

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE BOROUGH
OF HIGHTSTOWN, NEW JERSEY
HELD ON WEDNESDAY, June 20th, 2018 AT 7:00 P.M.**

Chairperson James Eufemia called meeting to Order at 7:15PM

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 Carole Nelson, Commissioner Brent Rivenburgh, Commissioner Christopher Moraitis, Monique Wilson, Resident Commissioner and Lee Stultz, Council Liaison

Also, Present:

Absent:

Commissioner Pascale Emmanuel

Approval of Minutes: Regular Meeting Minutes of May 16th, 2018. The minutes were approved by voice vote.

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 of the public were in attendance.

Borough Council Liaison Report:

- Council person Lee Stultz discussed the budget that was recently approved. Additional money was budgeted to look at Deerfield Westerlea and try and see what is possible on that site.
- The Mill is moving forward in Planning board. The first night of testimony was this month, and July 9th is the next meeting. Public comment and planning board comments will be coming in the next meeting.
- The bridge at the lake is moving forward and will probably being under construction by fall.
- The Bond ordinance has passed to purchase the YMCA building. At that point, the architects and engineers will redesign the space and the renovation will begin.

Resident Council Report:

- Monique discussed the community garden and the excess produce that is being grown. The garden is 100% organic, with no pesticides or chemicals. Monique discussed how the garden has brought people out and is connecting people. Keith discussed the permanent fencing and benches added around the garden. The board is in favor of adding to the gardens, benches and fencing. Keith will coordinate with the Resident Council.
- Keith mentioned we have a senior citizen, our oldest resident at 95 fell this week picking up her newspaper. She broke her hip and pelvis, and her niece does not think she will be able to return.

Committee Reports:

- Keith noted that although there are no reports at this time, we will need to be looking at policies this summer as well as the budget.

Resolutions:

- **2018-5 To approve the 2017 Audit as presented.** Commissioner Eufemia congratulated the staff on the fine job and recommends approval. Keith noted that next years audit will be slightly different and longer due to the expenditures this year. The resolution was passed by roll call vote.
- **2018-6- To approve the submission of the RAD application to HUD.** Keith discussed the RAD program, the conversion process. He discussed the Section 8 program, pros and cons. Commissioner Swiney questioned how this will impact our residents. Keith described the difference between the project-based vouchers and the tenant-based vouchers. All of our residents are protected, and none of our rents will be affected. The real key issue at this time is the structure of the entity we take the property into. We want to assist the Borough in fulfilling their affordable housing commitment. Whether we maintain the ownership as the Authority or another entity will depend on what is most beneficial to the borough residents. There was a lengthy discussion on the program and interactions with the Borough and how this could enable us to help and expand in the future. The resolution was passed by a roll call vote.

Discussion Items:

- Keith discussed the Affordable Housing Accreditation Board and the pilot accreditation program we are participating in. At our July meeting, a reviewer will be present and will be speaking with the board after the meeting. They will be talking to the board about compliance issues, oversight and leadership. They have requested about 1 hour after our regular meeting.
- The board at length discussed the various summer programs and the HA's funding of the programs. There is a strong feeling to subsidize the HA family, and not just the program. The board decided to fund Methodist Madness this year with the idea that this may be the last year. The HA will work on a funding mechanism to be more focused on our kids. We can begin programs, provide trips and other activities during the year.

Executive Director Report:

- We are currently at 99% occupied. We have filled the 2 senior citizen units and have renovated the family 3-bedroom unit. We have a new tenant moving in July 1st.
- The Federal Government has passed a budget for 2018 that includes large increases in military and discretionary spending. We are very fortunate to be receiving close to 93% of our eligible federal subsidy and almost \$60,000 additional capital funding. We are hopeful this additional funding will carry through to 2018 and we will be able to complete our boiler room work.

- The demolition and reconstruction of our boiler rooms is well under way. The Borough released our project so we could do the demolition work ahead of the formal permits, saving time in an already tight schedule. To date the boilers are on site, the new concrete boiler pads have been poured and the boilers have been hoisted into position. The piping and wiring work is underway.
- Boiler room #4 needed to have a section of concrete wall removed to hoist the boilers into position. The existing doorway is too narrow. I have ordered a new door to replace the door that is being removed. The door frame and bottom of the door are rusted and beginning to fall apart.
- All work orders are up to date.
- The truck has been serviced.
- The property has been completely inspected and we are termite free.
- The 3 unit building behind our senior building has been completed and in process of being rented.
- I am pleased to announce we have been given a national Award of Merit from the National Association of Housing and Redevelopment Officials for our environmental work and using those projects to develop educational tools. The award and plaque will be mailed to us late in July, as we are not attending the awards ceremony at the national conference in San Francisco.
- There is a new, national accreditation program for affordable housing that has been launched. I have been following it since the concept was unveiled about 3 years ago. It is similar to what is being used for other industries, accounting, healthcare, senior housing, long term care, etc. The goal is to provide a baseline standard of quality in both physical condition and operational excellence. We have been asked to join a pilot group to work through the process and become certified. I have substantially completed the paperwork and we will be undergoing our first site reviews and meetings at our July board meeting.
 - The Site reviewer will come to our board meeting and spend approximately 1 hour either before or after the meeting talking with the board about the authority. I will have a list of topics and possible questions ahead of time for you to consider.
- We have been selected to move forward with our RAD application. We are being given 60 days to complete the formal applications and submit. Information and guidance has been provided in the board package on the conversion process and the benefits and drawbacks of this path forward.

Financial Update: May, 2018

In review of the financial reports for the month of May, 2018, the Hightstown Housing Authority completed the month with positive results.

Income:

- Residential income has come in slightly over budget for the period and the year.
- Interest income has changed significantly in the last 6 weeks. We should be back on budget by the summer.
- Laundry income is slightly over budget for the period.

- Subsidy income is over budget for the year. The two-year spending bill passed by congress has increased our subsidy above budgeted levels. We are hopeful this trend will continue into the 2019 budget.

Expenses:

- Administrative and Maintenance salaries are slightly under budget for the year, but will come into line with the next 3 payroll month.
- Legal expense is slightly under budget for the period and for the year.
- Staff training is over budget for the period due to conference registrations.
- Telephone is over budget due to renewal of phone system lease.
- Travel is over budget for the period due to the recent New Orleans conference.
- Sundry Administrative is slightly over budget due to legal advertising for the bidding process and Audit.
- Misc. Office Expense is under budget.
- Electric is under budget for the period and under budget for the year.
- Natural Gas is over budget for the period. We had two, 30-day periods that were the coldest 30-day periods in the last 10 years we have been tracking weather and natural gas usage.
- Maintenance materials is over budget due to apartment renovations, cycle painting, lighting upgrades (where we are replacing fixed lighting to LED).
- Misc. Maintenance materials is over budget due to purchase of interior doors and exterior storm doors.
- Grounds maintenance is over budget due to mulching and gutter cleaning.
- Extraordinary maintenance. This account will be used as part of the boiler construction project.

Next meeting is scheduled for July 18th, 2018 at 7:00 pm.

The meeting was adjourned by a motion made by Commissioner Moraitis.

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director