

**MINUTES OF THE REGULAR MEETING OF THE HIGHTSTOWN HOUSING  
AUTHORITY BOARD OF COMMISSIONERS OF THE HOUSING  
WEDNESDAY, March 20<sup>th</sup>, 2013 AT 7:00 P.M.**

**Call to Order:** Chairperson Katherine Patten 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 Katherine Patten, Chair, Commissioner Esther Velázquez, Vice Chair, Commissioner James Eufemia, Commissioner Brent Rivenburgh, and Commissioner Carole Nelson.
- **Also Present:** Gail Doran, Council Liaison
- **Absent:** Commissioner Robert Hung

**Approval of Minutes:** Regular Meeting Minutes of February 20<sup>th</sup>, 2013  
Commissioner Eufemia moved the minutes which were seconded by Commissioner Velázquez. The motion was unanimously approved.

**Committee Reports:**

- **By-Laws and Policy**
  - Commissioner Velázquez discussed the review of the ACOP (admissions and continued occupancy policy). The committee reviewed another 20 pages and will finish their review on March 28<sup>th</sup>. The policy will be presented to the commission at the April meeting for adoption.
  - Keith discussed the “Smoke Free” policy he will introduce to the policy committee when the ACOP is completed. He discussed the reasons for the policy and the implementation.

**Resolutions:**

- 2013-3 To reject all the bids from the March 6<sup>th</sup> bid opening for the construction of the Well Baby Clinic.
  - Keith discussed the bids and the anticipated budget. The lowest bid came in almost twice the anticipated budget, so Keith recommended we reject all bids and rethink the project. He will come back to the commission at the next meeting with suggestions on how to move forward on this project.
  - The resolution was forwarded by Commissioner Velázquez and seconded by Commissioner Eufemia. The motion was approved by the board.

**Discussion Items:**

- **Sequester**
  - Keith discussed the sequester and the effects it is having on the HA. He commented we budgeted for the reductions in funding, but without a federal budget, HUD has reduced our funding need to remain cautious with our spending going forward, especially since our Capitol Funds have not been released this year.

- Summer Basketball and Dawes Park.
  - Keith has received a letter from the Methodist Madness Basketball program and has been speaking with Larry Gunnell from the Dawes Park summer program. The commissioners unanimously support the summer camp programs and wish to support both programs as we have in the past.

**Executive Director Report:**

- 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 formalizing the details later this month as to the location and exact times.
- 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 are underway as of March 3<sup>rd</sup>. The contractors are working out well and the project is going smoothly. That project will last for approximately 5 weeks.
- We had a public bid opening for the Well Baby Clinic projects with costs coming if ranging from \$87 thousand to \$283 thousand. All of the bids were well in excess of the project budget and we are currently looking at other ways to accomplish the project including contracting the project ourselves and using our own staff to do a lot of the carpentry work. I will be reporting the results at the next meeting.
- The rain garden and all the associated piping that takes all of the rainwater from the gutters on building 2 and recharges it into the soils has been constructed. We will be following up with the planting of the garden when the weather warms up in April.
- I am continuing to put the materials together that will be used to present the “Smoke Free Housing” policy. We will be starting with a short article in the April newsletter which will be followed up each month with more in depth information. I have spoken with several residents and the responses are to be expected based on whether they smoke or not. I will be finding out the exact number of smoker on site.
- Our annual audit has been scheduled for the end of April.

**Financial Update: February, 2013**

In review of the financial reports for the period of February 1 to February 28, 2013, the Hightstown Housing Authority completed the month with positive results. Highlights include:  
Income:

- Residential income continues to exceed budget.
- Other income exceeded budget due to the sale of blueprints for the baby clinic project.
- Subsidy income was on budget.

Expenses:

- A new category has been added- Storm water Grant Expenses which will be offset by a new income category- Storm water Grant Income.
- Salaries and wages remain under budget.
- Staff training is over budget due to the enrollment in 2 Rutgers courses this spring.
- Computer supplies are over budget due to the purchase of a new office computer. The older one will be cleaned out and reused in the community room.
- Electric and Gas are under budget for the month due to milder temperatures and timing of the bills.
- Grounds maintenance is over budget due to the trimming of the trees.
- 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.

No members from the public were present.

**Announcements:** The next meeting is scheduled for April 17<sup>th</sup> 2013 at 7:00 pm.

**Adjournment:** The meeting was adjourned by a motion made at 8:15PM.

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director