

**MINUTES OF THE HIGHTSTOWN HOUSING AUTHORITY BOARD OF  
COMMISSIONERS  
WEDNESDAY, May 17<sup>th</sup>, 2017 AT 7:00 P.M.**

**Call to Order:** Chairperson James Eufemia called meeting to order at 7:35 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 Yolanda Swiney and Commissioner Brent Rivenburgh
- **Also, Present:**
- **Absent:** Commissioner Monique Dujue Wilson, Commissioner Christopher Moraitis

**Approval of Minutes:** Regular Meeting Minutes of: April 19<sup>th</sup>, 2017

**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.

**Committee Reports:**

Commissioner Eufemia and Rivenburgh discussed the meeting they had with Keith and how a follow up meeting will take place in the coming weeks. They discussed how with the current budget environment, we are moving forward cautiously, and any long-term plans will need to be fluid so that we can change with the new circumstances.

**Resolutions:**

**Discussion Items:**

- Surveys- Keith discussed the surveys and the positive results.
- Boiler Project- Keith discussed the boilers and the meetings to date. The bids are due on May 26<sup>th</sup>.
- Parking Lot Project- The project is advertised and the pre-bid meeting is on May 31<sup>st</sup>.
- Poster Contest- The commissioners reviewed the submissions and selected the two winning posters.
- River Friendly Certification- The HA is being awarded the "River Friendly Business" certification this month by the Stony Brook Millstone Watershed. There will be an award ceremony as some point. Keith will send out invitations.

**Executive Director Report:**

- We are currently at 99% occupancy. We have completed two apartment renovations and have moved in one new family and relocated another. We are now renovating a one bedroom family for a new resident that will move in on June.
- Our parking lot engineers are providing the documents and hopefully the project will go out to bid later this month or early in June. I have been in touch with George Chin and will be coordinating any permits the building department.
- Our Boiler engineers have had the mandatory pre-bid meeting with prospective contractors last week. Bids are due on the project May 26<sup>th</sup>.
- We have a local company doing some gutter and soffit repairs around the facility. We also have some siding on one dormer on building 3 that was damaged during a storm that needs to be replaced.
- We have taken delivery of another batch of radiator covers. The third set has been ordered.
- Our fourth resident satisfaction survey went out in April and we had 16 surveys completed and returned! The response was typical of what is expected of surveys, and we are pleased with the results. The tally sheet is included in the packet, and the raw surveys are available if you would like to see the submitted pages. The fifth of 5 surveys went out in the May newsletter, and already we have a very strong response.
- Edging and mulching of the grounds has been completed for the year. We have 2-3 large Pin Oaks that are going to be removed. Two are on RR Avenue, in front of building 6. They are diseased and failed to come out this year. The third is near the office, on the end of the Rain Garden. This is a very expensive process, but necessary.
- Our shredding containers were full and removed by Shred-It for off-site destruction.
- I attended the PHADA conference this month. The Federal budget has been finalized for 2017 and the final numbers for Operating Fund and Capitol Funds are not yet finalized. The best guess estimates so far are an 80% proration for the year. This is a 5% reduction from our already cut budget. We are looking at the numbers and will have a better handle on the final amounts by the end of this month.
- As part of the PHADA small housing authority committee, I have been asked to draft a plan which I have titled- "Small PHA's Deregulation- De-Federalization of Eligible PHAs". This plan, if enacted would remove us from the Public Housing program. I will provide more information as the plan progresses. PHADA is working with NAHRO, CLPHA and HUD, looking at several options going forward for the public housing program. A handful of Directors from across a broad spectrum of properties were asked to prepare position papers that will be reviewed and discussed at a joint meeting in late June.

**Financial Update: April, 2017**

In review of the financial reports for the month of March, 2017, the Hightstown Housing Authority completed the months with negative results as anticipated.

**Income:**

- Residential income has come in slightly under our budget due to renovation of units (vacancy).
- Laundry income is slightly under budget for the period.
- Subsidy income is well under budget due to the final acceptance of our 2017 budget. Adjustments will have to be made to this budget item now that the Government has passed a full year CR. HUD is anticipating funding HA's at a rate of 80% of their budgeted subsidy levels. Our April subsidy reflects this and brings us into line with our modified budget. We will need to modify the budget again, when we receive notice of our final proration.

**Expenses:**

- Administrative and Maintenance salaries are under budget for the period and on track for the year.
- Legal expense is slightly over budget due to notices to several tenants.
- Staff training is on budget for the year
- Audit is under budget for the period, Auditor is due payment this month.
- Sundry Administrative is over budget due to the changeover of our copier. (lease expiration)
- Computer supplies are under for the month but over budget due to the purchase of a new machine and the annual "tune-up" and maintenance of our existing systems by ACA computer.
- Misc. Office Expense is under budget.
- Water is over budget, as quarterly bills arrived this month. Also, we noticed an increase in one building, and after some investigation found 2 toilets that were running constantly.
- 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.
- Grounds maintenance is slightly over budget due to planting of 2 new trees.
- Extermination costs are on budget for the year.
- Extraordinary maintenance is a second installment payment for the boiler engineers.

**Announcements:** The next meeting is scheduled for June 21<sup>st</sup>, 2017 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