

**MINUTES OF THE AUGUST 5, 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 **August 5, 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 **6:06 PM** and upon roll call the following members were present: Commissioners Shelly, Baptista, Larsen, Mugavero, & Turdo. Commissioner Franceschino and Korp were excused upon request. Also present were Property Managers Nan Quinn & Kevin DeGerolamo & Executive Director/Secretary-Treasurer W. Paul Rummerfield.

There were 4 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

**APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF July 8, 2015**

**Commissioner Turdo** moved to approve the Minutes of the Regular Meeting of July 8, 2015; 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>
Baptista		Larsen	Franceschino
Mugavero			Korp
Shelly			
Turdo			

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF July 8, 2015**

**Commissioner Turdo** moved to approve the Minutes of the Regular Meeting of July 8, 2015; 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>
Baptista		Larsen	Franceschino
Mugavero			Korp
Shelly			
Turdo			

**BILLS** -July, 2015

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

**COMMUNICATIONS** -

None

## **REPORT OF THE SECRETARY – TREASURER**

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

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

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

Executive Director Rummerfield reported on the Vacancies for July, 2015.

## **REPORT OF COMMITTEES**

### FINANCE/BANK BALANCES

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

### MAINTENANCE

Executive Director Rummerfield advised the maintenance staff is working hard on trying to keep up with lawn maintenance and on vacancies with the help of summer staff.

### RESIDENTS

Executive Director Rummerfield advised that our ROSS Coordinator, Norma has moved to the front office to get more involved with the tenants.

Executive Director Rummerfield advised that there has been an issue with German cockroaches. He further advised that two (2) units are unable to be rented until they can be eradicated.

### DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised that Andover-Kent is progressing slowly due to some issues the contractor has.

### PERSONNEL

Executive Director Rummerfield the employee who was on light duty has now resumed full-duty.

Executive Director Rummerfield reviewed the applicants for the Facilities and Operations Manager Position.

## **ADMINISTRATIVE REPORT**

Executive Director advised that we were notified that the Resident Advisory Board (RAB) received a letter and an email requesting a meeting with the tenants from John F. O'Donnell. The Board asked if that was one of their roles. We checked with our attorney who advised that was not one of the roles of the RAB. However, two of the RAB Members offered to meet with the tenants. Tenants were advised to call or email several dates and times for the RAB Members to choose from.

Executive Director Rummerfield asked for a motion to refund a tenant air conditioning charges and disputed cleaning charges in the amount of \$242.78.

Motion was made by Commissioner ***Turdo*** and seconded by Commissioner ***Baptista***. Upon roll call, all were in favor of motion.

Executive Director Rummerfield asked for a motion to approve the second year option for our Management Consultant, ***Lucia Delopoulos; LMTD, LLC***.

Motion was made by Commissioner ***Baptista*** and seconded by Commissioner ***Turdo***. Upon roll call, all were in favor of motion.

Executive Director Rummerfield reported on the status of the air conditioning unit at the John F. O'Donnell Apartment Building. He provided a detailed report on the work orders and the resolutions.

**PUBLIC COMMENT:**

Tenants from John F. O'Donnell Apartments addressed the board with questions concerning the Resident Advisory Board and late fees. Tenants were advised to contact our office or the Resident Advisory Board via email with several times and dates to set up a meeting.

**NEW BUSINESS:****RESOLUTION#: 1327 Payment to "Sunshine Tree & Landscape"**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$17,600.00 to "**Sunshine Tree & Landscape**" for tree work as per specs and dead wood removal.

Commissioner **Larsen** moved to adopt **Resolution #: 1327**, which motion was seconded by Commissioner **Baptista**. All were in favor of this resolution.

**RESOLUTION#: 1328 Payment to "Appliance Brokers, LTD"**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$2,808.00 to "**Appliance Brokers, LTD**" for the purchase of six new refrigerators.

Commissioner **Larsen** moved to adopt **Resolution #: 1328**, which motion was seconded by Commissioner **Mugavero**. All were in favor of this resolution.

**RESOLUTION#: 1329 Approval to Rescind Resolution #1306 - Change Order 002 to "Northeast Remote Alarm & Surveillance"**

**BE IT RESOLVED**, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby rescinds Resolution #: 1306 for Change Order #: 002, dated May 12, 2015 for additional wiring for the PTZ cameras in the amount of \$250.00 to "**Northeast Remote Alarm & Surveillance**".

Commissioner **Baptista** moved to adopt **Resolution #: 1329**, which motion was seconded by Commissioner **Turdo**. All were in favor of this resolution.

**RESOLUTION#: 1330 Approval of Change Order 002A for "Northeast Remote Alarm & Surveillance"**

**BE IT RESOLVED**, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby approves Change Order #: 002A, dated July 28, 2015 for access control integration and upgrade to include network link at Andover-Kent and John F. O'Donnell Apartment Buildings in the amount of \$16,900.00 to "**Northeast Remote Alarm & Surveillance**".

Commissioner **Turdo** moved to adopt **Resolution #: 1330**, which motion was seconded by Commissioner **Larsen**. All were in favor of this resolution.

**RESOLUTION#: 1331 Approval of Increase to Bid Threshold to \$40,000 and Quote Threshold to 15% of the Bid Threshold**

**BE IT RESOLVED**, that effective August 1, 2015 the bid threshold level be and is hereby increased to Forty thousand (\$40,000.00) Dollars pursuant to N.J.S.A. 40A:11-3 as amended for any project after August 1, 2015; and, that effective August 1, 2015 the Housing Authority of the Town of Phillipsburg's quote threshold is hereby authorized and established to be fifteen (15%) percent of the Authority's bid threshold in accordance with the Local Public Contracts Law as amended.

Commissioner **Turdo** moved to adopt **Resolution #: 1331**, which motion was seconded by Commissioner **Baptista**. All were in favor of this resolution.

**EXECUTIVE SESSION**

**Commissioner Larsen** moved to enter Executive Session which motion was seconded by **Commissioner Turdo** at 6:50 PM. Upon roll call the motion was unanimous.

**Commissioner Turdo** moved to exit Executive Session, which motion was seconded by **Commissioner Larsen** at **7:18 PM**. Upon roll call the motion was unanimous.

**Commissioner Mugavero** moved to re-enter into Regular Session at **7:18PM**; which motion was seconded by **Commissioner Baptista**.

**ADJOURNMENT**

There being no further business to come before this Authority, **Commissioner Baptista** moved at the call of **Chairman Shelly**, the meeting be adjourned, which motion was seconded by **Commissioner Mugavero**. Upon roll call the motion was unanimous. The meeting was adjourned at **7:22PM**, August 5, 2015.

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

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**JAMES M. SHELLY**  
Chairman