

**MINUTES OF THE SEPTEMBER 6, 2017 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 6, 2017 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: Franceschino, Korp, Mugavero, Scerbo, Shelly, & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield. The following member was absent: Commissioner Larsen.

There was one (1) 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

PUBLIC COMMENT:

SW attended to inquire and voice her concerns about the elevator at AK. Executive Director Rummerfield updated her on the situation.

APPROVAL OF THE MINUTES OF THE ANNUAL MEETING OF AUGUST 2, 2017

Commissioner Franceschino moved to approve the Minutes of the Annual Meeting of August 2, 2017, which motion was seconded by **Commissioner Scerbo**. Upon roll call the motion was as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>	<u>ABSENT</u>
Franceschino			Larsen
Korp			
Mugavero			
Scerbo			
Shelly			
Swick			

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 2, 2017

Commissioner Mugavero moved to approve the Minutes of the Regular Meeting of August 2, 2017, which motion was seconded by **Commissioner Scerbo**. Upon roll call the motion was as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>	<u>ABSENT</u>
Franceschino			Larsen
Korp			
Mugavero			
Scerbo			
Shelly			
Swick			

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF AUGUST 2, 2017

Commissioner Franceschino moved to approve the Minutes of the Executive Meeting of August 2, 2017, which motion was seconded by **Commissioner Shelly**. Upon roll call the motion was as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>	<u>ABSENT</u>
Franceschino			Larsen
Korp			
Mugavero			
Scerbo			
Shelly			
Swick			

BILLS –August, 2017

Commissioner Shelly moved to approve the bills list for August, 2017; which motion was seconded by **Commissioner Swick**. All were in favor of this motion.

COMMUNICATIONS - NORWESCAP SUMMER FOOD PROGRAM**REPORT OF THE SECRETARY – TREASURER**

Executive Director Rummerfield reported on the Move-ins for August 2017.
 Executive Director Rummerfield reported on the Move-outs for August 2017.
 Executive Director Rummerfield reported on the List of applications for August 2017
 Executive Director Rummerfield reported on the Vacancies for August 2017.

REPORT OF COMMITTEES**FINANCE/BANK BALANCES**

Executive Director Rummerfield advised that our accountant was in the office for two days working with our bookkeeper on completing the unaudited financial reports for the fiscal year ending June 2017. He advised that everything looks good and he will be submitting it to HUD. We will then schedule the Auditor for their review.

MAINTENANCE

Executive Director Rummerfield advised that August was a busy month and a lot was accomplished. There were 3 separate Ric Wel leaks under tenant buildings that were repaired. Kitchen floor was replaced at 606 Green and hardwood floors were repaired at 578 & 580 Green.

The old Annex Maintenance Building and site was cleaned up and repaired. We excavated and built a retaining wall at the site in preparation of a new storage building. The first-floor hallway area was painted and new lights were installed in the hallways.

New drop ceilings and lights were installed in the two community rooms at John F. O'Donnell.

Training was given on the new TP Foam machines that will be used on the 3 high rise garbage chutes.

Mr. Rummerfield advised that we would be going out to bid for just labor for some of the jobs in the terrace, as it should be more cost effective.

RESIDENTS

Executive Director Rummerfield advised that Piazza's Farm was in on 3 separate occasions for residents to purchase fresh fruits and vegetables. He further advised that Piazza's will be coming back again on September 25th, October 10th & 17th.

Mr. Rummerfield also advised that we were able to arrange for 30 of our young residents to get free back to school haircuts provided by the generosity of the Mall Barber Shop. We will be sending a thank you on behalf of the board and staff.

DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield updated the board on projects that are planned for the future including Tenant Front Porches, Bathrooms, Bedroom Bungalow Kitchens, Flooring, & Gutters & Downspouts.

PERSONNEL

Executive Director Rummerfield advised there were two employee resignations in the month of August.

ADMINISTRATIVE REPORT

Executive Director Rummerfield advised that the fence off of Roseberry & Green Streets, along the railroad tracks was started and about half complete. He advised that he reached out to the Town Engineer to visit the site to address a drainage/flooding issue. The Engineer was on vacation and advised he will call when he gets back.

Executive Director Rummerfield requested added signatories to the checks due to conflicting work schedules, vacations and illnesses that may occur with the current commissioners.

Commissioner Scerbo moved to approve the addition of James Shelly and Michael Swick as additional designated Commissioners authorized to execute checks on behalf of the Phillipsburg Housing Authority which motion was seconded by Commissioner Mugavero. Upon roll call the motion was unanimous.

Mr. Rummerfield advised that the summer hours were met with great enthusiasm with the employees and advised that the employees were very excited about the change. He advised that several employees had expressed an interest in having them remain 8 to 4. The board approved the change of hours by Resolution #: 1526.

Executive Director Rummerfield made a recommendation to exercise the second-year option for pest control services from Ehrlich, Co. Inc. at the rate of \$149 per week. Motion was made to exercise the second-year option for Ehrlich, Co., Inc. at the rate of \$149 per week by **Commissioner Franceshino** and seconded by **Commissioner Mugavero**. All were in favor of the motion.

NEW BUSINESS:

RESOLUTION#: 1513 - Approval of 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 **\$4,015.40** to "MTB Electric" for six (6) lights along the side of the units on Roseberry Street.

Commissioner Shelly moved to adopt Resolution #: **1513**, which motion was **seconded by Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1514 - Approval of Payment to Ferguson Enterprises, Inc.

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of **\$38,712.36** to “*Ferguson Enterprises, Inc.*” for new toilets & hardware and bathroom faucets.

