

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE BOROUGH
OF HIGHTSTOWN, NEW JERSEY
HELD ON WEDNESDAY, September 18th, 2019 AT 7:00 P.M.**

Chairperson James Eufemia called meeting to Order at 7:00PM

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 Brent Rivenburgh, Commissioner Eva Teller, Monique Wilson, Resident Commissioner.

Also, Present: Evelyn Harvey (Resident)

Absent: Commissioner Swiney, Commissioner Nelson, Commissioner Duvert-Emmanuel

Approval of Minutes: Regular Meeting Minutes of April 17th, 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.

Evelyn Harvey discussed her situation in the handicapped 3 bedrooms. After a long discussion, the board agreed to allow Evelyn to move in a handicapped relative and his son. She will not be moved to an available one bedroom.

Borough Council Liaison Report: No report

Resident Council Report: Monique discussed how she is unable with work responsibilities to attend the resident meetings. We are considering a better time when more may be able to attend. **Some items to address:**

- Bikes- the racks need to be cleaned up and old bikes disposed.
- Tenants need to stop using the small garbage cans in the courtyard for their household trash. Item for newsletter.
- CALECO- Keith will address to get new machines or get the existing fixed.
- 1-1 Keith will address tenant to stop Friday night music and light show.

Discussion Items:

- Fire Escapes. Keith discussed repainting and repairing of the fire escapes that has been done. The contractor cleaned, scraped and painted all 13 fire escapes on the property. All maintenance was done to insure proper function while they were working.
- RAD update. Keith updated the board on what we have accomplished over the past month. We are considering backing out of the RAD process due to cost of environmental projects.

- Revised Cooperation Agreement. Keith discussed the current Cooperation Agreement which was never signed and approved. Mickey, Leland and Keith met with the Planning board to review the agreement and discuss the new proposed agreement.

Resolutions:

- **Resolution 2019-7 To** approve the Audit that was submitted by Hymanson, Parnes and Giampaolo. The resolution was unanimously approved.

Executive Director Report:

- We are currently at 98% occupancy. We are fortunate to never have more than 2 vacant units at a time. 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.
- The draft “Cooperation agreement was discussed at the May 6th Council meeting. Keith spoke for more than an hour at the meeting, discussing RAD, budgets and the long-term outlook for the HA.
- The Borough representatives originally scheduled a meeting on May 13th to discuss our cooperation agreement. That meeting was rescheduled for August 12th. Keith, James Eufemia and Leland Hutchinson(attorney) attended the meeting. We discussed many items and at this time it appears the council is finally comfortable with the cooperation agreement. No mention of the discussion was made at the September 3rd meeting. I will continue to monitor the council and will let you know when there is progress
- 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.
- We have received our updated title search and clearance report. There are no outstanding issues.
- All the generators have been serviced. Repairs were needed on 2 generators including a new battery on one generator and a water pump on another. We will be bidding the replacement of 3 of our 4 generators. The plan is to replace one unit per year.
- We have received the Phase 1 environmental study and its recommendations. As always, we have work that can be done, and investigation that could be done, but for this report there are no additional work items to complete.
- The property has been edged and mulched. Fall fertilizer and treatments will be done in the coming weeks. Fall flowers will be installed and all the flowers are watered regularly.
- All the fire escapes have been repaired, stripped and repainted. The contractor did a beautiful job, making them look like brand new.

We have had a lot of support over the last several months from the maintenance staff, office staff and our accountant, Pete. Modern devices have allowed us all to stay in touch, see what is going on, react to changes and keep the business going. A big thank you should go out to all the staff for their hard work and teamwork during this unexpected stressful time. We all hope things calm down and return to as much normal as possible.

Financial Update: Summer, 2019

In review of the financial reports for the months of June, July and August, 2019, the Hightstown Housing Authority completed the month with positive results.

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 2019, both in resident rent and subsidy, but are still exceeding that expectation. Adjustments have been made in the 2020 RAD budget and the 2020 Housing Authority budget.
- 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 have had insurance dividends come in this past month. We are monitoring interest rates and will renegotiate our savings rate as warranted.
- Other Operating receipts are slightly over 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 over budget for the period. We had another 3-payroll month in August that affected this account. These numbers will balance out in the coming months.
- 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.
- 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 Capitol Needs assessment for the RAD application.

The enclosed financials include: Income Statement for the Current Period- June 1, to August 31, 2019 (VS Budget), Cash Flow and General Ledger-Cash account.

Next meeting is scheduled for November 20th, 2019 at 7:00

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

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director