

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE BOROUGH  
OF HIGHTSTOWN, NEW JERSEY  
HELD ON WEDNESDAY, January 17<sup>th</sup>, 2018 AT 5:00 P.M.**

Chairperson James Eufemia called meeting to Order at 5:03PM

**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 Carole Nelson, Commissioner Christopher Moraitis, Commissioner Pascale Emmanuel, Vice Chair, and Monique Wilson, Resident Commissioner.

**Also, Present:**

**Absent:**

Council Liaison Lee Stultz.

**Approval of Minutes:** Regular Meeting Minutes of December 13<sup>th</sup>, 2017. Commissioner Swiney motioned to approve the minutes which 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.

No Members of the public were in attendance.

**Borough Council Liaison Report: No Report**

**Resident Council Report: No Report**

**Committee Reports: Appointment of Committee members.**

- Personnel Committee: Commissioner Nelson, Commissioner Emmanuel
- Finance Committee: Commissioner Rivenburgh, Commissioner Moraitis
- Policy Committee: Commissioner Nelson, Commissioner Swiney
- Buildings Committee: Commissioner Moraitis, Commissioner Rivenburgh
- Development: Commissioner Swiney, Commissioner Wilson

**Resolutions:**

2018-1 To appoint the position of Chairperson and Vice Chairperson for 2018. A motion was made by Commissioner Nelson to appoint James Eufemia as Chair and Yolanda Swiney as Vice Chair for 2018. The Motion carried.

**Discussion items: Annual Report to Council**

Keith discussed the draft annual report that was emailed to the Commissioners. Keith feels it is important with this first presentation to give a bit of the history of the Housing Authority as well as the current status. Commissioner Eufemia feels the report is very comprehensive and likes the amount of detail that is included. Keith commented he will condense the public presentation to about 5-7 minutes. Commissioner Moraitis commented he feels we need to include a section discussing the "before and after" aspect visually. It happens gradually, but needs to be highlighted. The Commissioners feel it is important to provide the level of detail to demonstrate what is possible and the thought and consideration that goes into our operations. The board discussed policing and if the police are still using our cameras. Commissioner Eufemia commented that 10 years ago, 85% of the police work in town was in the Housing Authority. This past year, the worst crime we have had is a missing bike, and maybe a disturbing the peace call.

**Executive Director Report:**

- We are currently at 99% occupancy. We have renovated the senior citizen unit and it has been occupied. The family 3 bedroom is being renovated and is rented for January 30<sup>th</sup> also.
- Due to the continuing resolutions, our subsidy from HUD will remain at the 2017 level until a new budget is passed.
- There was an accident on Christmas Eve by Building 7 that damaged our emergency generator. Due to the gas leaking, we had to evacuate the residents and relocate them to the conference room until the area was secured and the gas was turned back on. I have been working with the insurance company to replace the damaged generator, electric lines and gas lines. The insurance company has approved a temporary generator and a new generator to replace the damaged one. We have ordered the generator and that will be installed when it arrives.
- The federal subsidy budget tools are available from HUD at this time. We have completed our 2018 submission based on the State of NJ budget submission.
- We continue working on completing the work orders from our recent inspections. The guys are making progress, but have been delayed by the vacated apartments.
- I have been in touch with the engineers that prepared the plans and specifications for our boiler project. They will be looking at our plans and specs to determine ways to reduce the costs and rebid the project. We anticipate the bid packages to be done by the end of this month and the formal bidding process to be started in early February.
- Alan Security has been on site working on our office alarm system. We have had 2 false alarms in the past month, both between 1 and 3 in the morning. Motion sensors have been replaced and hopefully the issue is corrected.
- I did not attend the PHADA Commissioners conference this month due to the extreme weather and installation of the temporary generator and boiler repairs. I was not comfortable leaving with everything going on. There were several meetings discussing RAD conversions, REAC inspections and new protocols, HUD funding, Updates on the Tax Credit Program, updates to the VAWA Act (violence against woman's act) and succession planning.

- HUD published on January 5<sup>th</sup> a notice delaying the submission of our AFFH (Affirmatively Furthering Fair Housing) report and tool until further notice. Our submission was originally due in March of 2019. HUD has found numerous problems and issues with the reports already submitted, and has decided to delay the receipt of new reports until problems can be resolved. This is a great relief, as the report takes an estimated 1000 hours to complete. We will continue to monitor the HUD sites for updates.

#### **Financial Update: December 2017**

In review of the financial reports for the month of December, 2017, the Hightstown Housing Authority completed the month and the year with positive results. Our financials are slightly different this month as our accountant has begun making year end entries to include depreciation and outstanding pension liabilities. We maintained positive cash flow for the month and the year in spite of the cuts in operating funds from HUD. We have received our January 2018 funding, which is on target with our budgets. We anticipated cuts of around \$2000 a month in 2018 based on discussions at HUD.

#### **Income:**

- Residential income has come in slightly over budget for the period and the year.
- Excess utility is has come in slightly over budget for the year.
- Interest income has come in well under budget for the year due to dividends from insurance that did not meet expectations this year.
- Laundry income is slightly under budget for the period.
- Subsidy income is over budget due to the final reconciliation of HUD's 2016 and 2017 budget. Adjustments were made that increased our subsidy income by around \$1500 per month. Even with the increase, we received approximately \$20K less than our budgeted allotment.

#### **Expenses:**

- Administrative and Maintenance salaries are slightly over budget for the period and slightly over budget for the year. This is due to overtime pay during the year.
- Legal expense is slightly under budget for the period and for the year.
- Staff training is under budget for the year.
- Travel is slightly over budget for the year.
- Dues and memberships are over budget due to annual dues for PHADA, NAHRO and IREM.
- Computer supplies is over budget for the period and year due to the Accounting software renewal fees.
- Misc. Office Expense is under budget.
- Water is slightly over budget for the period and the 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 numerous work orders.
- Maintenance contract costs are under budget for the year.
- Grounds maintenance is over budget due to large tree removals and replacements.
- Trash removal (recycling) is over budget due to a price increase this year. We will be looking into other vendors going forward.
- Boiler Contract costs are over budget due to the annual service contract and repairs in boiler room number 1.
- Exterminating costs are over budget for the period, and the year. This is mainly due to bed bug treatments, including one recently resolved case.

An applicant, Mary Fitch came into the meeting and asked to speak to the commissioners regarding being removed from the waiting list. The case was discussed and Commissioner Swiney recommended we discuss this case at the following meeting in Executive session.

**Next meeting is scheduled for February 21<sup>st</sup>, 2018 at 7:00.**

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

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director