Commissioner Mugavero moved to adopt Resolution #: **1514**, which motion was **seconded by *Commissioner Scerbo***. All were in favor of this resolution.

RESOLUTION#: 1515 - Approval of Payment to Lobb Roofing

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of **\$36,399.87** to “*Lobb Roofing*” for gutters and downspouts for 24-1.

Commissioner Franceschino moved to adopt Resolution #: **1515**, which motion was **seconded by *Commissioner Shelly***. All were in favor of this resolution.

RESOLUTION#: 1516 - 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 **\$24,670.04** to “*Home Depot Credit Services*” for Bathroom Exhaust Fans & Kitchen Faucets for 24-1.

Commissioner Swick moved to adopt Resolution #: **1516**, which motion was **seconded by *Commissioner Shelly***. All were in favor of this resolution.

RESOLUTION#: 1517 - Approval of Payment to Lowe’s Home Center

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of **\$24,551.98** to “*Lowe’s Home Center*” for awning materials for 24-2.

Commissioner Shelly moved to adopt Resolution #: **1517**, which motion was **seconded by *Commissioner Mugavero***. All were in favor of this resolution.

RESOLUTION#: 1518 - 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 **\$35,938.48** to “*Home Depot Credit Services*” for flooring for Heckman House and John F. O’Donnell & Annex Bathrooms.

Commissioner Franceschino moved to adopt Resolution #: **1518**, which motion was **seconded by *Commissioner Mugavero***. All were in favor of this resolution.

RESOLUTION#: 1519 - 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 **\$4,982.25** to “*Home Depot Credit Services*” for 1x4 LED Edge Lit Flat Panel Flush mount and Frigidare Refrigerators.

Commissioner Shelly moved to adopt Resolution #: **1519**, which motion was **seconded by *Commissioner Mugavero***. All were in favor of this resolution.

RESOLUTION#: 1520 - 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 **\$5,350.39** to “*Home Depot Credit Services*” for High Rise LED Lighting.

Commissioner Mugavero moved to adopt Resolution #: **1520**, which motion was **seconded by *Commissioner Scerbo***. All were in favor of this resolution.

RESOLUTION#: 1521 - Approval of Payment to Northeast Remote Surveillance

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of **\$9,000.00** to “*Northeast Remote Surveillance*” for Watson PTZ, Comtec repairs & adjustments, PTZ Camera Dome Replacements, Watson Bridge Replacement, 4 MegaPixel Fixed Camera.

Commissioner Scerbo moved to adopt Resolution #: **1521**, which motion was **seconded by Commissioner Shelly**. All were in favor of this resolution.

RESOLUTION#: 1522 - Approval of Payment to Franklin-Griffith LLC

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of **\$2,180.70** to “*Franklin-Griffith, LLC*” for Green Street LED Parking Lot Lights.

Commissioner Shelly moved to adopt Resolution #: **1522**, which motion was **seconded by Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1523-Approval to temporarily close ALL PHA Waiting Lists

WHEREAS, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* is desirous of closing all PHA waiting lists due to the excessive number of public housing applicants waiting for assistance.

BE IT RESOLVED, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby approves the closing of all Waiting Lists, effective immediately.

Commissioner Shelly moved to adopt Resolution #: **1523**, which motion was **seconded by Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION #: 1524 - Approval for the Amendment of Write-offs for June, 2017 for Amp I

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby accepts the recommendation of the Executive Director for the following amended amounts to be written-off accounts of the Housing Authority totaling **\$ 101,635.78** for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 68,871.00
Vacate Charges	\$ 19,600.38
Other monies owed	\$ 13,164.40
<u>TOTAL WRITE-OFFS AMP I</u>	<u>\$101,635.78</u>

Commissioner Franceschino moved to adopt Resolution #: **1524**, which motion was **seconded by Commissioner Mugavero**. All were in favor of this resolution.

RESOLUTION #: 1525 - Approval for the Amendment of Write-offs for June, 2017 for Amp II

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby accepts the recommendation of the Executive Director for the following amended amounts to be written-off accounts of the Housing Authority totaling **\$ 6,423.90** for the following:

<u>Amp II</u>	
Rent Losses	\$ 3,808.48
Vacate Charges	\$ 2,175.42
Other monies owed	\$ 440.00
<u>TOTAL WRITE-OFFS AMP II</u>	<u>\$ 6,423.90</u>

Commissioner Shelly moved to adopt Resolution #: **1525**, which motion was **seconded by Commissioner Franceschino**. All were in favor of this resolution.

RESOLUTION#: 1526 - Approval to Amend PHA Personnel Policy Section V - Hours of Work from 8:30 AM - 4:30 PM to 8:00 AM to 4:00 PM

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes the amendment of Section V of the PHA Personnel Policy changing the hours of work from 8:30 AM -4:30 PM to 8:00 AM to 4:00 PM.

Commissioner Swick moved to adopt Resolution #: **1526**, which motion was **seconded by Commissioner Shelly**. All were in favor of this resolution.

EXECUTIVE SESSION

Commissioner Swick moved to enter Executive Session which motion was seconded by **Commissioner Franceschino** at **7:30 PM**. Upon roll call the motion was unanimous.

Commissioner Mugavero moved to exit Executive Session, which motion was seconded by **Commissioner Swick** at **8:20 PM**. Upon roll call the motion was unanimous.

Commissioner Franceschino moved to re-enter into Regular Session at **8:20 PM**; which motion was seconded by **Commissioner Shelly**.

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 Scerbo**. Upon roll call the motion was unanimous. The meeting was adjourned at **8:20 PM**, September 6, 2017.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JOHN KORP
Chairman