

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE BOROUGH  
OF HIGHTSTOWN, NEW JERSEY  
HELD ON WEDNESDAY, March 21, 2012 AT 4:00 P.M.**

Chairperson Katherine Patten called meeting to Order.

OPEN PUBLIC MEETING 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.

The Roll Call by Sherry Cavanaugh showed that those present and absent were as follows:

PRESENT: Allen Keith LePrevost, Executive Director, Commissioner Katherine Patten, Chair, Commissioner Eva Teller, Vice Chair, Commissioner Esther Velázquez, Commissioner James Eufemia, Commissioner Thomas Eden, Commissioner Carole Nelson and Commissioner Robert Hung.

ALSO PRESENT:

Sherry Cavanaugh, Hightstown Housing Authority Administrative Assistant

ABSENT: None

**APPROVAL OF MINUTES:** Regular Meeting Minutes of February 15, 2012

The motion to approve the minutes was moved by Commissioner Hung and seconded by Commissioner Teller. The motion was approved.

**.Resolutions:**

**2012-6: To Approve the Annual Statement- HUD 50075.1**

The Commissioners reviewed the annual statement and the proposed Capital spending plan therein. The motion to approve the statement was moved by Commissioner Hung and seconded by Commissioner Eufemia. The motion was approved.

**Discussion Items:**

**Committee Assignments:**

- **Personnel-** Commissioner Velázquez, Commissioner Teller
- **Finance-** Commissioner Teller
- **Buildings and Construction-** Commissioner Hung, Commissioner Eden, Commissioner Eufemia
- **Development-** Commissioner Eufemia, Commissioner Nelson
- **By Laws and Policy-** Commissioner Velázquez, Commissioner Nelson

Katherine Patten as Chair and Keith LePrevost as Executive Director will serve on each committee.

**Annual Retreat:**

The annual Retreat will be held following our April meeting. All members are to provide ideas for the mission statement and their goals and ideas for the Housing Authority. All information should be sent to Keith to be compiled and distributed prior to the meeting.

**Robbinsville Meeting:**

The board had a lengthy discussion of the meeting that took place in Robbinsville and the documents that have been received and the analysis by the Executive Director. The discussion focused around the viability of the proposed project, the amount of staff time we would have to commit to the project and the effect that would have on our ongoing operations. After careful consideration, the board decided to draft a letter with recommendations to Robbinsville.

**Executive Director Report:**

- Keith commented the outside service painting contractor has painted 2 apartments this past month and performed one cycle painting. We have not performed “cycle painting” as we are required to do every 5 years, but we will be starting this year.
- We have had one move out this past month and that apartment was re-rented and occupied in 16 days. We have rented our only vacant apartment that was being used as our “spare” bathroom during the renovation process. That resident moves in on April 1. We are currently 100% occupied.
- Keith commented that representatives from the Dawes Park summer rec program and the Methodist Madness youth basketball program will attend our April meeting to give short presentations.
- The contractors have completed all 46 units ahead of schedule and on budget. We also received an additional 44 bathroom shelves to complete the balance of the renovated units.
- We received our annual overall PHAS score from HUD. This score combines all areas from physical plant, accounting, management and occupancy. We received an 85/100 score. We lost points on physical plant, based on our REAC score and on management due to the overall occupancy rate for 2011. Based on our current occupancy, we would score 93, which is considered a High performing Agency.
- Our Auditors have been in and completed our annual audit. We have zero findings on our audit report 3 recommendations. One is to provide a copy of the bill to be attached to each LOCCS-CFP draw which has been done, the second is to update our tenant selection plan, which has been done and in final review, and the third is to provide secondary backup of our computer files for additional security. This has been done by adding an external hard drive and subscribing to Carbonite for “Cloud” backups of all our data.
- I have sent out the boiler maintenance contract for 2012 and 2013. I found that several vender refused to bid on our systems due to the use of a propriety control system. I have given each vender an option to the contract to remove the old

controls and install a universal outdoor air reset. This will allow the entire vender pool to bid on the service contract.

- One water meter has been installed without incident or problems. We are planning to install the balance of the meters in the coming weeks.
- We are researching a large solar energy project for the Housing Authority. In discussions with the auditors and our architect, we could possibly add up to 150KW of solar to our buildings that could almost eliminate our electric bills. I am in contact with our HUD representative to discuss the ideal financing methods for this type of project and I will keep you up to date with my progress.

Keith reviewed the financial reports for the period of January 1, 2012 to February 29, 2012.

Income:

- Revenues exceeded budget due to higher occupancy and accurate rental amounts being charged.
- Operating subsidy exceeded budget due to HUD funding schedule. This will come more in line as the year progresses.

Expenses:

- Salaries remain under budget due to the timing of payrolls vs. monthly budgeting.
- Staff training is over budget due to the cost of Rutgers courses paid in January.
- Water is well under budget due to the timing of bills.
- Electric is under budget, but will come in line as the summer progresses.
- Gas is over budget due to the winter months and will come into line as the heating season ends.
- Misc. Maintenance Supplies, Plumbing Contract and Grounds Contract expenses are over budget and will come back in line as soon as the CFP 2012 funds are allocated to our accounts. This expense accounts for our Water meter project and our Drainage project that were budgeted CFP items. Expenses will be reduced by approximately \$6700 when the CFP funds are available.
- PILOT and Pension expense will come in line on April 1 when the annual pension payment is due and October 1 when the PILOT payment is due.

**Proposals:**

- Keith discussed the landscape outside of Building 7, on Rogers Avenue. He would like to move forward on a proposal received from our site maintenance contractor to remove the street scape landscaping and replace with appropriate plantings and mulch. The board asked if the Boxwoods that are proposed with have an odor when wet. Keith will investigate. Commissioner Eufemia forwarded the motion to move forward with the project. Commissioner Velázquez seconded and it was approved by the board.
- Keith discussed the purchase and installation of “Bilco” styled doors to cover the crawl space opening on each building. We will need a total of 24 covers to do the entire complex. Keith wants to monitor our cash flow and move forward with the project only as funding allows. Commissioner Nelson motioned to approve the project with the stipulation “as funding allows”. The motion was seconded by Commissioner Velázquez and approved by the board.

**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 of the Public came forward.**

**Next meeting is scheduled for April 18, 2012 at 4:00 pm.**

The meeting was adjourned by a motion made by Commissioner Hung and seconded by Commissioner Patten.

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director

