

**MINUTES OF THE SEPTEMBER 5, 2018 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 5, 2018 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 Chairman Korp at **6:32 PM** and upon roll call the following members were present: Commissioners: Baptista, Franceschino, Korp, Larsen, Mugavero, & Shelly. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

Commissioner Swick was absent.

There was **one** member of the public present.

Chairman Korp 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 Korp directed said announcement be entered in the minutes of the meeting.

VISITORS – None

APPROVAL OF THE MINUTES OF THE ANNUAL MEETING OF AUGUST 1, 2018

Commissioner Baptista moved to approve the Minutes of the Regular Meeting of August 1, 2018, 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>
Baptista			Swick
Franceschino			
Korp			
Larsen			
Mugavero			
Shelly			

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 1, 2018

Commissioner Franceschino moved to approve the Minutes of the Executive Meeting of August 1, 2018, 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			Swick
Franceschino			
Korp			
Larsen			
Mugavero			
Shelly			

BILLS –August, 2018

Commissioner **Baptista** moved to approve the bills list for August 2018; which motion was seconded by Commissioner **Shelly**. All were in favor of this motion.

COMMUNICATIONS - None

REPORT OF THE SECRETARY – TREASURER

Executive Director Rummerfield reported on the Move-ins for August 2018
 Executive Director Rummerfield reported on the Move-outs for August 2018
 Executive Director Rummerfield reported on the Vacancies for August 2018
 Executive Director Rummerfield reported that the list is currently closed.

REPORT OF COMMITTEESFINANCE/BANK BALANCES

Executive Director Rummerfield updated the board on the audit appeal.

MAINTENANCE

Executive Director Rummerfield gave an update on the maintenance department.

RESIDENTS

Executive Director Rummerfield gave an update on the elevator situation at the Andover-Kent Towers. He advised that the parts are supposed to be in some time in October and the company will be working double shifts to get the repairs completed in a timely fashion.

He gave historical data for the availability of the elevator and advised that since the down time is going to be far less than originally anticipated the transfer of tenants had been put on hold. He further advised that if transfers are necessary, the list is based on disability and availability.

Executive Director Rummerfield also advised that we are having problems with residents in the Heckman House smoking on housing property. He advised that he has had several complaints about tenants smoking on the benches, so they are going to remove the benches.

Executive Director Rummerfield advised that we have a tenant that has a credit of \$1,237.00 since she continued to pay rent during the time when her rent was being decreased. The tenant requested a reimbursement of \$200.00. The board advised that if she has a credit of \$1,237.00 the funds should be returned to her.

Commissioner Baptista made a motion to refund the above-mentioned tenant the entire credit amount of \$1,237.00, which was seconded by Commissioner Franceschino. All were in favor of the motion.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised that the counter in the front office was thicker than the original, so new glass is being installed. The new glass will have amplifiers in the windows.

PERSONNEL

Executive Director Rummerfield advised that we have a maintenance staff member who is resigning as of October, 2018 to pursue other interests, but is very appreciative of his time here. He also

advised that he is looking into hiring a new maintenance worker to work partially here and partially at Newton.

ADMINISTRATIVE REPORT

Executive Director Rummerfield advised that we received a letter from HUD approving our RAD application to convert from Section 9 to Section 8.

He asked if the board was still interested in converting as we have 30 days to convert in the PIC System. The board advised they are still very interested.

Mr. Rummerfield also asked the board if they are still interested in a Demo Disposition of the Heckman Terrace Annex. They advised they are still interested.

Mr. Rummerfield advised the board that he is still awaiting a letter from the Mayor for Section 8. He advised that the Mayor is very apologetic for not signing it but has promised to come in to sign as he was unable to get here the several times he was scheduled to.

Executive Director Rummerfield advised that we send a Letter of Interest to RAD on behalf of Newton Housing Authority also.

Executive Director Rummerfield advised that we are going to have a round table meeting with the tenants on October 3, 2018 at 5:30PM in the Community Building. He further advised that there is a Philanthropic Round Table Meeting for EnVision scheduled on October 16, 2018.

