

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE BOROUGH  
OF HIGHTSTOWN, NEW JERSEY  
HELD ON WEDNESDAY, November 20<sup>th</sup>, 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 Carole Nelson, Commissioner Yolanda Swiney and Commissioner Robert Hung.

**Also Present:**

Gail Doran, Borough of Hightstown Council Liaison

**Absent:** Commissioner Esther Velázquez, Commissioner James Eufemia, and Commissioner Brent Rivenburgh.

**Approval of Minutes:** Regular Meeting Minutes of October 16<sup>th</sup>, 2013. The minutes were approved as written.

The Commissioners requested an Executive Session discussion of the Executive Directors Annual review. Mr. LePrevost and Ms. Doran were excused from the meeting. The meeting was brought back to order at 7:21.

**.Resolutions:**

**2013-9 To adopt changes to the By-Laws.** Commissioner Hung motioned to forward the resolution which was seconded by Commissioner Nelson. The resolution was approved by the board.

**2013-10 To approve the bidding and construction of the Well Baby Clinic.**

Commissioner Nelson motioned to forward the resolution which was seconded by Commissioner Hung. The resolution was approved by the board.

**Discussion Items:**

**LED Lighting Upgrade.** Keith discussed and reviewed the spreadsheets on the conversion of the HA outdoor lighting systems to all LED. We had a consultant from the State evaluate all of our lighting and gave us a proposal to replace all of the lighting. We can accomplish the same project for about ½ the cost by purchasing the fixtures under state contract and having our electrical contractor install the fixtures. The total project cost will be approximately \$14 thousand dollars, of which \$10 thousand will come out of Capitol Fund. The total payback on the project is 1.67 years. The board feels this is a positive investment and approved moving forward.

**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 December.
- The pre bid meeting for the Well Baby clinic has been done and bids are due early in December for a January start.
- Smoke Free housing signage has been received and we will be installing it in the coming weeks.
- Our 2014 budget has been submitted to both the DCA and to HUD for approval. The approved DCA budget has been returned for adoption by our board at the December meeting
- We have completed the annual inspection of all of our units. Our inspections included several items that were needed for the GPNA that is to be submitted to HUD next year. We also installed new kitchen faucet aerators during the inspections. The new aerators are a water saving feature that reduces the flow from 2.2 gallons per minute to 1.1. We produced over 150 additional work orders during the inspection.
- We had a study done by the State of NJ contractor, Tri State light and Energy on our exterior lighting. The results confirmed there is a significant savings in converting our lighting over to LED. There is also a cost if we have them complete the entire project, or if we order the fixtures and have our electrician install them. The difference is the payback is less than 2 years if we do it ourselves, versus 4.5 years if we contract the project. I would like to approach the property one building at a time and convert the lighting to LED. The cost of the project can be substantially funded using Capitol Funds that have been budgeted for LED lighting upgrades.
- The laundry rooms have been refurbished and they look great. The new machines are some of the highest efficiency available which will reduce our water consumption by 80% and associated fuel for heating hot water by 100%. The residents are very pleased with the upgrades and except for the first day, we have not had any complaints about the new machines.
- We are currently advertising and interviewing for a part time maintenance person.
- On November 19<sup>th</sup> I gave a presentation on storm water management at the Sustainable Jersey conference that was held in Atlantic City. The presentation featured our HA and the impact of our project.

### **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 negative results. This is due to the expense of the annual PILOT payment of \$30,380. Cuts in federal funding are impacting our operations, but we have made the appropriate adjustments. We will finish the year cash flow positive, including the \$130 thousand dollars in cash we invested in capital projects. Highlights include:

#### **Income:**

- Residential income has come in below budget due to turnover of units.
- Well baby clinic rent is above budget due to payment of 3 quarters.
- Laundry income is below budget due to the closure of the laundry for 10 days. The laundry income budget will be modified to reflect the new agreement.
- Subsidy income was below budget due to the sequester.

#### **Expenses:**

- Salaries are all within our budgeted levels.
- Sundry Administrative is over budget due to the purchase of no smoking signs and banners at office.
- Misc. Maintenance supplies are over budget due to the purchase of materials needed to complete the work orders produced from the annual inspections.
- Extermination costs are well over budget for the year and will finish well over budget for the year. Bed Bugs are the issue and the cost to get rid of them is a necessary expense. We have been working on educating our tenants so that they do not buy or pick up used furniture and mattresses.
- Water, Electric and Gas are under budget for the month due to milder temperatures and conservation measures.
- 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.

**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 December 11, 2013 at 7:00 pm.**

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

Respectfully Submitted by:

---

Allen Keith LePrevost, Executive Director