

**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 20<sup>th</sup>, 2019 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 Brent Rivenburgh(late), Commissioner Eva Teller, Commissioner Carole Nelson and Commissioner Pascale Emmanuel

**Also, Present:** Resident Diane Greenwood. Lynmarie Newman(taking Picture)

**Absent:** Commissioner Monique Wilson, Lee Stultz, Council Liaison.

**Approval of Minutes:** Regular Meeting Minutes of October 16<sup>th</sup>, 2019.

**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.

Diane Greenwood. Spoke regarding moving her disabled brother into her 3<sup>rd</sup> floor apartment. The board discussed and Keith brought the letter that was given to the Social Worker and Ms. Greenwood regarding the matter. It was suggested Ms. Greenwood talk to her daughter, who has a 2-bedroom, first floor unit about either moving the brother into her unit or taking the daughter back into her unit. Ms. Greenwood agreed she will speak to her daughter about the situation.

**Borough Council Liaison Report:**

- Lee Stultz is absent

**Resident Council Report:**

- No report

**Resolutions: There are two resolutions with the same number. One is to approve the RAD conversion and move forward, the other is to abandon the RAD conversion at this point.**

- **2019-9 To formally reject the quotes for the Phase 2 Study and to move forward as a Public Housing Authority.**
  - The board had a lengthy discussion on the RAD conversion. The initial cost of the Phase 2, as well as the possible liability that would be incurred has made the conversion untenable. It was agreed the RAD conversion would have stabilized our community and its cash flow for the next 20 years, but we will have to wait for a better deal from HUD in the future.

**Discussion Items:**

- The Board continued its discussions on the RAD Conversion
- Carole Nelson will be leaving our Board to live with family in Georgia. The board spend an extended time talking with Carole and about her long and faithful service to the Housing Authority. Commissioner Eufemia and Commission Rivenburgh will speak to a person they would like to see on our board.

**Executive Director Report:**

- We are currently at 100% occupancy. We have been very busy with almost 10% of the units being turned over this year. Change is very good thing for the HA as new people come in, good for the units as they are completely refurbished and good for the overall community. We welcome all our new arrivals.
- We have spoken to our attorney and they communicated with the Borough regarding the Cooperation agreement. The Borough feels it may not have to review the documents if we do not go through with the application. Once a decision is made, we will communicate it to the attorney.
- We have completed the initial phase of the RAD conversion, including the Financial plan for the next 20 years. We are in the que for a 2019 closing, probably in December which means are new Section 8 Subsidy will begin in January. Update: The council is now requesting over 2500 pages in documents we have submitted for the RAD program. At this time, we are considering not entering the RAD program as the Phase 2 costs may be too high.
- A decision on RAD will need to be made in the near future. The Borough is asking for a determination and HUD is requesting we move forward or they are going to recall the CHAP that was issued.
- The generators are out to bid. Depending on the cost we will replace as many as we can afford per year. My impression is 1 will be done with some money left over we can apply to next year's bid. We are bidding the replacement of 3 of our 4 generators. The plan is to replace one unit per year.

- The property has been aerated and seeded for the fall. Fall fertilizer and treatments have been done and the spring bulbs have been planted.
- The large Blue Spruce has been decorated and will be lit daily the first week of December.

### **Financial Update: October, 2019**

In review of the financial reports for the month of October, 2019, the Hightstown Housing Authority completed the month with negative results, mostly due to the annual PILOT payment and the water/sewer bills.

#### **Income:**

- Residential income has come in over budget for the period and the year, mostly due to increased resident incomes and actively monitoring new hires and tenant work status. We have increased our budget expectation in this category for 2020, both in resident rent and subsidy, but we will still probably exceed that expectation.
- Excess Utility is now above budget for the period and slightly under budget for the year.
- Interest income is above budget for the period. We are continuing to monitor interest rates and will renegotiate our savings rate as warranted.
- Other Operating receipts are slightly under budget for the period.
- Laundry income is over budget for the period and slightly under budget for the year.
- Operating Subsidy income is over budget for the year. The two-year spending bill passed by congress has increased our subsidy for the year, but a final spending bill has not been approved. Recently they were raised to 2019 levels and funds were distributed. They are estimating we may have a final 2019 budget by October.

#### Expenses:

- Administrative and Maintenance salaries are both slightly under budget for the period.
- Legal expense is slightly over budget for period but under for the year. We expect this account to be well over budget for the rest of the year due to RAD issues.
- Staff Training is under budget for the period and the year.
- Telephone is slightly over budget due to phone system annual payment.
- Sundry Administrative is over budget due to Accounting and Tenant management software renewals earlier this year along with 3 bid packages for the work being done on the sidewalks, Architect bids and the fire escapes.
- Water is under budget for the period.
- Electric is under budget for the period.

- Natural Gas is under budget for the period.
- Maintenance labor is slightly over budget due the 3 pay month pay cycle in August and overtime costs due to construction.
- Maintenance materials is under budget for the period.
- Maintenance contract cost are well under budget.
- Plumbing Contract costs are over budget due to drain cleaning emergency.
- Electrical Contract costs are over budget due to generator repairs needed after the annual servicing.
- Grounds maintenance is over budget due to the exterior plantings and time of year.
- Extraordinary maintenance. This amount is for the domestic hot water boiler in buildings 1 and 4 and the Capital Needs assessment for the RAD application. We also paid out the fire escape cost instead of waiting for next year.

**Next meeting is scheduled for December 18<sup>th</sup>, 2019 at 7:00**

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

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director