

**MINUTES OF THE REGULAR MEETING OF THE HIGHTSTOWN HOUSING
AUTHORITY BOARD OF COMMISSIONERS OF THE HOUSING
WEDNESDAY, September 18th, 2013 AT 7:00 P.M.**

Call to Order: Chairperson Katherine Patten called meeting to order at 7:03 P.M.

Open Public Meetings Act Statement: In compliance with Chapter 213 of the Public Laws of 1975, Notice of this Meeting was given by way of the Annual Notice published in the Trenton Times, Princeton Packet and are posted on the calendar at The Hightstown Borough Municipal Building by the Authority and posted in a public place reserved for such announcements in the lobby of the Community Building of the Housing Authority Office.

Roll Call: by Keith LePrevost showed that those present and absent were as follows:

- **Present:** Allen Keith LePrevost, Executive Director, Commissioner Katherine Patten, Chair, Commissioner Esther Velázquez, Vice Chair Commissioner James Eufemia, Commissioner Brent Rivenburgh, Commissioner Carole Nelson and Commissioner Yolanda Swiney.
- **Also Present:** Gail Doran, Council Liaison
- **Absent:** Commissioner Robert Hung

Approval of Minutes: Regular Meeting Minutes of July 17th, 2013

Commissioner Eufemia moved the minutes which were seconded by Commissioner Velázquez. The motion was unanimously approved.

Committee Reports:

- **Personnel:** The personnel committee met and discussed the review of the Executive Director. They will complete and circulate the review for the next meeting.
- **By Laws:** Commissioner Patten discussed the need to have a meeting of the By Laws committee to discuss and refresh the policy. Commissioner Swiney agreed to participate on that committee. The meeting will be on October 3rd at 5:00PM.

Resolutions:

- **2013-7 To approve the operating budget for 2014.** Mr. LePrevost gave a presentation on the budget and outlined the spending plan. Commissioner Eufemia motioned to approve the budget which was seconded by Commissioner Nelson. A roll call vote was taken and unanimously approved.
- **2013-8 To approve the 2013 Capital Spending Plan.** Mr. LePrevost discussed the details of the 2013 Capital Spending plan. Commissioner Eufemia motioned to approve the Capitol plan which was seconded by Commissioner Nelson. A roll call vote was taken and unanimously approved.

Executive Director Report:

Mr. LePrevost discussed the following items:

- We are currently at 98% occupancy. We are currently renovating 3 apartments that have been leased. By the end of the month and those units will be occupied.
- Our Insulation and weatherization project is going very well. The crew from ISLES is working on site daily and they are very good with our residents and with our staff. The HVAC portion of the project will be starting later this fall with new thermostats. We

have completely inventoried all of our refrigerators on site with makes and model numbers. We replaced 17 refrigerators that did not meet the Energy Star program to date with building 1 still being evaluated. All together we will be **replacing 58** refrigerators with new Energy Star appliances at no cost to the HHA.

- The State of NJ inspector is thrilled with the renovations that have been done at our HA. He has authorized ISLES to expand their scope. (The comment was they have not spent enough money on our site- and the State has more to spend) We are now looking at expanding the number of refrigerators and including some lighting.
- I just received word from HUD that our Capital Fund for 2013 is being released in August. We will be receiving \$98,650 for 2013, with is about \$4000 less than last year. I have completed the HUD form 50075.1 (budget) and submitted it to HUD for review and distribution in our account.
- Kerry Miller from ANJEC scheduled a state wide conference on storm water at our community for September 10th at 7:00PM. We had a good turnout of about 25 people from around the state. We received a lot of praise for the appearance of our community.
- We have submitted press releases to NJNAHRO, PATCH and the Windsor Heights Herald for our storm water project. Our release was picked up by NJNAHRO and will be published in their annual newsletter that comes out later this month.
- Every resident has been notified of the smoke free policy change and nearly everyone has signed their acceptance of the policy. We will be ordering signage for each of the buildings and general site signage.
- A new bench to replace the old one has been placed near the rain garden. I installed a small concrete paver patio installed under the bench to make it easier to maintain.
- We have received our PHAS score for 2012. We have reached the “High Performing” status with HUD. We scored 92/100, with 8 points lost on physical plant. We are scheduled to receive our REAC physical plant inspection later this fall.
- We are testing new LED lighting both outside and in the apartments. We will be converting apartment upon turnover or on a scheduled basis (if we do not have vacates) to the LED fixtures. The advantages are long life- 15 years+ and very low energy usage which will save us money on utilities. The large exterior fixtures are being analyzed by Tri State light and energy for LED upgrades. There are rebates from the State for the installation of these fixtures we can take advantage of at this time.
- I have negotiated a deal with our laundry service company to provide all new equipment, including a new card system that will eliminate tokens. As part of this new 8 year contract, they will provide us \$3000 for the refurbishing of the laundry rooms!
- The Housing Authority and the Environmental Commission have been nominated for 2 awards. One is the ANJEC environmental achievement award and the other is the Governors Environmental Excellence Award. Both awards are competitive and the winners will be announced in October.

Financial Update: July-August, 2013

In review of the financial reports for the period of July 1 to August 31, 2013, the Hightstown Housing Authority completed the months with positive results. Cuts in federal funding are impacting our operations, but we have made the appropriate adjustments. Highlights include:

Income:

- Residential income has come in below budget due to turnover of units.
- Excess Utilities are above budget due to accurate counting of A\C units.
- Subsidy income was below budget due to the sequester.

Expenses:

- Salaries are all within our budgeted levels.
- Staff Training is over budget due to registration for a Rutgers class for a commissioner.
- Sundry Administrative is over budget due to the permit fees due to the Borough, advertising to open our wait lists and our boiler permit fees.
- Misc. Maintenance supplies are over budget due to the purchase of 3 new storm doors and the purchase of all new interior doors for an apartment that was renovated. Some of the cost of the interior doors is being charged to the resident.
- Water, Electric and Gas are under budget for the month due to milder temperatures and conservation measures.
- Health insurance (Blue Cross) is under budget and will continue under budget due to the death of a retired employee.

Open Public Meeting: At this time the public is invited and encouraged to participate in open forum. It is requested by the Chairman of the Board and the Commissioners of the Housing Authority that all comments and opinions be relevant and timely, and be expressed in a manner which contributes to and advances the orderly progress of the meeting and for all concerned. The Chairman or presiding Commissioner may determine that it is necessary to limit the amount of time allotted to speakers from the public.

No members from the public were present.

Announcements: The next meeting is scheduled for October 16th, 2013 at 7:00 pm.

Adjournment: The meeting was adjourned by a motion made at 8:05pm.

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director