

**MINUTES OF THE SEPTEMBER 7, 2016 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 7, 2016 at 6:30 PM**, in the offices of the Housing Authority, 530 Heckman Street, Phillipsburg, New Jersey.

Commissioner Bianca Scerbo was sworn in at 6:32 PM.

*Pledge of Allegiance*

The meeting was called to order by Executive Director Rummerfield at **6:35 PM** and upon roll call the following members were present: Commissioners: Franceschino, Korp, Larsen, Mugavero, Scerbo, & Swick. Also present was Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following member was absent: Commissioner Baptista

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**

**APPROVAL OF THE MINUTES OF THE ANNUAL MEETING OF AUGUST 3, 2016**

**Commissioner Swick** moved to approve the Minutes of the Regular Meeting of August 3, 2016; 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>
Franceschino		Scerbo	Baptista
Korp			
Larsen			
Mugavero			
Swick			

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 3, 2016**

**Commissioner Franceschino** moved to approve the Minutes of the Regular Meeting of August 3, 2016; 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>
Franceschino		Scerbo	Baptista
Korp			
Larsen			
Mugavero			
Swick			

**APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF AUGUST 3, 2016**

**Commissioner Mugavero** moved to approve the Minutes of the Executive Meeting of August 3, 2016; which motion was seconded by **Commissioner Swick**. Upon roll call the motion was as follows:

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

**BILLS –August, 2016**

**Commissioner Franceschino** moved to approve the bills list for August, 2016; which motion was seconded by **Commissioner Larsen**.

**COMMUNICATIONS – NONE****REPORT OF THE SECRETARY – TREASURER**

Executive Director Rummerfield reported on the Move-ins for August, 2016.  
 Executive Director Rummerfield reported on the Move-outs for August, 2016.  
 Executive Director Rummerfield reported on the List of applications for August, 2016.  
 Executive Director Rummerfield reported on the Vacancies for August, 2016.

**REPORT OF COMMITTEES**

**FINANCE/BANK BALANCES** – Executive Director Rummerfield advised that the PHA Accountant, William Katchen was in to review the unaudited financials. He stated that the unit turnovers and vacancies are doing well. He advised that rent collections could be better, but the unaudited financials look good. Mr. Rummerfield further advised that the auditors are scheduled for December.

**MAINTENANCE**

Executive Director Rummerfield advised that maintenance has been working on vacancies as they come in and working on the Maintenance Building on Elm Avenue that was vandalized. He advised that the maintenance staff is doing a very nice job.

**RESIDENTS**

Executive Director Rummerfield advised that the Air Handler was down at the Heckman House. There were a few issues with one company going out of business. The company that took over delivered the wrong unit, but it is now up and running.

Mr. Rummerfield advised that a call was received from a tenant advising that two gentlemen were buzzing her apartment trying to get in after 11:30 PM. They were trying to get someone to open the door to let them in. They were seen on the video, a picture was posted on each floor and a memo was sent to tenants in all high rises reminding them not to allow anyone into the building unless they were visiting them.

Mr. Rummerfield advised that there was a leak in the roof on the 5<sup>th</sup> floor of the Heckman House. Bids should be going out this week.

Mr. Rummerfield advised that he had a discussion with the auditor in reference to fees for damages when a tenant vacates. He advised that there wasn't a charge previously, but there currently are charges for damages and repairs. He advised that the auditor suggested increasing the security deposit since many tenants leave and do not pay their balances due. He advised that we currently charge \$100. The auditor states that we can charge a month and a half rent for security. Mr. Rummerfield asked the board if they would like to increase it to either \$250, \$500 or another fair amount. Commissioners asked ED Rummerfield to investigate to determine what a fair amount would be.

#### DEVELOPMENT/MODERNIZATION

Executive Director Rummerfield advised that Netta Architects had supplied us with suggestions that were not in line with what we spoke about doing. He advised that a meeting has been scheduled to go over their suggestions.

#### PERSONNEL

Executive Director Rummerfield asked the commissioners to consider revising the Personnel Policy in regard to Bereavement Days. The commissioners asked him to investigate a couple of other policies to see what they offer.

#### **ADMINISTRATIVE REPORT**

Executive Director Rummerfield reported that the Crime Statistics report was sent out to the DCA.

