

**MINUTES OF THE REGULAR MEETING OF THE HIGHTSTOWN HOUSING
AUTHORITY BOARD OF COMMISSIONERS OF THE HOUSING
WEDNESDAY, May 15th, 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 Brent Rivenburgh, Commissioner Carole Nelson and Commissioner Robert Hung.
- **Also Present:** Gail Doran, Council Liaison, Yolanda M. Swiney
- **Absent:** Commissioner James Eufemia

Approval of Minutes: Regular Meeting Minutes of April 17th, 2013
Commissioner Hung moved the minutes which were seconded by Commissioner Velázquez. The motion was unanimously approved.

Committee Reports:

- **By-Laws and Policy**
 - Commissioner Velázquez discussed the policy meeting that was held on April 30th. The committee reviewed the Ethics and Smoke Free policy. The policies are included in the board package and it is recommended they be approved at the next meeting. Commissioner Patten expressed to the board that although not written in the ethics policy, it is important for each commissioner to consider their role on the Housing Authority board when they are in public, and be cautious with any public comments that are made so that they are not considered the opinion of the Authority.

Resolutions:

- Resolution 2013-4 to Adopt the “ACOP” or Admissions and Continued Occupancy Policy for the Hightstown Housing Authority. This motion was forwarded by Commissioner Rivenburgh and seconded by Commissioner Velázquez. The motion carried.

Discussion Items:

- Sequester. Keith discussed our funding levels and what we can expect over the next 6 months.
- Well Baby Clinic. Keith discussed the proposed budget and the process of moving forward. He has requested the OK from HUD to complete this project from reserve funds.
- Development of Non Profit. Keith discussed the formation of a not for profit entity to develop and manage housing in our area. He has spoken to our attorney about the formation and cost estimates are being developed. Commissioner Rivenburgh discussed the costs of insuring the nonprofit and provided some guidance.

- No Smoking Policy. Keith discussed the efforts so far to promote the policy and discussed what the HA would be doing going forward including offering smoking cessation programs.
- Financial Disclosure Statement. Anyone having difficulty with the form can see Keith in the office and he will assist.

Executive Director Report:

- Mr. LePrevost discussed the following items:
- We are currently at 100% occupancy. We have 2 move outs scheduled for the end of the month and those units have been leased.
 - Our day with Leo Dauwer went very well. We were fortunate to spend the day with commissioners and directors from 4 other Housing Authorities, sharing information and ideas.
 - The energy audit is complete and we are beginning to review the financial aspects and explore the financing for the projects. The total cost of the complete package as proposed is approximately 1.2 million dollars. Peter Polari and met with the CTI group to discuss the plan and the proposed financing. Some work and modification needs to be done on the numbers and projections.
 - I have been working on the budget for the Well Baby Clinic. I have received quotes on all of the aspects of the project except for the plumbing and air conditioning. Given those two trades, we should be able to bring that project in around \$50,000, which is almost half of the cost when the project was bid out. I would like to move forward on this project on a modified schedule, as funds permit.
 - The storm water project has been completed. The Environmental Commission will be hosting an open house on June 22nd from 10-11AM to introduce our project to the public, members of ANJEC(Association of New Jersey Environmental Commissions), Sustainable Jersey and Stony Brook Millstone Watershed. We will also be inviting dignitaries from HUD and our local representatives. We are also hosting the Environmental Club from the Hightstown High School for a tour of our project.
 - We have receive some feedback on the proposed no smoking policy, and most of it is positive. Each month I am putting more smoking information in the newsletter for the residents to review.
 - Our annual audit was scheduled for April 22nd and 23rd. The auditors were here for 2 days and we will be receiving the audit report in the coming month.
 - We have received our funding notice for the balance of this fiscal year. Our funding level will be approximately \$3000 dollars per month less than our budgets (which were based on sequester estimates in October). This loss of approximately \$36,000 this year will impact our plans, and I have been working on our budgets, making adjustments and making modifications. The largest impact will be the total lack of 2013 Capitol funds to date. There is not a

projected time frame for release of these funds. This puts \$102,000 worth of projects on hold, including kitchen design, and implementation of kitchen refurbishing and the Well Baby project.

- I have been in contact with the managing director of Lancaster Pollard, a major financing source for both public and affordable housing. We are discussing the RAD(Rental Assistance Demonstration) programs and financing for our energy upgrades. I have received a wealth of information from them already and will be following up with them in the coming weeks.

Financial Update: April, 2013

In review of the financial reports for the period of April 1 to April 30, 2013, the Hightstown Housing Authority completed the month with negative results. Our ongoing projects and cuts in federal funding have impacted our financial picture. Highlights include:

Income:

- Residential income continues to exceed budget.
- Other income exceeded budget due the receipt of fees for the Leo Dauwer Conference.
- Subsidy income was below budget due to the sequester.

Expenses:

- A new category has been added- Storm water Grant Expenses which will be offset by a new income category- Grant Income. The Borough has received the money from the grant and we have billed them for the money.
- Staff Training is over budget due to the Leo Dauwer conference. Our overall cost for the conference was \$1610 dollars.
- Salaries and wages remain under budget.
- 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 over budget due to the construction of the bathrooms that are being paid for in cash.

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.

- **Yolanda M. Swiney introduced herself to the board and gave a brief description of her background and interests.**

Announcements: The next meeting is scheduled for June 19th, 2013 at 7:00 pm.

Adjournment: The meeting was adjourned by a motion made at 8:45pm.

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director