

**MINUTES OF THE REGULAR MEETING OF THE HIGHTSTOWN HOUSING  
AUTHORITY BOARD OF COMMISSIONERS OF THE HOUSING  
WEDNESDAY, April 17th, 2013 AT 7:00 P.M.**

**Call to Order:** Vice Chairperson Esther Velázquez called meeting to order at 7:05 P.M.

**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 Esther Velazquez showed that those present and absent were as follows:

- **Present:** Allen Keith LePrevost, Executive Director, Commissioner Esther Velázquez, Commissioner Brent Rivenburgh, Commissioner Carole Nelson and Commissioner Robert Hung.
- **Also Present:** Gail Doran, Council Liaison, Robert Thibult, Borough Council
- **Absent:** Katherine Patten, James Eufemia

**Special Presentation:**

- Mr. Thibult presented a certificate and pin to each commissioner for their volunteer efforts in the town. He expressed his and the councils gratitude for their hard work.

**Approval of Minutes:** Regular Meeting Minutes of March 20th, 2013

Commissioner Nelson moved the minutes which were seconded by Commissioner Rivenburgh. The motion was unanimously approved.

**Committee Reports:**

- By-Laws and Policy
  - Esther discussed the completion of the ACOP policy. Keith explained that due to the length of the policy (85 pages) it was not e-mailed. Keith provided each member with a policy manual which contains all of the policies approved to date and the ACOP for their review.

**Resolutions:**

- Resolution 2013-4 to adopt the ACOP policy- tabled until the next meeting to give the commissioners a chance to read and review.

**Discussion Items:**

- Sequester. Keith discussed the sequester and the impact it is having on our operations. He stated that we are fortunate we have worked over the last 2 years to tighten up our operations, reduced our staffing, and improved our occupancy. These changes have greatly diminished the effects of the sequestration. We will continue to operate at approximately 81% of federal funding for the balance of this year.
- Well Baby Clinic. Keith has broken the project down into its components and is pricing each aspect of the project. We should be able to accomplish this for approximately \$50,000, or half the cost of the bids.

### **Executive Director Report:**

Mr. LePrevost discussed the following items:

- We are currently at 100% occupancy.
- We currently have 16 commissioners from 5 housing authorities signed up for our Leo Dauwer conference. We will be holding the conference at the Baptist Church downtown on May 3<sup>rd</sup> from 8:30AM to approximately 4:00PM
- The Energy Audit is in the final stages of completion. Currently the company is finalizing costs from various contractors to test against their assumptions. We are waiting for the State of NJ to complete their analysis before a final report is drafted. A final presentation will be made in the coming month with a proposal for work to be done. I will convene a meeting with a selected group of commissioners, our contract engineer, our architect, Pete Polcari as a financial consultant and the CTI group to discuss this proposal and design a project going forward. I have received the draft audit and have marked it up and made recommendations to the vender.
- The senior side bathrooms have been completed and fully inspected. The project went as planned and was completed on time and on budget.
- I have been working on the budget for the Well Baby Clinic. I have received quotes on all of the aspects of the project except for the plumbing and air conditioning. Given those two trades, we should be able to bring that project in around \$50,000, which is almost half of the cost when the project was bid out. I will have a finalized budget for the next meeting.
- The rain garden has been completed and the final step in the process is the installation of the rain barrels which will be completed in the this week. The environmental commission meets next week and we will be discussing our public opening of the project and planning events for the project.
- We have receive some feedback on the proposed no smoking policy, and most of it is positive.
- I attended a week long training in Northampton MA. This training was provided by the CIT Group which included the GPNA training and the Certified Building Analyst training. The GPNA is required by HUD and you must have the Certified Building Analyst designation to complete the tool. Having this training and designation gives us the opportunity to assist other PHA's with their GPNA's, for a fee. The average cost to provide a GPNA is \$66 dollars per unit. The annual update that is required is going for \$20 dollars per unit.
- I have made a change to make one full time staff position part time on a trial basis. This employee does not have the skills for even basic work orders, and there is a lack of unskilled work to be done. The position may be made permanently part time at the end of this year.
- Our annual audit has been scheduled for April 22<sup>nd</sup> and 23<sup>rd</sup>.

### **Financial Update: March 2013**

In review of the financial reports for the period of March 1 to March 31, 2013, the Hightstown Housing Authority completed the month with negative results. Our ongoing projects and cuts in federal funding have impacted our financial picture. Highlights include:

Income:

- Residential income continues to exceed budget.
- Other income exceeded budget due the receipt of fees for the Leo Dauwer Conference.
- Subsidy income was below budget due to the sequester.

Expenses:

- A new category has been added- Storm water Grant Expenses which will be offset by a new income category- Grant Income. The Borough has received the money from the grant and we have billed them for the money.
- Salaries and wages remain under budget.
- Travel was over budget due to the Course I attended in Northampton MA
- Computer supplies are over budget due to the purchase of a new office computer that is portable for completing the apartment inspections and GPNA.
- Water, Electric and Gas are under budget for the month due to milder temperatures and conservation measures.
- Health insurance (Blue Cross) is under budget and will continue under budget due to the death of a retired employee.
- Extraordinary Maintenance is over budget due to the construction of the bathrooms that are being paid for in cash.

**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.

- One resident was present and addressed the Commission. Mohasin Mohamed thanked the commissioners for the work they do and for providing a wonderful “home” for the residents of the Authority. She thanked them for the new bathroom and the beautification of the property.

**Announcements:** The next meeting is scheduled for **May 15th, 2013 at 7:00 pm.**

**Adjournment:** The meeting was adjourned by a motion made at 8:05pm.

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director