

**MINUTES OF THE HIGHTSTOWN HOUSING AUTHORITY BOARD OF
COMMISSIONERS
WEDNESDAY, May 18th, 2016 AT 7:00 P.M.**

Call to Order: Chairperson James Eufemia called meeting to order at 7:02 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 James Eufemia, Chair, Commissioner Esther Velázquez, Commissioner Carole Nelson, Commissioner Pascale Emmanuel, Vice Chair, Commissioner Christopher Moraitis, Commissioner Yolanda Swiney.
- **Also Present:** Pat Albanese, Bill Moody, Belinda Brown (Residents)
- **Absent:** Commissioner Brent Rivenburgh, Borough Liaison Denise Hanson.

Approval of Minutes: Regular Meeting Minutes of: April 20th, 2016

- The minutes were moved by Commissioner Nelson, seconded by Commissioner Velazquez and 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.

- Mr. Moody is upset we have redone the parking lot and removed the assigned parking spaces. He feels it is unfair for Senior citizens to not have assigned spaces. Keith noted that in the renovation we have added 3 spaces and redone the lines and handicap markings. Belinda Brown agrees she wants her assigned space back. She has had to park in another spot several times.
 - The board agreed to put “Assigned Parking Spaces” on the agenda for the June meeting.
- Pat Albanese feels it is an invasion of privacy to be recording license plate information from the residents and guests. She has discussed this with the Police. Commissioner Eufemia stated it is not an invasion of privacy and that we are acting in the best interest of the residents by keeping track of who is parking on the site. Keith noted we have had 2 abandoned cars towed from the property in the last month, and the Police have recommended we keep track of the resident and guest vehicles that park in our lots.

Committee Reports:

Keith discussed the latest developments in the Affordable Housing litigation. The Borough has recused itself from the current legal process, which is positive given the mounting cost of the litigation. It is now up to the Planning Board to develop an

affordable housing plan to submit to the state, hopefully for approval. Keith noted that the money the borough wasted on professionals could have been better used to actually develop some affordable housing. Commissioner Eufemia asked whether the HA has been asked to participate in the development of the plan, Keith responded “No”. Keith will keep the board up to date with any new developments.

Resolutions:

- **Resolution 2016-3- To Adopt the “Conflict of Interest Policy”**
Keith discussed the policy is being requested by our Auditor as a stand-alone policy. Keith explained we are already covered under our “Ethics” policy, but this will satisfy the audit requirement. Commissioner Nelson motioned to approve the resolution, seconded by Commissioner Emmanuel and unanimously approved by roll call vote.

Discussion Items:

- **Lead Paint Testing and Certification.** Keith discussed the notice he received from HUD requiring current Lead Paint testing of all communities. Keith has received a quote for the work and would like to proceed. The board agreed this needs to be done and approved moving forward.

Executive Director Report:

- We are currently at 100% occupancy. We have a tenant who is terminally ill and will not be returning. We will have that unit back by the end of June.
- We had a major leak this past month in the heating system. A supply line feeding the family laundry room broke underground. This caused water to saturate the ground outside the laundry, eventually leaking back into the boiler room. Charlie discovered we had an issue in that boiler room on his daily check. Mack Industries isolated the leak and a repair was done.
- We have discovered another significant sewer line leak. This one is under building 2. We had a cracked 6 inch cast iron main that was leaking and 2- 4 inch unions. A section of 6 inch line was replaced and the 4 inch unions were repaired. Both were done by Mercer Drain cleaning.
- The gravel parking lot has been re-graded and new parking blocks installed.
- Termite treatments have been done in building 1. The other buildings are being inspected and will be reinspected on an annual basis.
- We received a notice from HUD regarding Lead Paint testing and disclosure. Lead exposure is on the front page of every newspaper right now and HUD want us to insure our property is “lead free” and that we are educating our residents about the hazards of lead exposure. We do not have a lead certification on the property, so we are contracting with ETS (Environmental Testing Services) who is certified in NJ to perform HUD multifamily lead certifications. The cost is \$2500 to test a sampling of 25 units and certify the property. Additional costs may be incurred if lead is found.
- The Borough picked up the golf cart and we have the release signed and in the files.
- All of the generators have been serviced and are in good working order.

- The auditor is requesting the enclosed “Conflict of Interest” policy. We have always been covered for this under our “ethics” policy, but he would like to see a standalone policy.
- The siding for the garage has been purchased and the permits have been submitted. Everything has been painted and we are waiting for the weather to cooperate to begin the project.
- We are looking at some major tree work on the site. Unfortunately some of the Pin Oaks are suffering with what is believed is a bacterial leaf scorch. The only cure is removal. It appears we are looking at 5 major removals. We looked at trimming and fertilizing, but do not believe that will resolve the damage. I have contacted David Zaiser, the borough tree official for another opinion and recommendations. We will look at the affected areas and replant with a different variety of major tree.
- Our annual financial audit for 2015 is scheduled for the 23rd and 24th of this month. Anthony Giampaolo from Hymanson, Parnes and Giampaolo will be conducting the audit. Peter Polcari will also be site during the audit to provide any additional information.

Financial Update: February, 2016

In review of the financial reports for the months of April, 2016, the Hightstown Housing Authority completed the month and the year with positive results, but negative cash flow. This is due to the payment of Water/Sewer fees and annual pension costs booked March 31st, but paid in April. Highlights include:

Income:

- Residential income has come in higher than our budget due to incomes of our residents, and the diligence of the staff to research and follow up when tenants either increase their work hours or find a new job.
- Other Operating receipts includes maintenance fees and refunds from our insurance company. It is negative this period due to the write off of maintenance and exterminating fees we will never collect.
- Laundry income is slightly over budget for the period.
- Subsidy income is slightly over budget due to the Federal 2016 budget. This will change now that our 2016 Subsidy Submission has been completed. Due to our energy saving efforts, our subsidies from HUD are beginning to drop. This year that will equate to approximately \$1000 per month.

Expenses:

- Administrative and Maintenance salaries are over budget for the period, but on budget for the year. April was a 3 pay month, so this expense will come into line over the course of the next month or so.
- Legal Expenses are under budget for the period but over budget for the year due to review of court filings for the Boroughs affordable housing plans.

- Electricity is under budget.
- Natural Gas is under budget.
- Maintenance salaries are over budget due to the 3 pay month. They will come in line over the next couple months.
- Maintenance supplies are under budget due to full occupancy. We will have a couple apartment coming back to us in June and July that will be renovated.
- Extermination costs are over budget due to bed bugs being treated in several apartments and the cost of termite treatment and inspections.
- Our waste removal cost has jumped from \$336 per month to \$418 per month without notice. I have contacted the hauler. There was a “clerical” error they are working on fixing in their office.
- Extraordinary Maintenance is on budget due to the purchase of the concrete bumpers in the parking lot.

The enclosed financials include: Income Statement for the Current Periods-April 1 to April 30th (VS Budget), Cash Flow and General Ledger-Cash account.

Announcements: The next meeting is scheduled for June 15th, 2016 at 7:00 pm.

Adjournment: The meeting was adjourned by a motion made at 7:54PM.

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director