

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE BOROUGH
OF HIGHTSTOWN, NEW JERSEY
HELD ON WEDNESDAY, November 15th, 2017 AT 7:00 P.M.**

Chairperson James Eufemia called meeting to Order.

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: showed that those present and absent were as follows:

Present: Allen Keith LePrevost, Executive Director, Commissioner James Eufemia, Chair, Commissioner Yolanda Swiney, Commissioner Brent Rivenburgh, Commissioner Christopher Moraitis and Commissioner Pascale Emmanuel, Vice Chair.

Also Present:

Absent:

Monique Wilson, Resident Commissioner
Commissioner Carole Nelson
Lee Stultz, Council Liaison

Approval of Minutes: Regular Meeting Minutes of October 18th, 2017. Commissioner Moraitis motioned to approve the minutes. The motion was seconded by Commissioner Swiney and approved by the board.

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.

Borough Council Liaison Report: None

Resident Council Report: None

Resolutions: None

Discussion Items:

- **Easement for Borough.** Keith discussed the Borough's plans to install a new 6" water main on Foreman Street. They would like to tie that main into the Rogers Avenue line which will provide better water flow and volume to everyone. We will also be receiving a new fire hydrant on the corner of our parking lot, which is a benefit. This would also solve several problems for the Borough. It eliminates 2 dead end lines, the one on Foreman, and the new one being installed by Joe Mannino. The easement is along the fence line that separates our property from the Mannino property. We would be receiving a 99-year lease on the easement, which is similar to the arrangement we have on our gravel parking lot. Another benefit is we will be able to work with Mannino to install a short section of new vinyl

fencing. Commissioner Moraitis questioned whether the Borough was doing this project to satisfy the HA's water problems or for Joe Mannino. Keith responded that it was neither, but the Foreman Street water line project has been in the works, and when the Mannino project came to fruition, it was the ideal time to address the issue of 2 dead end mains. Keith suggested we could consider tying our Building 6 and 7 into the new main which would provide better water quality for those 2 buildings. Commissioner Eufemia questioned whether we could get the Borough to install the new water service at no cost to the HA. Keith responded he would work with the Borough to see if we could get that done. The board agreed by unanimous consent for Keith to move forward. Keith explained we will do a formal resolution to approve once the legal work and engineering are done.

- **Affordable Housing Work Group.** Keith received a note for the Borough Clerk. He reached out to the Borough to try and set a time for a follow up meeting. The Clerk came back with a rather short, disrespectful note basically saying the Borough does not want the HA involved, and they will deal with Mr. Pomeranc directly. Commissioner Eufemia read the email to the board and it was discussed at length. Commissioner Eufemia continued the Borough is constantly saying they are looking for volunteers, and when you try to volunteer, especially people with expertise, they are treated like this. The HA is only trying to help the Borough, and don't seem to want our help. Keith stated on another note, our application has been accepted for the RAD conversion waitlist. The board feels this is a good thing, getting away from federal control. Keith was questioned what happens to our PILOT agreement after the conversion. He explained we would have to renegotiate with the Borough.
- **Boiler Plants.** Keith discussed the boiler plant bids that were received this year, and feels we should consider putting the project out to bid with the alternate to do one, two or all three boiler plants based on funding. Keith explained we have a resolution on the books committing money to the project, and we are in the position where we have excess cash in the operations that should be used for that process. Commissioner Rivenburgh questioned how our cash is handled and types of accounts where our money is banked. The board discussed cash management and possibly moving money into other banks that could offer us better rates.

Executive Director Report:

- We are currently at 98% occupancy. We had a tenant pass away last month and we have just gotten the unit back from the family. We are moving a senior from a studio unit to the one bedroom, and have already rented the studio that will be vacated. We have also moved a disabled family to the vacant first floor unit from their 3rd floor unit. We are now going to "right-size" a family to that unit and then renovate and fill the larger unit.
 - The board had a discussion on the leasing process, what checks and balances we use and how decisions are made. Keith reviewed the process they go through with the board.
- We received our final subsidy determination for the balance of this year and fortunately it is somewhat higher than anticipated.
- The final batch of radiator covers have been delivered and will be installed this month.
- We have received a letter from HUD placing us on the conversion wait list.
- We did a two-day training session with a HUD REAC trainer and a new recruit. It was a positive experience, where we were able to provide feedback on the inspection process, and learn exactly what HUD is teaching their new inspectors.

- Most of our directional fences are being replaced with a more modern look. We will be
- The federal subsidy budget tools are not available from HUD at this time. We will be completing them as soon as they are available. The current time line from HUD makes the budget tools available to us after Thanksgiving.
- I have met with Leonard Coates regarding the Deerfield/Westerlea project and the Rogers/Academy overlay zone. The Borough continues to delay setting a meeting time and date. Our developer has already expressed to me his desire to either do something or he is going to move on to another project. He is becoming very frustrated with the delays.
- We conducted our annual inspections this past month. We created almost 400 work orders. Most of these have either have been done or will be addressed shortly. Some of the site work orders we will need to consider as a capitol item. An example is the fixed glass in the family laundry room. The insulated glass has lost the seal between the glass which is causing a foggy appearance. Another are the sidewalks and the various imperfections. We have budgeted in the 2018 capital fund repairing and replacing sidewalks.
- Winter snow equipment has been serviced and in good running order. Gas and diesel fuel has been purchased and stocked for the machines. We have ordered a pallet of Calcium Chloride ice melt to supplement our supplies.
- I had a meeting with Ken Lewis and Larry Blake from the water department. The Borough is installing an 8" water main on Foreman street and would like to tie it into Rogers Avenue. This will improve water flow and according to the engineer help to clear up the rust and sediment in our water. The easement will go along the curb line of the parking lot behind building 7. The borough will remove the 2 silver maples and several stumps as part of the project. We will work with the developer of the property next door to reinstall continuous fencing once the project is completed.

Financial Update: October, 2017

In review of the financial reports for the month of October, 2017, the Hightstown Housing Authority completed the month with slightly negative results as anticipated. The largest expense this period was the PILOT expense of just over \$34,000.

Income:

- Residential income has come in slightly over budget for the period.
- Excess utility is slightly over budget.
- Laundry income is slightly under budget for the period.
- Subsidy income is over budget due to the final acceptance of our 2017 budget. Adjustments 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 slightly over budget for the year. This is due to the second 3 pay month that occurred in September.
- Legal expense is slightly over budget for the period, but on budget for the year.
- Staff training is under budget for the year. The recent change is the registration for the winter PHADA conference.
- Travel is slightly over budget due to the Washington conference in September and travel arrangements made for the winter conference.
- Audit is under budget for the period but on budget for the year.
- Dues and memberships are over budget due to annual dues for PHADA and NAHRO.
- Misc. Office Expense is under budget.
- Water is slightly under budget, but will come into line the end of this year.
- Electric is under budget for the period and under budget for the year.
- Natural Gas is under budget for the period and the year.
- Maintenance supplies are over budget for the year due to purchasing of materials as a result of our inspections. This year with the help of the REAC trainers we have done an extensive evaluation of our site and produced
- Exterminating costs are under budget for the period, and coming into line for the year.

The enclosed financials include: Income Statement for the Current Period- October 1 to October 31, 2017 (VS Budget), Cash Flow and General Ledger-Cash account.

Next meeting is scheduled for December 13th, 2017 at 7:00 pm.

The Board discussed the January meeting. Several commissioners have conflicts on January 3rd. It was suggested we move our meeting to January 17th. The board unanimously agreed.

The meeting was adjourned by a motion made by Commissioner and seconded by Commissioner.

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director