

**MINUTES OF THE REGULAR MEETING OF THE HIGHTSTOWN HOUSING  
AUTHORITY BOARD OF COMMISSIONERS OF THE HOUSING  
WEDNESDAY, December 17<sup>th</sup>, 2014 AT 7:00 P.M.**

**Call to Order:** Chairperson James Eufemia 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 Esther Velázquez, Commissioner James Eufemia, Chair, Commissioner Carole Nelson, Vice Chair, Commissioner Christopher Moraitis, Commissioner Brent Rivenburgh and Commissioner Yolanda Swiney.
- **Also Present:**
- **Absent:** Commissioner Robert Hung

**Approval of Minutes:** Regular Meeting Minutes of: November 19<sup>th</sup>, 2014 Commissioner Nelson motioned to approve the minutes which were seconded by Commissioner Swiney. The motion was approved by the commission.

**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.

Chester Diaz spoke at the meeting. He complained that the radiator valves are a waste of money. The E.D. should have replaced the windows in the complex first and then did something with the heat. Chester complained he sometimes has to put on a sweatshirt in his apartment. The Commissioners and Keith explained the valves are working as intended, and the majority of the tenant are very happy to have comfortably warm apartments. Chester left the meeting abruptly.

**Committee Reports:** The commissioners had a long discussion regarding the re appointment of Commissioner Hung. The board agreed Bob should be reappointed if he is willing to serve. The board instructed Keith to draft a letter to the current mayor and mayor elect asking Commissioner Hung to be reappointed. Keith will draft a letter and distribute for signature by the Commissioners. He will forward to the Council and be at the Council Re-Org meeting to present the letter.

**Resolutions:**

- **2014-8 To approve the 2015 Budget as approved by the State of New Jersey, DCA.** Commissioner Nelson motioned to approve the budget, seconded by Commissioner Rivenburgh. The motion was approved.

- **2014-9 To approve the 2015 meeting dates.** Commissioner Velázquez motioned to approve the 2015 meeting date schedule which was seconded by Commissioner Swiney. The motion was approved.
- **2014-10 To write off 2 tenant accounts considered “uncollectable”** Commissioner Nelson motioned to approve writing off the uncollectable debts which was seconded by Commissioner Velázquez. The motion was approved.
- **2014-11 To authorize the allocation of funds for the bidding and purchase of a new security camera system.** Commissioner Swiney motioned to approve the motion to purchase the new security camera system which was seconded by Commissioner Velázquez. The motion was approved.
- **2014-12 To approve a 2 year contract extension for Audit services.** Commissioner Rivenburgh motioned to approve the contract extension which was seconded by Commissioner Moraitis. The motion was approved.

**Discussion Items: Continued discussion of Commissioner Hung’s reappointment.**

**Executive Director Report:**

- We are currently at 99% occupancy. We are renovating a two bedroom apartment for a disabled family. We do not have any notices from tenants at this time.
- We have completed all the work orders from the annual inspections.
- Our 2015 budget to HUD is on hold. We are waiting for HUD to publish their new format which is expected in mid-December. They will be using 2014 data for operating subsidy for the first 3 months of 2015.
- Our 2015 budget has been approved by the State of NJ.
- We have found a small number of the radiator valves are still cavitating (16). We will address these issues in the spring when we can drain the systems.
- The HUD 5 year plan and Annual plan updates have been sent to HUD. We will need to modify the plans with a “Plan Update” to reflect the purchase of a new security system.
- The cycle painting of 11 units has been scheduled and will be done in January.
- The radiator valves are working very well. We are addressing individuals who still keep their windows open individually. Typically we can adjust the thermostat for them so they are comfortable. We only have 1 tenant who is non-compliant and insists 2 of the valves be removed so that the heat is on constantly. She “bullied” a maintenance person into removing the valves. I am addressing this tenant on the issue.
- On behalf of the Housing Authority, I have sent a letter of inquiry to the State of New Jersey, board of Public Utilities regarding the water/sewer increase. I know they do not necessarily oversee our utility, but perhaps they will take a look at the process and comment. In a phone conversation with the BPU, they stated that although it may be poor practice, it is completely within the right of the Mayor and Council to increase rates.

- The health department and Well Baby Clinic are scheduled to move their equipment from our space on December 29<sup>th</sup>. They have already begun packing and moving boxes of supplies.
- We are beginning to plan the renovation of the public spaces. We will be using mostly staff time for this, as we do not have any apartment to renovate this winter.

#### **Financial Update: November, 2014**

In review of the financial reports for the month of November, 2014, the Hightstown Housing Authority completed the month with positive results. Highlights include:

Income:

- Residential income has come in slightly below budget due to incomes of our residents.
- Well Baby Clinic rent is on track for the year, final payment in January.
- Laundry income is on budget for the year.
- Subsidy income is above budget due to the Federal 2014 budget.

Expenses:

- Administrative and Maintenance salaries are below our budgeted levels for the month and year.
- Dues and memberships are over budget for the month due to renewals for NAHRO, PHADA and IREM.
- Water continues to be under budget for the year, meeting our savings expectations.
- Gas is well under budget for the period and approximately 25% below budget for the year. It is still too early to draw overall assumptions on our efforts, but the usage with each bill is pointing in a positive direction.
- Electric is 17% under budget for the year. This is due to the conservation efforts we installed this year.
- Misc. Maintenance Supplies are over budget due to the refurbishing of 2 apartments.
- Boiler contract costs are over budget for the month due to the annual servicing. We have completed most of the major work on our boiler plants and now will be completing smaller projects designed to improve efficiency and reliability. One pump will need to be replaced due to bearing and seal problems.
- Electrical Contract costs are over budget due to the installation of new lighting.
- Grounds maintenance is over budget due to seasonal plantings, mulching, tree trimming and lawn repair work.
- Pension expense is over budget due to annual payment into the pension system

The meeting was adjourned into Executive session at 7:50PM.

The meeting was returned to public session to be adjourned at 8:10Pm.

**Announcements: The next meeting is scheduled for January 7th at 5:00 pm. Followed by the annual dinner at Fernando's**

**Adjournment:** The meeting was adjourned by a motion made at 8:10pm.

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director