

**MINUTES OF THE REGULAR MEETING OF THE HIGHTSTOWN HOUSING  
AUTHORITY BOARD OF COMMISSIONERS OF THE HOUSING  
WEDNESDAY, July 17<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, Commissioner Carole Nelson and Commissioner Yolanda Swiney.
- **Also Present:** Gail Doran, Council Liaison
- **Absent:** Commissioner Robert Hung

**Approval of Minutes:** Regular Meeting Minutes of June 13<sup>th</sup>, 2012

Commissioner Nelson moved the minutes which were seconded by Commissioner Eufemia. The motion was unanimously approved.

**Committee Reports:**

- No reports at this time.

**Resolutions:**

- No resolutions at this time

**Discussion Items:**

- Mr. LePrevost discussed the Energy Audit and the status of the proposed Energy Services Contract. He has been able to combine several different sources of funding from the County, State and federal sources under one contract that will be administered and installed by ISLES. This program will complete our entire energy upgrades at no cost to the HA, saving us from not only incurring 1.2 million dollars in debt, but the interest payments over the next 15 years. The total amount saved is 1.55 million dollars over the next 15 year, plus the savings from reduced utility bills.

**Executive Director Report:**

Mr. LePrevost discussed the following items:

- We are currently at 98% occupancy. We had 3 move outs at the end of June and we are right sizing families. By the end of the month and those units will have been leased.
- As agreed with CTI when they began the process, we will be paying them for the investment grade energy audit that is required by HUD every 5 years. The cost is \$8,000 and will be taken out of Capitol fund when available.

- I have contacted HUD to discuss the funding of the Well Baby Clinic. We require HUD's approval to draw down on our reserves to pay for this project. At this time our 2013 Capitol fund has not been released, and our reserves are at the 6 months of operations number. I will feel more comfortable moving forward on this project as our reserves increase over the course of the summer.
- The storm water project presentation was on June 22<sup>nd</sup> and we had about 20 people attend. Kerry Miller from ANJEC has scheduled a state wide conference on storm water at our community for September 10<sup>th</sup>. We have submitted press releases to NJNAHRO, PATCH and the Windsor Heights Herald.
- We are beginning to implement the "smoke-free" housing policy. We have included the policy in our newsletter and distributing the full packet to each building. Tenants must come to the office to sign a copy of the policy for our files. This insures each person has received the policy and understands it. We have one tenant who decided to move to St. James Village after we introduced the policy, only to find out that community is already completely smoke free! He has decided to remain with us.
- We still do not have any indication on when our Capitol funds will be released for 2013. This limits us in the projects we can undertake. I have asked our architect to complete the kitchen planning so that we can move forward with new kitchens as soon as funding is available.

### **Financial Update: June, 2013**

In review of the financial reports for the period of June 1 to June 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. Highlights include:

#### **Income:**

- Residential income continues to exceed budget.
- Excess Utilities are above budget due to accurate counting of A\C units.
- 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 permit fees due to the Borough, advertising to open our wait lists and our boiler permit fees.
- Audit fees are below the budgeted level. This is due to the Audit fee being lower than the budgeted amount.
- Water, Electric and Gas are under budget for the month due to milder temperatures and conservation measures.

- Grounds maintenance is above budget due to the mulching and seasonal flowers. This will come into line next month.

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.

**\*\*A roll call was done to determine who would be available for the scheduled August 21<sup>st</sup> meeting. We will not be able to reach a quorum, so the meeting is cancelled.**

**Announcements:** The next meeting is scheduled for September 18, 2013 at 7:00 pm.

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

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director