

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

Chairperson Katherine Patten called meeting to Order.

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 and Commissioner Robert Hung.

Also Present:

Sherry Cavanaugh, Hightstown Housing Authority Administrative Assistant

Absent: Commissioner James Eufemia and Commissioner Tom Eden were absent

Approval of Minutes: Regular Meeting Minutes of March 20, 2012

Motion to approve the minutes was made by Commissioner Hung and seconded by Commissioner Teller. Motion was approved

Presentations:

- **Jim Chamberlin-** Methodist Madness Summer Basketball Program
 - **Sandy Carson Bontempo-** Dawes Park Summer Recreation Program
- Both groups provide valuable services and activities to both the children of the Hightstown Housing Authority and the surrounding community. Their presentations gave the commissioners a comprehensive look at the programs and the groups served.

.Resolutions:

2012-7- Resolution to Approve the 2011 Audit.

Motion was made by Commissioner Nelson, seconded by Commissioner Hung. The motion was unanimously approved.

2012-8- Resolution to Approve the Boiler Maintenance Contract.

Motion was made by Commissioner Hung, seconded by Commissioner Teller. The motion was unanimously approved with the conditions provided by the Executive Director.

Executive Director Report:

- We have reached 100% occupancy. We have two move outs for April 30th and one unit is rented for May 10 and the other for May 16. We have taken the turnover time from an average of 4.5 months to approximately 15 days.
- Our outside service painting contractor has painted 2 apartments this past month and performed one cycle painting.
- We have begun the process of repainting all of the apartment's exterior doors. They are all in bad shape and in need of painting. Our contract painter is painting them for \$25 dollars per door. Building one is complete and we will be completing one building at a time until complete.
- The landscaping for the front of building 7 has been completed.
- The entire property has been edged and mulched.
- We have had one move out this past month and that apartment was re-rented and occupied in 20 days. We have a move out notice on a studio unit on the senior side for April 30th, 2012 and a 3 bedroom on the family side (same date). Both units have been rented for May 15th.
- All 4 water meters have been installed.
- I have been working on researching a solar project for the Housing Authority. I have spoken with our HUD representative and there is not any federal money available for this type of project. We would need to either privately finance or do a lease back or cost sharing deal to build the project. After meeting with the solar consultants and reviewing the numbers, solar does not make sense at this time at our property. The payback period is over 15 years and the SREC market is very volatile, making the payback time even more unpredictable.
- I have provided drafts of the following policies for review: Housing Authority By-Laws, Tenant Selection Plan, Employee Manual and Executive Director Evaluation form. We are also reviewing the Housing Authority mission, vision and goals. We will be providing a policy manual to each commissioner as we complete our review and update.
- I drafted and sent a letter to the Township of Robbinsville discussing the proposed project and our recommendations.

Financial Update:

Income:

- Residential income is over budget due to occupancy and correctly charging rents.
- Excess utilities are under budget, but will come in line as we move to the summer months.

- Interest income remains under budget due to the low interest rate environment.
- Other operating Receipts is over budget due to the receipt of check for rent from a tenant that was evicted several years ago.
- Operating Subsidy is over budget due to the HUD funding YTD. We have receive 6 months worth of operating subsidy, so HUD may adjust our funding down later in the year.

Expenses:

- Staff training remains over budget due to the upfront cost of the Rutgers courses.
- Salaries and wages remain under budget due to the upcoming 3 payroll month.
- Gas remains over budget due to the winter season. That cost will significantly drop over the coming months.
- Water is under budget- we will keep an eye on this number. With the bathroom renovations we have been installing all low flow fixtures which could account for the reduction in water usage.
- Maintenance supplies are over budget due to the completion of work orders and refurbishing of apartments.
- Pension expense is well over budget due to the annual payment to the state that was made this month.

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 May 16th, 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