

**MINUTES OF THE REGULAR MEETING OF THE HIGHTSTOWN HOUSING  
AUTHORITY BOARD OF COMMISSIONERS OF THE HOUSING  
WEDNESDAY, February 20, 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, Commissioner James Eufemia, and Commissioner Robert Hung.
- **Also Present:** Brent Rivenbaugh
- **Absent:**

**Approval of Minutes:** Regular Meeting Minutes of January 10, 2013  
Commissioner Eufemia moved the minutes which were seconded by Commissioner Velazquez. The motion was unanimously approved.

**Committee Reports:**

- **By-Laws and Policy.** Commissioner Velazquez reported the Policy committee met and began the review of the new ACOP (Admissions and Continued Occupancy Policy) for the HHA. The committee will meet again on March 4<sup>th</sup> at 10AM to continue reviewing the document which is approximately 80+ pages long.

**Resolutions:**

**2013-2 To approve a 2 year contract with Peter Polcari for “Fee Accounting” services.** A motion to approve the resolution was moved by Commissioner Eufemia and seconded by Commissioner Nelson.

**Discussion Items:**

Keith discussed the idea of making our apartments “Smoke Free” He explained there is a move by HUD to allow PHA’s to designate units, buildings or entire property’s as smoke free. There are many benefits and little downside to making this change. Keith will provide information at future meetings on the process and benefits of “Smoke Free Housing”

**Executive Director Report:**

Mr. LePrevost discussed the following items:

- We are currently at 99% occupancy. We are relocating a tenant from their existing 3BR unit to a 2BR that was vacated on February 1. We have leased the 3BR unit to an appropriate size family. We will be moving in the new family the first week in March.

- I have sent out invitations to 5 Housing Authorities to see if there is interest in attending our Leo Dauwer conference. The date has been set for May 3<sup>rd</sup> at 8:30 to 4:00PM. I have heard from Neptune, Princeton and Lakewood Housing Authorities who will be sending Commissioners.
- We have sent applications to the State of New Jersey and PSE&G for their energy upgrade program. If accepted, this program could help reduce the debt service on our energy upgrades by up to 50%.
- The Energy Audit is in the final stages of completion. Currently the company is compiling costs from various contractors to test against their assumptions. 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 proposal for accounting services from Peter Polcari for the years 2013 and 2014. The proposal contains a 3.5% increase the first year, and 2.5% increase in 2014.
- We have hired a new part time administrative assistant. Her name is Lynmarie Newman. Lynmarie is from Hightstown and was the best candidate out of the 62 applications we received for the position. Please stop in and make her feel at home.
- We have done a walk through with several boiler contractors to begin pricing the proposed energy upgrades.
- We conducted the pre bid meeting for the well-baby clinic space. The meeting was attended by several contractors who have purchased bid packages. The bids for the clinic will be opened on March 6<sup>th</sup> at 11:00AM.
- The senior side bathrooms will be underway on March 3<sup>rd</sup> after several delays getting materials and delays getting the permits. That project will last for approximately 5 weeks.
- We had our first annual “Fasnacht” day where we served coffee and doughnuts for approximately 10 residents. Everyone had a great time and even asked if they could come back on Friday to play board games and have coffee! We are slowly getting our residents comfortable using the community room.

#### **Financial Update: January, 2013**

In review of the financial reports for the period of January 1 to January 31, 2013, the Hightstown Housing Authority completed the month with positive results. Highlights include:

Income:

- Residential Income is above budget due to occupancy and accurate billings.
- Laundry income is above budget due to the 5<sup>th</sup> week in January.
- Operating Subsidy is on track with our budget- which is based on the sequester.

Expenses:

- Administrative salaries are under budget for the month due to the unfilled administration position.
- Sundry Administrative is over budget due to the annual cost of the Yardi software and the annual Commissioners dinner.
- Computer supplies are over budget due to the purchase of new accounting software. The current software is not being supported any longer, so an upgrade was necessary. We are also purchasing a new computer for the office and will be reusing the old computer in the Community room.
- Publications are over budget due to the “help wanted” advertising that was done.
- Dues and memberships are over budget due to renewal of NAHRO, PHADA, IREM annual dues.
- Extraordinary maintenance is over budget due to the purchase of crawlspace covers and landscape improvement. Part of this expense will be reimbursed by the grant that was received this fall.

**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.

**Announcements:** The next meeting is scheduled for March 20<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