Executive Director Rummerfield advised that we were invited to attend a "Housing Authority Re-entry Summit" with Senator Booker on Monday, September 10, 2018. The event is on "trying to assist tenants who have gone off the straight and narrow".

NEW BUSINESS:

RESOLUTION#: 1627- Approval of Payment to "Newegg Business, Inc."

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$2,429.07 to "*Newegg Business, Inc.*" for Electronic Equipment.

Commissioner Mugavero moved to adopt Resolution #: **1627**, which motion was seconded by **Commissioner Shelly**. All were in favor of this resolution.

RESOLUTION#: 1628- Approval of Payment to "Newegg Business, Inc."

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,102.88 to "*Newegg Business, Inc.*" for Electronic Equipment.

Commissioner Shelly moved to adopt Resolution #: **1628**, which motion was seconded by **Commissioner Larsen**. All were in favor of this resolution.

RESOLUTION#: 1629- Approval of Payment to "Magic Touch Construction"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$19,345.20 to "*Magic Touch Construction*" for LED Installation Labor & Material for the Heckman House.

Commissioner Shelly moved to adopt Resolution #: **1629**, which motion was seconded by *Commissioner Larsen*. All were in favor of this resolution.

RESOLUTION #: 1630- Approval of Payment to “Home Depot Credit Services”
BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$2,890.00 to “*Home Depot Credit Services*” for 11-inch round LED edge light flush mount & LED under cabinet light.
Commissioner Franceschino moved to adopt Resolution #: **1630**, which motion was seconded by *Commissioner Larsen*. All were in favor of this resolution.

RESOLUTION #: 1631- Approval of Payment to “Diefenderfer Electrical Contractors”
BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$19,560.88 to “*Diefenderfer Electrical Contractors*” for emergency repairs from power outage in the family units on July 27, 2018 due to lightning striking a transformer for health and safety concerns for the tenants.
Commissioner Baptista moved to adopt Resolution #: **1631**, which motion was seconded by *Commissioner Franceschino*. All were in favor of this resolution.

RESOLUTION#: 1632- Approval of Payment to “Tremco/Weatherproofing Technologies, Inc.”
BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$126,005.25 to “*Tremco/Weatherproofing Technologies, Inc.*” for AMP II Roofing Materials.
Commissioner Shelly moved to adopt Resolution #: **1632**, which motion was seconded by *Commissioner Franceschino*. All were in favor of this resolution.

RESOLUTION #: 1633 - Approval for two-month Extension of Temporary Shared Services with Newton Housing Authority
BE IT RESOLVED, the *Board of Commissioners’ of the Housing Authority of the Town of Phillipsburg* hereby authorizes the Phillipsburg Housing Authority and the Executive Director to enter into a two (2) month extension expiring on October 31, 2018 for the shared services agreement with the Newton Housing Authority to continue to provide managerial services on a temporary basis.
Commissioner Baptista moved to adopt Resolution #: **1633**, which motion was seconded by *Commissioner Franceschino*. All were in favor of this resolution.

EXECUTIVE SESSION

Commissioner Larsen moved to enter Executive Session which motion was seconded by *Commissioner Baptista* at **7:38 PM**. Upon roll call the motion was unanimous.

Commissioner Larsen moved to exit Executive Session, which motion was seconded by *Commissioner Mugavero* at **7:43PM**. Upon roll call the motion was unanimous.

Commissioner Baptista moved to re-enter into Regular Session **7:43 PM**; which motion was seconded by *Commissioner Mugavero*.

PUBLIC COMMENTS - None**ADJOURNMENT**

There being no further business to come before this Authority, *Commissioner Baptista* moved at the call of *Chairman Korp*, the meeting be adjourned, which motion was seconded by *Commissioner Mugavero*. Upon roll call the motion was unanimous. The meeting was adjourned at 7:44 PM, September 5, 2018.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JOHN KORP
Chairman