

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE BOROUGH
OF HIGHTSTOWN, NEW JERSEY
HELD ON WEDNESDAY, September 26, 2012 AT 4:00 P.M.**

Chairperson Katherine Patten called meeting to Order at 4:05PM.

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 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 Carole Nelson.

Also Present:

Sherry Cavanaugh, Hightstown Housing Authority Administrative Assistant

Absent: Commissioner James Eufemia, Commissioner Robert Hung, Commissioner Tom Eden

Approval of Minutes: Regular Meeting Minutes of August 14, 2012

Committee Reports:

The Policy Committee discussed the two policies they reviewed and edited this past month. They are the "Cash Management Plan" and the "Job Descriptions" for the HHA. Keith explained the need to have a defined cash management plan to clearly define how funds are handled by the HA. Keith also discussed the new job descriptions which include the new job title "Certification Specialist". The board approved the new policies as written.

Resolutions:

Resolution 2012-13- Adoption of the 2013 Budget

Keith reviewed the 2013 budget and discussed the "summary" he provided to the board. Commissioner Nelson motioned to approve the budget as presented. Commissioner Velázquez seconded and the motion was approved.

Discussion Items:

- **RFP- Energy Services.** Keith discussed the current RFP for an ESCO. He will be meeting the companies for the initial walk through on October 3, 4 and the bid proposals are due in early November.
- **RFP- Senior Bathrooms.** Keith discussed the project and the pre bid conference is on October 3rd with bids due two weeks later. Construction will begin on December 3rd.
- **RFP- Well Baby Clinic.** The renovation project to our garage space will be put out to bid by early November for a January start.
- **Leo Dauwer Conference.** Commissioner Patten discussed the conference she and Keith attended this past week. Valuable information was exchanged between the presenter and the fellow participants. Kathy feels it is important that other members attend the conference next year if possible. One item of particular importance from the conference is the need to have a detailed strategic plan in writing with definable goals. There is an outline in the conference book and the commissioners asked Keith to begin this process of preparing the strategic plan for their review. Keith noted he will begin on the process for a future meeting.

Executive Director Report:

Keith discussed the following Items:

- We are currently at 100% occupancy.

- Charlie has been continuing his masonry repairs around the complex.
- We have had 1 new family move in this month.
- We filed for eviction and won our case by settlement. The tenant will pay all past due rent and fees and move by September 30th.
- I have discussed the issue of legal fees and tenant actions with Leonard Coates and after some back and forth, we have made a modification to our lease that will allow us to charge the tenant with the full cost of an eviction proceeding. This can run from several hundred to several thousand dollars and I strongly feel it is unfair for the HA to have to bear the brunt of that cost.
- 4 crawl space covers have been delivered and installed. They will be painted by our painting contractor. I have ordered the next set of 4 doors.
- The Policy committee has finished working on the Job descriptions
- The Policy committee has finished working on the Cash Management plan.
- Grant Status: We have not received an update as to the status of the grant.
- I have found site benches that are very durable and attractive. I would like to order 3 of the benches to replace 3 of the wooden benches.
- Pete and I met and spent a day refining the budget for both the State of NJ and for HUD. We will be reviewing the budget today.
- I met with the Architect and we have set a schedule for putting the senior side bathrooms out to bid and the Well baby clinic out to bid. The bathroom RFP has currently been published. The bathrooms will begin in Early December and finish in mid January. The Baby clinic project will begin in January.
- We had a meeting with the Architect and the health department to review the plans for the Well Baby Clinic. We will be working on finalizing the plans over the next couple months and begin the process of bidding the work.
- Our RFP is being advertised nationally with NAHRO and PHADA for Energy Services Companies to bid on our project. The site visits will occur in October, with interview and selection in November and December. We will be hiring our contract architectural firm to monitor and advise us in dealing with the energy efficiency upgrades.
- I have asked Gary Grubb from Parks and Recreation if they have any of the stone RR sleepers that we can use along RR Avenue. He thinks there are 8 or 10 stones behind the cemetery that he will have public works bring up and place along the Greenway. We have tentatively set a schedule for the week of September 24th to move and place the stones.

— There are several landscape projects I would like to move forward with this fall. They include:

- Relocating existing grasses to complete the symmetrical plantings on RR Avenue.
- Foundation and ground plantings at the office entrance to finish this area.
- Install proper drainage and landscape in front of building 1. This involves removing the grass (approx. 4x45 feet), installing 2 drainage basins and 90 lineal feet of EZ flow drainage piping. Then we will landscape with foundation plantings and perennials.

Financial Update: September 2012

In review of the financial reports for the period of July 1, 2012 to July 31, 2012, the Hightstown Housing Authority completed the month with positive results. Highlights include:

Income:

- Residential income continues to exceed budget due to occupancy and accurate billings.
- Excess utilities exceed budget due to the A\C charges in August.
- Operating subsidy continues to exceed budget. We are currently waiting on our final 3 months of subsidy. We should have that figure by the end of this month.

Expenses:

- Gas is well under budget and that line item for the year is now under budget.
- Staff training is over budget due to the Rutgers Registration cost for the fall.
- Computer supplies are under budget. We have not purchased any new equipment.
- Audit is under budget but will come into budget by year end.
- Dues and memberships is under budget and will come in line by year end.
- Water and Sewer bills are under budget and will come in line by the end of this month.
- Gas and electric are under budget for the year.
- Misc maintenance supplies are over budget due to apartment renovations.
- Electrical contract costs are over budget due to work that was done
- Grounds maintenance is over budget for the year due to additional work being done including removing 2 large dying trees and relandscaping building 7.

— Pilot expense is under budget and will come into line in October when the PILOT is calculated.

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.

Next meeting is scheduled for October 17, 2012 at 4:00 pm.

The meeting was adjourned by a motion made by Commissioner Nelson and seconded by Commissioner Teller.

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director