

**MINUTES OF THE REGULAR MEETING OF THE HIGHTSTOWN HOUSING
AUTHORITY BOARD OF COMMISSIONERS OF THE HOUSING
WEDNESDAY, October 16 AT 7:00 P.M.**

Call to Order: Vice Chairperson Esther Velazquez 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 Keith LePrevost showed that those present and absent were as follows:

- **Present:** Allen Keith LePrevost, Executive Director, Commissioner Esther Velázquez, Vice Chair Commissioner James Eufemia, Commissioner Carole Nelson, Commissioner Robert Hung and Commissioner Yolanda Swiney.
- **Also Present:**
- **Absent:** Katherine Patten, Brent Rivenburgh, Gail Doran (Council)

Approval of Minutes: Regular Meeting Minutes of September 18, 2013
Commissioner Eufemia moved the minutes which were seconded by Commissioner Swiney. The motion was unanimously approved.

Committee Reports:

- **By-Laws and Policy**
 - The proposed changes are all OK with the board except for the specific number of meetings attended per year. The committee will work on this and forward a clean copy to each member for a vote at the next meeting.
- **Personnel:**
 - The committee needs to have a special meeting to review the final draft of the executive director's review. This will be arranged as a telephone meeting once the final draft is sent to all commissioner.

Resolutions:

- **None at this time.**

Discussion Items:

- **Well Baby Clinic**
 - Keith discussed his plans to complete the Well Baby Clinic by bidding the project as a whole to a general contractor. The Authority has done well this year and we have funds that need to be committed by year end. Keith will provide details and Architects estimates for the next meeting.
- **LED lighting upgrade.**
 - Keith discussed the costs and benefits of upgrading the lighting systems on the exterior of the buildings to the new LED technology. The cost savings will pay for the upgrade over the next 5 years of operation, and the average bulb life is approximately 15 years. Keith will provide detailed information

on the costs and benefits at the next meeting for the commissioners. The project will be paid for out of cash flow each month.

Executive Director Report:

- Mr. LePrevost discussed the following items:
- We are currently at 100% occupancy. We have one tenant that has been put on notice of intent to evict for nonpayment.
 - The weatherization project is complete except for the radiator valves which is being put out for public bid and will commence as soon as possible.
 - Joan McGee from the Stony Brook Millstone Watershed nominated the Housing Authority and the Environmental Commission for an Environmental Achievement Award, and we won! The announcement is attached in your packet.
 - We will submit a press release when we receive the ANJEC award.
 - We will be ordering “Smoke Free Housing” signage for each of the buildings and general site signage.
 - Our 2014 budget has been submitted to both the DCA and to HUD for approval.
 - We are beginning the process of unit inspections next week. We are taking extra time with the inspections this year so that we can collect the data necessary to complete the HUD GPNA which will be due in July of 2014.
 - We are testing new LED lighting both outside and in the apartments. We will be converting apartment upon turnover or on a scheduled basis (if we do not have vacates) to the LED fixtures. The advantages are long life- 15 years+ and very low energy usage which will save us money on utilities. The large exterior fixtures have been analyzed by Tri State light and energy for LED upgrades. There are rebates from the State for the installation of these fixtures we can take advantage of at this time.
 - Our laundry rooms will be refurbished starting next Monday. The lighting has already been installed and the painting and floor finishing will commence next week.
 - The courtyard landscape has been completed with the new retaining wall around the center island and new plantings in front of building 5
 - Façade painting has been completed on buildings 6 and 7. The porches and floors

Financial Update: September, 2013

In review of the financial reports for the period of September 1 to September 30, 2013, the Hightstown Housing Authority completed the month with positive results. Cuts in federal funding are impacting our operations, but we have made the appropriate adjustments. We have spent over \$130 thousand dollars in capital improvements this year out of operations, and we have been able to reach the goal of positive cash flow for the year. Highlights include:
Income:

- Residential income has come in below budget due to turnover of units.
- Other operating receipts are above budget due to the laundry decorating bonus.
- Subsidy income was below budget due to the sequester.

Expenses:

- Salaries are all within our budgeted levels.
- Staff Training is over budget due to registration for a Rutgers class for a commissioner.
- Sundry Administrative is over budget due to the purchase of a sign for the Greenway.
- Misc. Maintenance supplies are over budget due to the purchase of 3 new storm doors and the purchase of all new interior doors for an apartment that was renovated. Some of the cost of the interior doors is being charged to the resident.
- 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 under budget due to the payment for our Energy Audit. That expense was removed when the 2013 Capital fund.

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 from the public were present.

Announcements: The next meeting is scheduled for **November 20th, 2013 at 7:00 pm.**

Adjournment: The meeting was adjourned by a motion made at 5:45pm.

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director