

**MINUTES OF THE HIGHTSTOWN HOUSING AUTHORITY BOARD OF  
COMMISSIONERS  
WEDNESDAY, July 20<sup>th</sup>, 2016 AT 7:00 P.M.**

**Call to Order:** Chairperson James Eufemia called meeting to order at 7:00 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 Christopher Moraitis, and Commissioner Brent Rivenburgh.
- **Also Present:** Bill Moody, HA Resident
- **Absent:** Commissioner Pascale Emmanuel, Commissioner Yolanda Swiney

**Approval of Minutes:** Regular Meeting Minutes of: May 18<sup>th</sup>, 2016

- Commissioner Velazquez motioned to approve the minutes which were seconded by Commissioner Moraitis. 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.

- Bill Moody spoke regarding the assigned parking space issue. He feels everyone has found their space, and he has not had an issue in the last month or two. He does not feel we need to assign spaces at this time, but would like the board to consider it in the future if it is a problem. The members thanked Mr. Moody for coming to the meeting.

**Committee Reports:**

Keith discussed the recent Appellate court decision regarding the “Gap” period, 199-2015. The court ruled that Municipalities are not responsible for providing affordable housing during that period. The basis is the courts should uphold the current law, rounds 1 and 2 of COAH, and work with the State to produce Round 3 that will extend to 2025. This is a great benefit to communities, as this will reduce the projected commitments in some instances in half. Keith discussed the highlights from Tamara Lee’s May 25<sup>th</sup> memo detailing the progress on the Affordable Housing Plan as of this date. The board discussed the recently adopted “Redevelopment Agreement”. Keith expressed concerns with the agreement producing as per Tamara Lees’ projections between 34-55 new affordable housing units and the borough only getting \$250K for the affordable housing trust fund. Keith explained that the State of NJ currently budgets \$303K as the standard cost of developing and constructing 1 affordable unit in NJ, so the borough has accepted enough money to develop .81 units. The board had a general discussion about the

Housing Authority's role in helping with the Affordable housing commitment going forward.

**Resolutions:**

- **Resolution 2016-4 To approve the 2015 Audit as presented.** The audit was discussed and a motion to approve the audit was made by Commissioner Moraitis, seconded by Commissioner Velázquez and approved by the board.

**Discussion Items:**

- Assigned parking spaces- no further discussion was needed.
- Lead Based Paint Assessment. Keith discussed the testing that was done in each building. We show the presence of lead in 2 buildings, limited to just the radiator covers. The covers have been repainted and Keith will be replacing those covers as the units are renovated to eventually eliminate all lead from the property.
- Strategic Planning. Keith would like to put together a committee this year to begin the process of developing a strategic plan that will extend 3-5 years. Commissioner Rivenburgh questioned when the last Strategic plan was done and will be employ a facilitator for this. Commissioner Eufemia stated we did the last plan in 2013 on our own, and that we accomplished all of our goals. Keith noted one item on the 2013 plan that we did not pursue, which was our after school program that we determined would be redundant with 2 other local programs. The board will continue to discuss this at the September meeting.
- Budget- 2017. Keith mentioned we are beginning the 2017 budget process and he will be sending preliminary numbers and information to our Finance Committee. Keith and Pete will be developing the budget throughout August and September for presentation to the board at the September meeting.
- 2015 PHAS designation. Keith announced he just receive our 2015 HUD report card, known as PHAS(Public Housing Assessment System) We scored 96/100 again this year. Our score is still based on a 2012 physical assessment and Keith feels we could be 2-3 points higher if our physical assets were reassessed today.
- Long term capital planning. Keith discussed as part of the budgeting and Strategic planning the need to include substantial project such as the boiler replacements. A RFP is being developed for the boiler replacements so that we will be in a position next summer to be in process.

**Executive Director Report:**

- We are currently at 99% occupancy. We currently have one unit that is being renovated for a new tenant in July.
- Termite treatments have been done in building 1. The other buildings are being inspected and will be reinspected on an annual basis.
- We have utilized our security cameras several times, including once resulting in charges being filed for illegal dumping. This was for a person who was emptying an apartment on Stockton Street.
- 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. The entire property has been tested and we are 100% lead free in 6 of our 8 buildings. Lead paint was found on the radiator covers in 2 buildings. All of the covers have been repainted in those 2 buildings and the units have been retested and certified as lead safe. We will be replacing the covers in

those 2 buildings over the next 1-2 years to eliminate any risk of a problem altogether. We have received our Lead Free Housing certifications.

- All of the generators have been serviced and are in good working order.
- The auditor has completed our 2015 annual audit. Final audit reports have been emailed and hard copies are available in the office and copies for the members at the July meeting. There were no findings or issues to report in the exit interview.
- Planned drainage and storm water work has been done this month. We are addressing the areas around building 3 and 5 this year with lateral drainage trenches. Later this year we will be removing some impervious cover behind building 4. There is a large paved area where there were clothes lines. They have not been utilized in a couple years and are in disrepair. We have put up a note in the family laundry room asking our residents to contact the office if they use the clothes lines and would like them to remain.
- We have ordered new non-skid stair nosings for buildings 6 and 7. The nosing on the existing treads is steel, and over time has begun to rust and deteriorate. The new nosings are aircraft grade aluminum with an epoxy based nonskid insert.
- Masonry repairs have been done on buildings 3, 4, 5 and we have scheduled the repainting of the balcony's, ceilings and columns. This will complete the exterior painting of all the buildings. We will be looking at a 5-7 year cycle to repaint the buildings.
- The Stony Brook Millstone Academy has selected Hightstown, and specifically the Hightstown Housing Authority to participate in their STEM summer learning program. They are focusing on storm water management and they will be bringing their students to the HA the end of this month for 2 separate outings. The first will be for a 1 hour tour and discussion of our storm water work, and the results of our efforts. We will be going over various solutions, and the effectiveness of each. The second day will be a research day, including measuring, photographing and developing storm water approaches for other areas. The Watershed has asked me to participate on a panel to help judge the students work.

- **Financial Update: May-June, 2016**

In review of the financial reports for the months of May, June, 2016, the Hightstown Housing Authority completed the months with positive results. July may present with negative cash flow due to the payment of water and sewer bills and our annual audit.

**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.
- Excess utilities are for air conditioner units installed in June.
- Other operating receipts include a refund from Rutgers and dividend from insurance.

- Laundry income is slightly over budget for the period.
- Subsidy income is slightly over budget due to the Federal 2016 budget.

Expenses:

- Administrative and Maintenance salaries are under budget for the period, but on budget for the year. September is a 3 pay month, so this expense will come into line over the course of the next couple months.
- 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.
- Audit is over budget for the period, but on budget for the year.
- Water is over budget for the period and the year. This is still due to the rate increase by the Borough. This will be modified in the 2017 budget.
- Electricity is under budget.
- Natural Gas is slightly over budget.
- Maintenance supplies are under budget due to full occupancy. We have a couple apartment that have been turned over in June and July.
- Extermination costs are over budget due to bed bugs being treated in several apartments and the cost of termite treatment and inspections.
- Plumbing and Boiler Contract costs are both over budget due to emergency repairs that were done the end of May. They included a leak in the heating system under the laundry room, and a sewage line leak under building 2.

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

**Executive Session:**

- The board adjourned into executive session at 8:20PM to discuss the Executive Director's annual performance review.

The board reopened the meeting at 8:40 pm with a motion from Commissioner Nelson to increase the Executive Director's annual salary by 3% for the contract year beginning August 20<sup>th</sup> 2016 to August 20<sup>th</sup> 2017. This was seconded by Commissioner Velázquez and unanimously approved by the board.

Keith thanked the board for their continued support.

**Announcements:** The next meeting is scheduled for **September 21st, 2016 at 7:00 pm.**

**Adjournment:** The meeting was adjourned by a motion **made at 8:45PM.**

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director