

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE BOROUGH  
OF HIGHTSTOWN, NEW JERSEY  
HELD ON WEDNESDAY, February 15, 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 Robert Hung, Commissioner Katherine Patten, Chair, Commissioner Eva Teller, Vice Chair, Commissioner Esther Velázquez

ALSO PRESENT:

Sherry Cavanaugh, Hightstown Housing Authority Administrative Assistant

ABSENT: Commissioner James M. Eufemia, Carol Nelson and Thomas Eden

**APPROVAL OF MINUTES:** Regular Meeting Minutes of January 18, 2012

Meeting Minutes of January 18, 2012 ~ Motion to Approve was made by Commissioner Teller, seconded by Commissioner Velázquez. The motion passed unanimously.

**Resolutions:**

- **2012-4 To Authorize Check Signer for 2012-2013.**
  - The motion was forwarded by Commissioner Hung, Seconded by Commissioner Teller and unanimously approved.
- **2012-5 To Authorize Turp, Coates, Essel and Driggers as Legal Council**
  - The motion was forwarded by Commissioner Velázquez, seconded by Commissioner Teller and unanimously approved after an explanation of the rate structure by Keith LePrevost

**Committee Development:**

Chairperson Patten discussed the need to develop committees of our board to perform specific functions. She recommends the following committees:

- **Personnel-** to include oversight of personnel policies (including update of personnel policy manual, performance appraisal of the Executive Director and staff report/actions from the ED.
  - Commissioner Velázquez and Commissioner Teller volunteered to serve on this committee
- **Finance-** Oversight of financial operations and reports, oversight of budget construction and administration.
  - No volunteers at this time
- **Buildings and Construction subcommittee-** oversight of projects being developed and ongoing.
  - Commissioner Hung volunteered to serve on this committee.
- **Development subcommittee-** oversight of development, building sites.

- No one volunteered to serve on this committee
- **By-Laws subcommittee-** oversight of Board governance.
  - Commissioner Velázquez volunteered to serve on this committee.

**Board Retreat:**

Chairperson Patten discussed the need to have an annual retreat of the board to set goals and direction for the Housing Authority. The Executive Director must be evaluated on achievement of goals and they must be used to guide his actions on behalf of the board. The commissioners discussed the retreat and decided to all write down their thoughts and goals for the Housing Authority to discuss at the March meeting. The Retreat will be scheduled following the April Meeting.

**Executive Directors Report:**

- Keith discussed the bathroom project. To date we have 33 completed bathrooms, with 4 currently under construction. At the current pace we will be completed in 3 weeks. The contractors have brought in a new supervisor that is working out much better and they are able to finish 4 units per week.
- We are currently 99% occupied with one move in during the month and one new tenant moving in tomorrow. We have a notice of move out for March 1<sup>st</sup> and we have 3 active people on the wait list for that unit.
- Our REAC inspection went very well this year. We were able to raise our score from a 58C to 81. The items that were noted on the report have already been addressed by our staff.
- Keith discussed the resolution that has been adopted by the Borough Council and Planning board that would provide Affordable Housing Trust Funds into the Housing Authority to supplement our capital fund. This additional source of funding will allow us to modernize the property at a much faster pace.
- The generators have all been serviced and fortunately they all run and are salvageable. Two of the generators need new radiators and the balance need to be serviced with hoses, belts and batteries. Keith is pleased we do not have to replace any of the units at this time. The repairs will be paid for from the capitol fund.
- We have moved forward on the purchase and installation of the water meters. There is a 4-6 week lag time for the order which gives us time to work with the town to arrange possible shut down of the water, reading of the old meters and soaking of the old bolts so hopefully they come apart.
- Due to the warm weather our landscape contractor has been able to complete the drainage project behind building 1. This will take all the water from the gutter and the sumps to a storm drain which will help keep that basement dry.
- We have developed a maintenance inventory system and we have redone the space in the basement of building one to become the new maintenance shop. We have stored maintenance inventory in 4 different spaces and found that we were purchasing parts we already had in stock. This new system will provide ongoing inventory data so that we have what we need, when we need it without excess inventory.
- The truck has been completely serviced and it is in good shape except for the lack of use. We have put 73 miles on the truck in the last 6 months.
- 55 work orders have been completed in the last month and we are working on completing all the existing work orders from our annual inspections.
- Keith reviewed the financial report with the commissioners.

**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.**

**Robin Byrne (2-10)** came forward to discuss the issue she is having with her upstairs neighbor. She received a letter from the Executive Director which she would like removed from her file. Robin is bothered by the noise that comes from her neighbor's apartment when she is babysitting her grandson. Keith has been dealing with both Robin and the neighbor in question. It has reached the point where Robin calls the police whenever she hears anyone walk or move around upstairs. The board reviewed the letter sent to Robin and agreed it was justified. The board thanked Robin for her time and comments.

**Next meeting is scheduled for March 21<sup>st</sup> , 2012 at 4:00 pm.**

**The Commissioners Closed the meeting and went into Executive Session,**

The meeting was adjourned at 5:35 by a motion made by Commissioner Hung and seconded by Commissioner Velázquez.

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director