

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE BOROUGH  
OF HIGHTSTOWN, NEW JERSEY  
HELD ON WEDNESDAY, January 18, 2012 AT 4:00 P.M.**

Chairman Robert W. Hung 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, Chair; Commissioner Carole Nelson, Vice Chair; Commissioner Katherine Patten, Commissioner Eva Teller, Commissioner Thomas Eden, Commissioner Esther Velázquez

ALSO PRESENT:

Sherry Cavanaugh, Hightstown Housing Authority Administrative Assistant  
Susan Bluth, Hightstown Borough Council Liaison

ABSENT: Commissioner James M. Eufemia

**APPROVAL OF MINUTES:** Regular Meeting Minutes of November 16, 2011

Meeting Minutes of November 16, 2011 ~ Motion to Approve was made by Commissioner Patten, seconded by Commissioner Velázquez. The motion passed unanimously.

**Setting of Meeting Dates for 2012**

- The following Dates were proposed for the Housing Authority Meetings:
  - February 15<sup>th</sup> at 4PM
  - March 21<sup>st</sup> at 4PM
  - April 18<sup>th</sup> at 4PM
  - May 16<sup>th</sup> at 4PM
  - June 20<sup>th</sup> at 4PM
  - July 18<sup>th</sup> at 4PM
  - August 15<sup>th</sup> at 4PM
  - September 19<sup>th</sup> at 4PM
  - October 17<sup>th</sup> at 4PM
  - November 14<sup>th</sup> at 4PM
  - December 12<sup>th</sup> at 4PM
  - January 16<sup>th</sup> 2013 at 4PM

The motion to approve the meeting dates was forwarded by Commissioner Teller and seconded by Commissioner Velázquez. The motion was approved.

**Election of Officers for 2012 and 2103**

- The floor was opened for nominations for the position of Chair and Vice Chair by Commissioner Hung.
  - Commissioner Teller nominated Commissioner Patten to serve as Chairperson.
  - Commissioner Velázquez nominated Commissioner Teller to serve as Vice Chairperson.

Both nominees accepted the nominations. A vote was called by Commissioner Hung and the motion to accept the new officers was approved.

**Resolutions:**

- **2012-1** To approve the finalized 2012 budget as approved by the NJ Department of Community Affairs. The motion was forwarded by Commissioner Patten and seconded by Commissioner Nelson. The motion was approved with a unanimous Roll Call Vote.
- **2012-2** To approve the Executive Directors recommendation to write of the amount of \$1392.44 from the accounting ledgers as “Bad Debts” as a result of damages and back rent for tenants that were evicted. The motion was moved by Commissioner Hung and seconded by Commissioner Velázquez. The motion was approved with a unanimous roll call vote.
- **2012-3** To approve and ratify the DCA form “Late Budget Resolution” that is required due to the Housing Authority missing the November 1<sup>st</sup> deadline for budget submission by 18 days. The motion was moved by Commissioner Nelson and seconded by Commissioner Eden. The motion was approved by a unanimous roll call vote.

**Executive Director’s Report**

- Keith began by congratulating the staff at the Housing Authority for the work they have accomplished over the last several months. The maintenance staff have renovated 9 apartments, which is more than would normally be done in an entire year. The quality of the workmanship is greatly improved and we can be proud of the apartments we are delivering. We have also reached a milestone of 99% occupancy. All of our apartments are rented, but we are holding one apartment open to use as a spare bathroom during the construction process.
- I have contacted 3 vendors to review our emergency generators. The 4 units need to be evaluated to determine the overall cost of repair or replacement. I would recommend we move forward with Kenny Marshall Electric to perform the evaluation. His cost is the lowest and he is a local trusted vendor. Commissioner Nelson motioned to approve moving forward with Kenny Marshall to evaluate the generators. The motion was seconded by Commissioner Patten and approved by the commission.
- We have 4 water meters on the property. One of the main meters has been leaking for years and has been written up by the REAC inspector during last year’s inspection. The meters cannot be read remotely and it is our responsibility to replace the meters with remote read capability. The meters are available from HD Supply under a state contract cost. The total cost to purchase the 4 meters is \$2925 plus the cost of installation. The projected cost to install the meters is approximately \$200 dollars each barring any major difficulties. A motion to approve the purchase and installation of new water meters was made by Commissioner Velazquez and seconded by Commissioner Nelson. The motion was approved.
- We have an ongoing water issue behind building 1. We have had a water problem in the boiler pit for many years that can be managed by the sumps. The problem is the sump pumps and all the gutters discharge directly at the base of the building, causing a very wet, muddy mess with standing water all year long. I believe this standing water also contributes to the water problem in the boiler pit. I have a proposal from our lawn and landscape contractor for \$3480 to trench and pipe the gutter leaders and the sump discharges to the closest storm drain behind the building. Commissioner Eden motioned to approve the installation of the drainage behind building 1. Commissioner Velazquez seconded the motion which was approved.
- Keith discussed the bathroom renovations and the progress we are making. Our architect’s contract has expired and we would like to extend our agreement with Ninervini Vandermark Architecture for one year. The terms and conditions will remain the same for the coming year. Commissioner Teller motioned to extend the Architecture contract for one year. Commissioner Patten seconded the motion which was approved.

- The commissioners requested that Keith reach out to our Attorney Leonard Coates and get a proposal for legal services for the next 2 years.
- Keith discussed the meeting he has set up with the Resident Advisory Group. The meeting that has been set for January 27<sup>th</sup> will be to establish the first Resident Council and review the draft by-laws that have been created.

Financial Report

- Due to time constraints, the reports in the financial package were not discussed in length. Keith asked if there were questions from the Commissioners and there were none at that time.

**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 February 15<sup>th</sup>, 2012 at 4:00 pm.**

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

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director

