion was seconded by **Commissioner Baptista**.

Commissioner Swick made a motion to accept the release and resignation of Elizabeth Steinmetz, which motion was seconded by **Commissioner Larsen**. Upon roll call the motion was unanimous.

Commissioner Larsen made a motion to accept the resignation of Joseph Marchie, which motion was seconded by **Commissioner Larsen**. Upon roll call the motion was unanimous and the resignation was accepted with regrets.

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 Baptista**. Upon roll call the motion was unanimous. The meeting was adjourned at **8:05PM**, August 3, 2016.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JOHN KORP
Chairman