

**MINUTES OF THE REGULAR MEETING OF THE HIGHTSTOWN HOUSING
AUTHORITY BOARD OF COMMISSIONERS OF THE HOUSING
WEDNESDAY, June 13th, 2013 AT 7:00 P.M.**

Call to Order: Chairperson Katherine Patten called meeting to order at 7:05 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 Carole Nelson, and Commissioner Yolanda Swiney.
- **Also Present:**
- **Absent:** Commissioner James Eufemia, Commissioner Robert Hung, Commissioner Brent Rivenburgh

Approval of Minutes: Regular Meeting Minutes of May 15th, 2012

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

Committee Reports:

- **Personnel:** Commissioner Patten would like to start the annual review process of the Executive Director. She asked Keith to begin the process of providing he self-examination for the committees review.

Resolutions:

- **2013-5 To** adopt the “Smoke Free Housing Policy” for the Hightstown Housing Authority. A motion to adopt the policy was made by Commissioner Nelson and seconded by Commissioner Velázquez. The motion was approved.
- **2013-6 To** adopt the “Ethics Policy” for the Hightstown Housing Authority. A motion to adopt the policy was made by Commissioner Nelson and seconded by Commissioner Swiney. The motion was approved.

Discussion Items:

- Keith discussed the progress being made by the Energy Auditors and the progress he is making in finding the resources to complete the energy improvements. Keith is working with several state agencies to fund the project so that we can accomplish our goal without having to finance the improvements.
- Keith has had a couple conversations with Tamara Lee who is the planner for the Borough regarding the redevelopment of South Academy Street. These are preliminary discussions to address funding sources and whether a project is feasible. Keith will keep the board up to date on any progress.

Executive Director Report:

Mr. LePrevost discussed the following items:

- We are currently at 99% occupancy. We have 2 move outs scheduled for the end of the month and those units have been leased.
- Peter and I have been working on the numbers from the energy audit and the proposed Energy Services Contract. The overall costs are higher than expected and I am working on modifying the project to fit within our budgets.
- I am working with ISLES E4 group on a project that will provide up to \$6500 dollars per unit in weatherization and energy upgrades to our property. ISLES has received a large State grant to provide energy upgrades, weatherization services and appliance upgrades to lower income families. I am meeting with their representative on Wednesday to review our apartments and see what they can do for us. This grant may provide the gap funding we needed to make our Energy Services Contract work.
- I have contacted HUD to discuss the funding of the Well Baby Clinic. We require HUD's approval to draw down on our reserves to pay for this project. At this time our 2013 Capitol fund has not been released, and our reserves are at the 6 months of operations number. I will feel more comfortable moving forward on this project as our reserves increase over the course of the summer.
- The storm water project has been completed. The Environmental Commission will be hosting an open house on June 22nd from 10-11AM to introduce our project to the public, members of ANJEC(Association of New Jersey Environmental Commissions), Sustainable Jersey and Stony Brook Millstone Watershed. We will also be inviting dignitaries from HUD and our local representatives. We are also hosting the Environmental Club from the Hightstown High School for a tour of our project.
- The annual audit has been completed and distributed to each member. The auditor is willing to come to our next meeting to discuss the audit and address any questions you may have. There were no findings or recommendations in the audit.
- We have received our funding notice for the balance of this fiscal year. Our funding level will be approximately \$3000 dollars per month less than our budgets (which were based on sequester estimates in October). This loss of approximately \$36,000 this year will impact our plans, and I have been working on our budgets, making adjustments and making modifications. The largest impact will be the total lack of 2013 Capitol funds to date. There is not a projected time frame for release of these funds. This puts \$102,000 worth of projects on hold, including kitchen design, and implementation of kitchen refurbishing and the Well Baby project.

- I have been in contact with the managing director of Lancaster Pollard, a major financing source for both public and affordable housing. We are discussing the RAD(Rental Assistance Demonstration) programs and financing for our energy upgrades. I have received a wealth of information from them already and will be following up with them in the coming weeks.

Financial Update: May, 2013

In review of the financial reports for the period of May 1 to May 31, 2013, the Hightstown Housing Authority completed the month with positive results. Our ongoing projects and cuts in federal funding are impacting our operations, but we have made the appropriate adjustments. Highlights include:

Income:

- Residential income continues to exceed budget.
- Subsidy income was below budget due to the sequester.

Expenses:

- Salaries are all over budget due to the 3 payrolls in the month of May.
- Staff Training is over budget due to the Leo Dauwer conference. Our overall cost for the conference was \$1610 dollars.
- 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.
- Water, Electric and Gas are under budget for the month due to milder temperatures and conservation measures. Due to the timing of the meeting, we are still waiting on 1 electric bill to be posted.

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 July 17th, 2013 at 7:00 pm.

Adjournment: The meeting was adjourned by a motion made at 8:07pm.

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director