

**MINUTES OF THE SEPTEMBER 10, 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 **September 10, 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 6:10 PM and upon roll call the following members were present: Commissioners Shelly, Franceschino, Korp, Larsen, Mugavero, and Turdo. Commissioner Baptista was excused upon request. Also present were Property Manager Kevin DeGerolamo, Property Manager Nan Quinn, Executive Director/Secretary-Treasurer W. Paul Rummerfield, & Attorney Katie Fina.

OTHERS PRESENT: One (1) Member 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**

*Commissioner Korp* moved to open Public Comment for Flat Rent Lease Amendment Discussion; which was seconded by *Commissioner Larsen*. All were in favor of this motion.

*Chairman Shelly* opened the meeting for Public Discussion on the Flat Rent Lease Amendment. There were no public comments.

*Commissioner Korp* moved to close Public Comment for Flat Rent Lease Amendment; which motion was seconded by *Commissioner Larsen*. All were in favor of this motion.

**VISITORS - None**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF August 13, 2014**

*Commissioner Korp* moved to approve the Minutes of the Regular Meeting of August 13, 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		Larsen	Baptista
Franceschino		Mugavero	
Korp			
Turdo			

**BILLS – August, 2014**

*Commissioner Korp* moved to approve the bills list for August, 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 August, 2014

Executive Director Rummerfield reported on the Move- ins for August, 2014

Executive Director Rummerfield reported on the List of applications for August, 2014

Executive Director Rummerfield reported on the Vacancies for August, 2014

**REPORT OF COMMITTEES**

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

MAINTENANCE

Executive Director Rummerfield reviewed the Monthly Activity Report and advised that Maintenance is busy preparing for the REAC Inspection.

RESIDENTSDEVELOPMENT/MODERNIZATION

Executive Director Rummerfield gave an update on the Andover-Kent project.

PERSONNEL

Executive Director Rummerfield advised Board that we are reviewing/updating the Personnel Policy. He requested that the Personnel Committee should meet and review prior sending it out for attorney review.

**ADMINISTRATIVE REPORT**Executive Director's Report

Executive Director Rummerfield advised that PHA subsidized 14 pool passes for residents; 8 family passes, 4 individual passes, and 2 senior citizen passes for a total of \$1,330.00.

Executive Director Rummerfield asked the Board of Commissioners to pass a motion to permit the use of the Second Floor in the Community Building for Wrestling Practices for the town youth organizations and high school wrestlers pending receipt of the signed Hold Harmless Agreement and Certificate of Insurance. He advised that organizations will be attempting to recruit residents for their youth programs and that PHA could possibly pay the application fees for PHA residents. After discussion, Commissioner Franceschino moved to approve the motion; which motion was seconded by Commissioner Turdo. All were in favor of this motion.

Executive Director Rummerfield requested the Board's approval to reject all bids for Exterminating Services and to go out to rebid. Commissioner Mugavero moved to approve Mr. Rummerfield's recommendation; which was seconded by Commissioner Turdo. All were in favor of this motion.

**NEW BUSINESS****Resolution #: 1251** Approval of Partial Payment to JG Drywall

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$98,784 to *JG Drywall* for Renovations to Andover-Kent Towers.

Commissioner Mugavero moved to adopt **Resolution #: 1251**, which motion was seconded by Commissioner Turdo. All were in favor of this resolution.

**Resolution #: 1252** Approval of Payment to Pride Construction

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$3,800 to *Pride Construction* for Replacement of Concrete Steps and Landing at 580 Green Street.

Commissioner Turdo moved to adopt **Resolution #: 1252**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

**Resolution #: 1253** Approval of Payment to Sebco Laundry Systems

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,517 to *Sebco Laundry Systems* for the purchase of a front load washer.

Commissioner Turdo moved to adopt **Resolution #: 1253**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

**Resolution #: 1254** Aton Computing

**BE IT RESOLVED**, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Computer/Network/Software Maintenance Services to "Aton Computing" at the rate of \$115 per hour.

Commissioner Franceschino moved to adopt **Resolution #: 1254**, which motion was seconded by Commissioner Turdo. All were in favor of this resolution.

**Resolution #: 1255** Approval of Flat Rent Significant Amendment

**WHEREAS**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby amends its flat rent policies to comply with the statutory changes contained within, Public Law 113-76, the Fiscal Year 2014 Appropriation Act.

**WHEREAS**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* will set the flat rental amount for each public housing unit that complies with the requirement that all flat rents be set at no less than 80 percent of the applicable Fair Market Rent (FMR) adjusted, if necessary, to account for reasonable utilities costs. The new flat rental amount will apply to all new program admissions effective October 1, 2014. For current program participants that pay the flat rental amount, the new flat rental amount will be offered, as well as the income-based rental amount, at the next annual rental option.

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* will place a cap on any increase in a family's rental payment that exceeds 35 percent, and is a result of changes to the flat rental amount as follows:

- Multiply the existing flat rental payment by 1.35 and compare that to the updated flat rental amount;
- The PHA will present two rent options to the family as follows:

- The lower of the product of the calculation and the updated flat rental amount; and
- The income based rent.

Commissioner Turdo moved to adopt **Resolution #: 1255**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

**Resolution #: 1256** Approval of Partial Payment to JG Drywall

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$142,590 to *JG Drywall* for Renovations to Andover-Kent Towers.

Commissioner Turdo moved to adopt **Resolution #: 1256**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

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**EXECUTIVE SESSION**

*None*

**ADJOURNMENT**

There being no further business to come before this Authority, **Commissioner** Mugavero moved at the call of **Chairman Shelly**, the meeting be adjourned, which motion was seconded by **Commissioner** Franceschino. Upon roll call the motion was unanimous. The meeting was adjourned at 6:55 PM, September 10, 2014.

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

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**JAMES M. SHELLY**  
Chairman