

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE BOROUGH  
OF HIGHTSTOWN, NEW JERSEY  
HELD ON WEDNESDAY, December 11, 2013 AT 7:00 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:** showed that those present and absent were as follows:

**Present:** Allen Keith LePrevost, Executive Director, Commissioner Katherine Patten, Chair, Commissioner James Eufemia, Commissioner Carole Nelson, Commissioner Yolanda Swiney, Commissioner Brent Rivenburgh and Commissioner Robert Hung.

**Also Present:**

Gail Doran, Borough of Hightstown Council Liaison

**Absent:** Commissioner Esther Velázquez

**Approval of Minutes:** Regular Meeting Minutes of November 20<sup>th</sup>, 2013. A motion to approve the minutes was moved by Commissioner Nelson and seconded by Commissioner Eufemia. The minutes were approved.

**Resolutions:**

**2013-11** to modify the Capitol Fund 2013 budget to allow the expenditure of approximately \$20,000 to complete the radiator valve installation project. The motion was moved by Commissioner Eufemia, seconded by Commissioner Rivenburgh and approved by the board.

**2013-12** to reject all of the bids from the 12/10/2013 public bid opening for the Well Baby clinic. The project will move forward as a self-directed construction project. The resolution was moved by Commissioner Hung and seconded by Commissioner Swiney. The resolution was approved.

**2013-13** to approve the meeting dates for 2014. The resolution was moved by Commissioner Eufemia and seconded by Commissioner Hung. The resolution was approved.

**Discussion Items:**

**Executive Director Report:**

- We are currently at 100% occupancy. We do not have any notices to vacate.
- The radiator valves have been publicly bid and the project is scheduled to start in January. We had to negotiate with the State of NJ to get the funding approved and agreed to share the expense as part of the compromise. Our total cost for the valves will be less than \$20 thousand dollars, or 25% of the overall cost of the project. We will utilize money from our capital funds to achieve this project.
- Smoke Free housing signage has been received and we will be installing it in the coming weeks.

- We have begun the process of installing the LED lighting. 3 buildings are complete and we will be ordering the lighting for 2 more buildings later this month. I would like to have all the lighting installed by the end of February.
- Our new part time maintenance person is working out well. He is gaining confidence and becoming a useful part of the team.
- Our annual holiday party for the residents and children is on Friday, December 20<sup>th</sup> at 1:00PM. We have gifts for the kids and will be doing snacks- juice, soda, cookies and treats for everyone. Everyone is welcome to attend.
- I have a meeting this week with Tamara Lee and Anthony Infosino from Habitat. We are going to be working together to develop the funding for the redevelopment of South Academy Street. There are several grants we will be working on during the coming months.

### **Financial Update: October, 2013**

In review of the financial reports for the period of October 1 to October 31, 2013, the Hightstown Housing Authority completed the month with positive results. Considering we have invested over \$130,000 in capital improvements out of operations, we are approaching break-even on cash flow. Highlights include:

#### **Income:**

- Residential income has come in below budget due to turnover of units with new tenants having lower incomes.
- Laundry income is below budget due to the new monthly payment agreements.
- Subsidy income was below budget due to the sequester.

#### **Expenses:**

- Salaries are all over budget for the month due to the 3 pay month, but within our budgeted levels.
- Travel is over budget for the month, but under budget for the year due to the PHADA conference in January.
- Sundry Administrative is over budget due to the purchase of office supplies going into year end.
- Misc. Maintenance supplies are over budget due to the purchase of ice melt for the winter season.
- Maintenance contract cost is over budget due to the cost of refurbishing the laundry rooms.
- Gas and electric are under budget for the month and year.
- Boiler contract costs are over budget and will increase over the next couple months. We have a new boiler contractor who has gone over our systems in great detail. I have proposal that cover the total cost of bringing our systems up to date and operating efficiently. We will be spending an additional \$8,600 over

the next couple months upgrading the controls on the boilers so that they function according to the weather outside, the conditions inside and so that each pair of boilers works together to back each other up. We will also be doing repairs and replacement of parts that have been missed, neglected or undiagnosed by the previous contractor.

- Health insurance (Blue Cross) is under budget and will continue under budget due to the death of a retired employee.

The enclosed financials include: Income Statement for the Current Period (VS Budget)

**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 January 8<sup>th</sup>, 2014 at 5:00 pm. Followed by dinner at Fernando's with spouses.**

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

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director