Mr. Rummerfield advised that PHA met with Sarah Shoemaker from the Warren County Health Department. They asked if we would consider being a distribution center for our developments in the event of a Bio-Terrorism attack. They advised that they cannot logistically hand out antibiotics to everyone in the county by themselves. The board advised that they were in favor of us being a distribution center.

Mr. Rummerfield advised the board that Mr. Joseph Marchie would be receiving \$2,918.00 for unused vacation days.

Mr. Rummerfield advised that Zufall Health had visited the authority on three separate occasions in attempt to offer affordable health care to our tenants and other residents of the town. They will be coming back again.

Mr. Rummerfield advised the board that Piazza's Farm had visited all three of our high rise buildings for a "mini" farmer's market. The tenants who attended seemed very pleased. It is a great help to those who do not have transportation. Mr. Rummerfield advised that Piazza's has graciously offered to bring their farmer's market back again before the close of the season.

#### **NEW BUSINESS:**

#### **RESOLUTION#: 1427- Approval of Indemnity and Trust Agreement for the New Jersey Public Housing Authority Joint Insurance Fund Membership Renewal**

*BE IT RESOLVED*, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby approves the Continued Membership in the New Jersey Public Housing Authority Joint Insurance Fund (JIF).

Commissioner Mugavero moved to adopt **Resolution #: 1427**, which motion was seconded by Commissioner Larsen. All were in favor of this resolution.

**RESOLUTION#: 1428 -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 \$1,665.76 to "Home Depot Credit Services" for the 504 Kneedler Avenue.

Commissioner Franceschino moved to adopt **Resolution #: 1428**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

**RESOLUTION#: 1429 -Payment to "New Jersey Door Works, LLC"**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$2,499.00 to "New Jersey Door Works, LLC" to replace wrestling room exterior door.

Commissioner Larsen moved to adopt **Resolution #: 1429**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

**RESOLUTION#: 1430 -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 \$766.17 to "Ferguson Enterprises, Inc." for Plumbing & Bathroom Fixtures for Annex Maintenance Building.

Commissioner Larsen moved to adopt **Resolution #: 1430**, which motion was seconded by Commissioner Franceschino. All were in favor of this resolution.

**RESOLUTION#: 1431- Changes to ACOP**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* desires to amend the following sections of the ACOP:

Section II - E, # 3 & 6

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the amendments to the Admission and Continued Occupancy Policy - effective September 7, 2016.

Commissioner Larsen moved to adopt **Resolution #: 1431**, which motion was seconded by Commissioner Swick. All were in favor of this resolution.

**RESOLUTION #: 1432 - Amendment to Resolution #: 1415 - Write-offs for June, 2016**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby accepts the recommendation of the Executive Director for the following amendment for the amounts to be written-off accounts of the Housing Authority totaling \$ 32,624.17 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
<b>AMENDED WRITE-OFFS AMP I</b>	<b>\$31,600.56</b>
 <u>Amp II</u>	
<b>AMENDED WRITE-OFFS AMP II</b>	<b><u>\$ 1,023.61</u></b>
<b>TOTAL AMENDED WRITE-OFFS</b>	<b>\$32,624.17</b>

Commissioner **Mugavero** moved to adopt **Resolution #: 1432**, which motion was seconded by Commissioner **Franceschino**. All were in favor of this resolution.

**PUBLIC COMMENT:**

NONE

**EXECUTIVE SESSION**

**Commissioner Mugavero** moved to enter Executive Session which motion was seconded by **Commissioner Swick** at **7:44 PM**. Upon roll call the motion was unanimous.

**Commissioner Larsen** moved to exit Executive Session, which motion was seconded by **Commissioner Mugavero** at **8:00 PM**. Upon roll call the motion was unanimous.

**Commissioner Swick** moved to re-enter into Regular Session at **8:00 PM**; which motion was seconded by **Commissioner Franceschino**.

**ADJOURNMENT**

There being no further business to come before this Authority, **Commissioner Franceschino** moved at the call of **Chairman Korp**, the meeting be adjourned, which motion was seconded by **Commissioner Swick**. Upon roll call the motion was unanimous. The meeting was adjourned at **8:01 PM**, September 7, 2016.

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

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**JOHN KORP**  
Chairman