

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE BOROUGH
OF HIGHTSTOWN, NEW JERSEY
HELD ON WEDNESDAY, October 15th, 2014 AT 7:00 P.M.**

Chairperson James Eufemia called meeting to Order.

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: 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, Commissioner Christopher Moraitis, Commissioner Brent Rivenburgh and Commissioner Robert Hung.

Also Present:

Seth Kurs, Borough of Hightstown Council Liaison, Richard and Andrea Aughenbaugh, Margaret Constantino, Mary Schilling, Bill Moody.

Absent: Commissioner Yolanda Swiney

Approval of Minutes: Regular Meeting Minutes of September 17th, 2014
Commissioner Hung motioned to approve the minutes which was seconded by Commissioner Velázquez. The motion was approved.

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.

Andrea Aughenbaugh spoke regarding the Well Baby Clinic and the use of the Housing Authority space for their offices. She described the history of the program and the good work it does serving the residents of Hightstown. Keith discussed the meetings that took place with the 3 health departments, the money that was spent on architecture and engineering and the overall cost of the project. Keith continued by discussing the need for the Housing Authority to see a return on its investment in the space, and the 3 town's unwillingness to increase the rental amount to an appropriate level. He also discussed the residents desire to have their community space back for events and parties. Keith also noted the end date for the Baby Clinic is not a fixed date. He has told them they can continue to use the space until an appropriate replacement can be found. The Aughenbaugh's thanked the board for their time and consideration.

Discussion Items:

Keith discussed the recent resident council meeting. The following was discussed with the residents:

- Trash Cans in the courtyard. Keith will look into trash receptacles with small openings so that we don't end up with everyone's household garbage dumped in the courtyard.

- Use of the community room for parties and events. This is something that could be considered once the renovations are done.
- Get information on Next Level Tutoring. Keith will forward web address.

Resolutions:

Resolution 2014-7. To Approve the Disaster and Emergency Management Plan. Keith discussed the plan and his meeting with Jim Sidelinger. The board approved the plan by roll call vote 6-0 with the condition the publicly posted plan have the commissioners addresses, phone numbers and email addresses deleted.

Executive Director Report: Keith reported the following:

- We are currently at 99% occupancy. We are renovating the studio apartment and have a tenant for that unit November 1st. We have received a tentative notice from a tenant to vacate their apartment on November 1st. We will be “right-sizing” a tenant from a 2 bedroom unit to the 1 bedroom unit, and then renovating and releasing the 2 bedroom unit.
- We have completed 240 feet of fencing and will continue replacing fence in the spring.
- We had an incident on site that involved the fire company. We are not sure if the tenant was using the stove for heat, or they were burning something on the stove, but this caused the smoke/CO detector to go off. The resident called 911 and the Fire Company arrived. As discussed in my previous memo to the board, I proposed some sort of training with the emergency services on our site, so that we can avoid the chaos that ensued that night. I met with Larry Quattrone (Council Liaison to the fire company) and Jim Sidelinger, borough OEM coordinator. We reviewed what happened and Jim will take the lead in training, with the materials I presented him.
- I reviewed our Disaster plan with Jim Sidelinger who is the Borough of Hightstown’s head of the Office of Emergency Management for review and comment. He has reviewed our plan and finds it complete and appropriate.
- I attended a 2 day FEMA/State of NJ “Community Mass Care and Emergency Assistance” training class this month. This training focused on shelter and emergency services for people after a disaster. This was good training for us, even in the event we need to evacuate all or part of a building due to fire, an explosion like recently happened in Ewing or natural disaster. I made several good contacts, including our emergency response coordinator from the Red Cross.
- The resident gardens will be cleaned up and mulched for the winter.
- I have not received any feedback on our application for the HUD security grant.
- Our 2015 budget has been sent to the State of NJ.
- Our 2013 PILOT payment has been made to the Borough with
- I have completed our GPNA (Green Physical Needs Assessment) for the entire Housing Authority. I will prepare a presentation by year end with the results. To

summarize, over the next 20 years, we will need approximately \$10 million dollars in Capitol funding to maintain the quality and functionality of the property.

- The HUD 5 year plan and Annual plan updates have been sent to HUD.
- The staff have all had their annual reviews for 2014. Appropriate training has been recommended for specific staff. This can be accomplished either online or at Mercer County.

Financial Update: September, 2014

In review of the financial reports for the month of September, 2014, the Hightstown Housing Authority completed the months with positive results. Our utility costs continue to be below budgeted levels thanks to the work done over the past year.

Highlights include:

Income:

- Residential income has come in slightly below budget due to incomes of our residents.
- 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.
- Travel is over budget due to the costs associated with the Leo Dauwer conference.
- Sundry Administrative is over budget due to the cost
- Audit is over budget due to the annualization of the expense.
- Sundry Administrative is over budget for the year due to healthcare costs associated with employee incident.
- Dues and memberships are slightly over budget due to association dues being renewed.
- Water continues to be under budget for the year, meeting our savings expectations.
- Gas is slightly under budget for the period and approximately 18% below budget for the year. .
- Electric is under budget for the year, but I am frustrated by the “estimated” bills we have been receiving. The estimates are based on last year’s bills for the same period. I called JCP&L and they told me they will try and have our meters read with more regularity.
- Boiler contract costs are over budget and will stabilize over the coming months. 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.
- 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.

Next meeting is scheduled for November 19th, 2014 at 7:00 pm.

The meeting was adjourned at 8:15 by a motion made by Commissioner Hung and seconded by Commissioner Nelson.

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director