

**MINUTES OF THE REGULAR MEETING OF THE HIGHTSTOWN HOUSING  
AUTHORITY BOARD OF COMMISSIONERS OF THE HOUSING  
WEDNESDAY, March 18th, 2015 AT 7:00 P.M.**

**Call to Order:** Vice Chair Carole Nelson 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 Carole Nelson, Vice Chair, Commissioner Pascale Emmanuel, Commissioner Christopher Moraitis, Commissioner Brent Rivenburgh and Commissioner Yolanda Swiney.
- **Also Present:** Council person Steven Misiura, Resident Monique Wilson
- **Absent:** James Eufemia, Chair

**Approval of Minutes:** Regular Meeting Minutes of: February 18<sup>th</sup>, 2015. Approved as read.

**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.

Monique Wilson introduced herself and discussed her background.

**Committee Reports:** Keith discussed the functions of the following committees and the following volunteered to serve on the committee:

**Policy Committee.** Keith discussed this committee will work on updating our policies and procedures. Carole Nelson, Esther Velázquez and Yolanda Swiney will serve on that committee.

**Finance Committee:** This committee will work on the 2016 budget and capitol planning functions. Chris Moraitis and Brent Rivenburgh will serve on this committee

**Personnel Committee:** This committee will oversee HR functions including the ED contract renewal. Pascale Emmanuel, Carole Nelson and Yolanda Swiney will serve on this committee.

**Buildings and Grounds:** This committee will oversee visioning and capitol planning for the physical assets of the community. Chris Moraitis, Brent Rivenburgh and Pascale Emmanuel will serve on this committee.

The Chair, James Eufemia will serve as the defacto chair of each committee.

**Resolutions:** None at this time.

**Discussion Items:**

- The security camera system is out to bid. The walkthroughs are on April 1,2 and the bids are due on April 29<sup>th</sup>.
- Keith discussed the annual donations to the local park programs. We historically have donated \$5000 to the Dawes Park program and \$1000 to the Methodist Basketball program.
- ELOCCS approving official. With the retirement of Bob Hung, we need a board member to fill this position. Carole Nelson will serve in this capacity.
- Strategic Planning. Keith discussed the need to begin the strategic planning process. He would like to make this plan a longer term plan, possibly 5 years. The plans we have done in the past have been 1 year, and we now should be taking a longer term view.

**Executive Director Report:**

- We are currently at 99% occupancy. We have refurbished a one bedroom apartment and an existing tenant has downsized to that unit. We are currently refurbishing a two bedroom unit for a new family.
- The 2015 Capitol fund grant has been awarded. We will receive \$101,264 this year for capital improvements. We have submitted the necessary paperwork to HUD to receive our funds.
- We have submitted our 2015 Safety and Security grant application. We have applied for \$100,000 towards the camera system.
- The Community room is nearing completion. Furniture is being selected to compliment the space as well as photos and artwork.
- Conference that are available for 2015. All of these have value for the Commissioners.
  - Final Leo Dauwer Conference in Martha's Vineyard- September( multiple dates)
  - PHADA Annual Convention- San Francisco- May 3-6
  - NJNAHRO-Atlantic City-April 22-24
- The security camera system has been put out for public bid. Site preview dates are on April 1 and 2 with bids due on April 29<sup>th</sup>. The project has been published in the local papers as well as with PHADA and NAHRO
- We will be starting the landscape projects that were planned for last fall as soon as the weather breaks. This will include drainage, landscape and a new bench in front of building 6 (senior building on RR Ave.)

**Financial Update: February, 2015**

In review of the financial reports for the month of February, 2015, the Hightstown Housing Authority completed the month with positive results. Our positive cash flow will be affected in March by the annual pension payment and the water bill. 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.
- CFP for Operations is on budget, Income was posted in February
- Subsidy income is slightly over budget due to the Federal 2015 budget. We are continuing to operate under 2014 assumptions until April when HUD is supposed to have completed their 2015 budget reviews. They will make whatever adjustment to our subsidy at that time.

Expenses:

- Administrative and Maintenance salaries are below our budgeted levels for the month and year. They will come into line with the 3 pay month in May.
- Staff Training is over budget due to Commissioner Courses at Rutgers.
- Travel is over budget for the month due to expenses for the recent PHADA conference and small housing authority meetings.
- Electric is over our budget. The electric company is estimating our bills. We have complained to them and the Board of Public Utilities. I have been reassured we are on a “must read” list for the next 12 months so we can develop an accurate baseline.
- Gas continues to be well below budget due to the radiator valve work done last year.
- Misc. Maintenance costs are over budget due to the additional purchase of ice melt.
- Misc. Contract costs are over budget due to the completion of the cycle painting.
- Exterminating costs are over budget due to a case of bed bugs in 1 apartment.
- Boiler contract costs are over budget due to repairs and a motor replacement.

The enclosed financials include: Income Statement for the Current Period (VS Budget), Cash Flow and General Ledger-Cash account.

**Announcements:** The next meeting is scheduled for April 15<sup>th</sup>, 2015 at 7:00 pm.

**Adjournment:** The meeting was adjourned by a motion made at 8:31PM.

Respectfully Submitted by:

---

Allen Keith LePrevost, Executive Director