

**MINUTES OF THE REGULAR MEETING OF THE HIGHTSTOWN HOUSING  
AUTHORITY BOARD OF COMMISSIONERS OF THE HOUSING  
WEDNESDAY, November 19th 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 Robert Hung, Commissioner Brent Rivenburgh and Commissioner Yolanda Swiney.
- **Also Present:** Seth Kurs, Council Liaison
- **Absent:** Commissioner Christopher Moraitis

**Approval of Minutes:** Regular Meeting Minutes of October 15<sup>th</sup>, 2014

**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.

Keith discussed 3 issues that were discussed with the Resident Council during the month:

1. Use of garage space as a recreation area for the residents. This idea has been discussed before, and with minor renovations would be possible. We would need to discuss monitoring, safety and parental involvement.
2. Garbage can in the courtyard. Keith showed the commissioners an example of what can be installed and the proposed cost. A can will be ordered and installed.
3. Leasing of the community space once the clinic has vacated and the space is renovated. This was done years ago and policies and procedures will need to be established. Brent is concerned with the liability aspects. We will need to keep the space specifically for the use of the residents and staff only.

**Committee Reports: None**

**Resolutions: None**

**Discussion Items: None**

### **Executive Director Report:**

- We are currently at 99% occupancy. We are renovating a one bedroom apartment and will be “right sizing” a tenant for that unit December 1<sup>st</sup>. We will then renovate the 2 bedroom handicap unit for a new tenant.
- We have completed the annual inspections for this year. Our apartments are in excellent condition, and the work orders that were generated were mostly for cosmetic issues.
- The annual plantings have all been cleaned up and the spring bulbs have been planted.
- The plantings have been installed in front of building 3.
- 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 sent to the State of NJ.
- We have found a small number of the radiator valves are still cavitating. We will be having the contractor return to correct these issues.
- The HUD 5 year plan and Annual plan updates have been sent to HUD.
- We will be performing “Cycle Painting” over the course of this winter. We surveyed residents and during our inspections picked units that could use fresh paint. We will use our contract painter and our staff depending on the unit.
- I have contacted the Borough of Hightstown’s water department regarding the water quality in three of our buildings. We seem to be having a lot of problems with rust in the water in the office, building 6 and 7. These 3 buildings are on what they call the “Old Foreman Street Line”. Sean from the water department came by my office to discuss the issue. There is no resolution due to the age of the pipes in the ground.
- I spoke out at the Council meeting in opposition to the almost 10% increase that is proposed for the water and sewer department. The proposed increase will negatively affect our 2015 budgets by approximately \$6500 dollars per year.

### **Financial Update: October, 2014**

In review of the financial reports for the month of October, 2014, the Hightstown Housing Authority completed the month with negative results. This was anticipated due to the 3 pay periods, PILOT payment and water and sewer bills that are due in October. 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 above our budgeted levels for the month due to the 3 payrolls, but below budget for the year.
- Water continues to be under budget for the year, meeting our savings expectations.
- Gas is well under budget for the period and approximately 15% 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.
- Small tools are over budget for the month due to the purchase of tool bags and small hand tools for the maintenance staff.
- 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 enclosed financials include: Income Statement for the Current Period (VS Budget), Cash Flow and General Ledger-Cash account.

The commission discussed projects that should be considered in 2015. Commissioner Eufemia feels the camera system should be upgraded. We did not receive the safety and security grant, but there are adequate reserves in both cash and Capitol Funding to accomplish this. Keith discussed the kitchen upgrades we are doing by sanding and refinishing the cabinetry, installing new drawer glides and hardware. He feels it would be wasteful to tear out the existing cabinetry when the existing can be refurbished to like new condition using our own staff and resources upon turnover.

**Announcements: The next meeting is scheduled for January 7th at 5:00 pm.**

**Adjournment:** The meeting was adjourned by a motion made at 8:00pm.

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director