

**MINUTES OF THE SEPTEMBER 2, 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 **September 2, 2015 at 5:30 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 Shelly, Baptista, Franceschino, Korp, Larsen, Mugavero, & Turdo. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

There were 9 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 ANNUAL MEETING OF August 5, 2015

Commissioner Turdo moved to approve the Minutes of the Annual Meeting of August 5, 2015; which motion was seconded by **Commissioner Baptista**. Upon roll call the motion was as follows:

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

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF August 5, 2015

Commissioner Turdo moved to approve the Minutes of the Regular Meeting of August 5, 2015; 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		Franceschino	
Larsen		Korp	
Mugavero			
Shelly			
Turdo			

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF August 5, 2015

Commissioner Turdo moved to approve the Minutes of the Regular Meeting of August 5, 2015; which motion was seconded by **Commissioner Baptista**. Upon roll call the motion was as follows:

AYES

Baptista
Larsen
Mugavero
Shelly
Turdo

NAYS**ABSTAINS**

Franceschino
Korp

ABSENT**BILLS –August, 2015**

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

COMMUNICATIONS –

Food Bank Letter from NORWESCAP

REPORT OF THE SECRETARY – TREASURER

Executive Director Rummerfield reported on the Move-ins for August, 2015.
Executive Director Rummerfield reported on the Move-outs for August, 2015.
Executive Director Rummerfield reported on the List of applications for August, 2015.
Executive Director Rummerfield reported on the Vacancies for August, 2015. ED Rummerfield advised that the vacancies have increased.

REPORT OF COMMITTEES**FINANCE/BANK BALANCES**

The List of Investments and Bank Balances were reviewed for August, 2015.
Fee accountant has been in working on unaudited financial reports.
Tom has been in contact with auditor to schedule the fall audit.

MAINTENANCE

Executive Director Rummerfield discussed the vacancies and advised that the staff is doing a great job turning them around.

RESIDENTS

Executive Director Rummerfield advised that the RAB committee will be meeting with tenants from the John F. O'Donnell apartments.
ED Rummerfield updated the board on the mold issue where tenant is scheduled for Court in October.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised that there are still some minor issues with the roof and downspouts at the Andover-Kent building. He advised that if we do not hear from the GC by the end of the week that we will be contacting the bond company.

PERSONNEL

Executive Director Rummerfield advised that Property Manager Quinn's last day was on Monday, August 31st. He advised that Operations/Facilities Manager Hirosky is getting acclimated to the office.

ADMINISTRATIVE REPORT

Executive Director asked for board approval of the key request form for family/friends and businesses requesting keys to the high rise apartments. ***Commissioner Korp*** moved to approve the key request forms, which motion was seconded by ***Commissioner Turdo***. Upon roll call motion was unanimous.

Executive Director Rummerfield advised that the Warren County Representative for Meals on Wheels contacted him to ask if we would be able to provide office space and a meeting place for volunteers to pick up meals since the hospital has decided they are unable to house them any longer. After discussion, a motion was made by ***Commissioner Baptista***, which was seconded by ***Commissioner Franceschino***. Upon roll call motion was unanimous.

Executive Director Rummerfield and Property Manager DeGerolamo met with the Mayor, Town Attorney, Phillipsburg Police Chief and Captain in reference to issues happening at the housing authority.

PUBLIC COMMENT:

Several tenants of the Heckman House attended meeting to voice concerns.

NEW BUSINESS:**RESOLUTION#: 1332 -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 **\$2,340.00** to "Appliance Brokers, LTD" for the purchase of new refrigerators.

Commissioner ***Baptista*** moved to adopt *Resolution #:* **1332**, which motion was seconded by Commissioner ***Franceschino***. All were in favor of this resolution.

RESOLUTION#: 1333 - Payment to "Northeast Alarm & Surveillance, LLC"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of **\$15,210.00** to Northeast Remote Alarm & Surveillance for Installation of Video Cameras at the Andover-Kent Towers and John F. O'Donnell Apartment Complexes.

Commissioner ***Baptista*** moved to adopt *Resolution #:* **1333**, which motion was seconded by Commissioner ***Mugavero***. All were in favor of this resolution.

RESOLUTION#: 1334 -Payment to "MTB Electric"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of **\$9,900.00** to "MTB Electric" for the installation of 14 roof exhaust fans for 24-4.

Commissioner ***Mugavero*** moved to adopt *Resolution #:* **1334**, which motion was seconded by Commissioner ***Baptista***. All were in favor of this resolution.

EXECUTIVE SESSION

Commissioner Baptista moved to enter Executive Session which motion was seconded by ***Commissioner Franceschino*** at **6:18** PM. Upon roll call the motion was unanimous.

Commissioner Larsen moved to exit Executive Session, which motion was seconded by ***Commissioner Baptista*** at **7:10 PM**. Upon roll call the motion was unanimous.

Commissioner Turdo moved to re-enter into Regular Session at **7:10 PM**; which motion was seconded by ***Commissioner Korp***.

Executive Director Rummerfield requested authorization for NQ's vacation and sick time pay. ***Commissioner Baptista*** moved to approve sick and vacation time payment to retired employee NQ, which was seconded by ***Commissioner Larsen***. Upon roll call the motion was unanimous.

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 Franceschino***. Upon roll call the motion was unanimous. The meeting was adjourned at **7:12 PM**, September 2, 2015.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman