

**MINUTES OF THE HIGHTSTOWN HOUSING AUTHORITY BOARD OF
COMMISSIONERS
WEDNESDAY, July 19th, 2017 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 Carole Nelson, Commissioner Pascale Emmanuel, Commissioner Christopher Moraitis, Commissioner Yolanda Swiney, Commissioner Monique Dujue Wilson. Commissioner Brent Rivenburgh.
- **Also, Present:** Resident Juanita Figueroa and Kian Piquet
- **Absent:**

Approval of Minutes: Regular Meeting Minutes of: June 20th, 2017. Commissioner Nelson motioned to approve the minutes that were seconded by Commissioner Rivenburgh. 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.

Juanita mentioned the Borough contacted her regarding parking her car by the dumpsters. She claims her neighbor parks her car there and sometimes they have parked there. She feels we need more parking on site, especially in the winter. She feels the neighbor should be contacted also. Keith commented that the office has been in touch with her and she has not been parking there. Kian questioned why she needs to have a parking permit on the gravel lot. Keith commented the Police have asked us to monitor and maintain the gravel lot, including keeping a log of who parks there.

Juanita questioned why we have to pay for air conditioning. Trenton Housing Authority does not have to pay for air conditioning. Why should we have to pay for air conditioning when they don't. Keith said that each community is governed by their own policies. The board discussed the cost of A/C. Keith commented we have allowed several residents to amortize the cost of the A/C over the course of the year. Senior citizens get one A/C unit free, and they pay for any additional. Keith noted to Kian and Juanita that this is why it is important to have a resident council, to discuss these issues. Juanita asked why they are not allowed to have BBQ grills. Keith explained that having BBQ grills are like the wading pools. We have 60+ kids on the property, and at any given time someone could get burned or drowned. Keith explained that the group party's the residents organize are fine, because there are several people are around and someone is working the grill and monitoring it. We encourage the residents to have these types of events.

Kian and Juanita left at this time.

Committee Reports:

Keith discussed the work being done on the Deerfield Westerly site. He has received the plans from Trenton Engineering and will be working on them. During the summer, it is very difficult to get a meeting. Commissioner Eufemia added that this project, if it comes to fruition will greatly improve the quality of that site and vastly increase the number of affordable units in the town.

Resident Council Report:

Monique discussed the resident council and with her work schedule, we will have to have a night meeting. Yolanda asked where the grills come from for the group party. Keith discussed that a couple resident has a large commercial grill they borrow. Keith does not want to have 100 charcoal grills littering the property. With the party, there is one large grill, and 2 people that work it.

Commissioner Rivenburgh questioned why the new resident is afraid to come to the office. Commissioner Wilson does not think she is afraid, she just has not come to the office. Commissioner Emmanuel questioned what effect do the air conditioners have on our utility bills. Keith noted our electric bill normally increases around \$15-1800 dollars per month during the summer. It varies greatly depending on the weather. Our excess utility charges for air conditioning are around \$2100 dollars. We have approximately 80 A/C's installed at this time.

Resolutions:

None at this time.

Discussion Items:

Public Discussion of CFP 2017: Keith discussed and reviewed the proposed capitol plan for 2017 and the proposed spending plan. He detailed each individual line item and the reasoning behind each item. We are a high performing agency, and have received approximately a 5% bonus in our capital funds. The board unanimously approved the spending plan.

Executive Director Report:

- We are currently at 100% occupancy.
- We received our final subsidy determination this month and fortunately it is somewhat higher than anticipated.
- The two large Pin Oaks in front of building 6 have been removed. We also had the large silver maple behind building 6 to remove some storm damage.
- We have ordered the final batch of radiator covers that are scheduled to be delivered this month.
- Our semiannual waiting list update letters have gone out in the mail. We contact every person on the waiting list twice a year to update addresses, phone numbers and whether they are still interested in an apartment. We will decide early in August, once the lists have been updated and reviewed whether to open our wait lists for any specific apartment types.
- The Stony Brook Millstone Watershed Academy spent the morning of July 13th at the Housing Authority. 8 students and two teachers from the watershed came to the HA

to look at our various storm water management projects and see how to incorporate new and different ways to capture and reuse storm water.

- We have met with our paving contractor and will be starting the project in early August. It is anticipated the project will take approximately 8 working days, and we will work with our residents to move their cars during the construction.
- I have requested from the Borough 2 dedicated parking spaces in front of Building 6 for resident pickups and drop-offs with a one-hour parking limit. This is in response to our residents, who have had friends ticketed while assisting them.
- The concept paper I wrote on “De-Federalizing small PHA’s” was submitted in a joint meeting of the main affordable housing industry groups from across the country and was accepted to be included as part of an upcoming joint policy proposal.

Jonathon Zimmerman from PHADA wrote to me:

“I am so grateful to you for coming up with an innovative and well thought out plan to deal with the realities of the current Federal funding environment and one that will offer a viable solution to others. Moreover, your written presentation and analysis is superb. It is helpful and essential for us to have the specifics you came up with to help us get beyond theoretical concepts. I am sure by the time of our Legislative Forum in September we will be talking about "next steps" to help advance our legislative package, including your proposal. Keith, we are truly grateful for your active participation in and contributions to PHADA's work to help Housing Authorities, the low-income people and communities you serve.”

Financial Update: June, 2017

In review of the financial reports for the month of June, 2017, the Hightstown Housing Authority completed the months with positive results as anticipated. The largest expense this month was the quarter water bills.

Income:

- Residential income has come in slightly over budget for the period.
- Excess utility is slightly under budget due to cooler than expected temperatures resulting in fewer installed air conditioners.
- Other income is over budget due to sale of plans and specification for renovation projects.
- Laundry income is slightly under budget for the period.
- Subsidy income is over budget due to the final acceptance of our 2017 budget. Adjustments will have been made which will boost our subsidy income by around \$1500 per month.

Expenses:

- Administrative and Maintenance salaries are under budget for the period and on track for the year.
- Legal expense is on budget for the period.
- Staff training is on budget for the year.

- Audit is over budget for the period but on budget for the year.
- Misc. Office Expense is under budget.
- Water is slightly over budget.
- Electric is under for the period.
- Natural Gas is under budget for the period.
- Maintenance supplies are over budget for the year due to renovations of 2 apartments.
- Small tools are over budget due to the purchase of a new power washer to clean the balcony's and steps.
- Grounds maintenance is over budget due to planting of annual flowers, mulching the entire property and cleaning the gutters on the entire property.

Executive Session: Chairperson Eufemia noted we have personnel issues to discuss and we will now enter executive session.

Open Session: Chairperson Eufemia reopened the public portion of the meeting to introduce Resolution 2017-7- to approve a new 5year employment agreement with the Executive Director. The resolution was moved by Commissioner Moraitis and seconded by Commissioner Rivenburgh. The motion was unanimously approved by Roll call vote.

Announcements: The next meeting is scheduled for September 20th, 2017 at 7:00 pm.

Adjournment: The meeting was adjourned by a motion made at 8:30PM.

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director