

**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 20<sup>th</sup>, 2021 AT 7:00 P.M.  
Telephone Meeting**

Chairperson James Eufemia called meeting to Order at 7:05PM

**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 Eva Teller, and Commissioner Jeet Gulati

**Also, Present:**

**Absent:** Commissioner Monique Wilson, Resident, Borough Council Liaison

\*Commissioner Swiney was congratulated on rejoining the Board for a second term. All the Commissioners thanked her for her service.

**Approval of Minutes:** Regular Meeting Minutes of December 16<sup>th</sup>, 2020. The minutes were motioned to be approved by Commissioner Gulati and seconded by Commissioner Rivenburgh. Minutes were unanimously 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:**

- None

Committee Report:

- Policy Review. Keith discussed updating the policies in our manual. Many were done in 2012 and need to be updated at this point. Several things have changed over the years, including personnel, VAWA and others. Commissioner Swiney, Teller, and Eufemia will serve as policy reviewers.

**Resident Council Report:**

- None

**Resolutions:**

- 2021-1 To select the Chairperson and Vice Chairperson for the Housing Authority.
  - The Commission unanimously selected Commissioner Eufemia as the Chairperson and Commissioner Swiney as the Vice Chair. Keith reviewed the By-Laws of the Commission that allow the positions to continue if there is unanimous consent on the positions. The motion was approved by unanimous consent.
- 2021-2 To Select Meeting Dates for 2021
  - Keith reviewed the meeting dates in the packet with the Board. The motion was approved by unanimous consent.

**Discussion Items:**

- **The following Committees were established:**
  - **Personnel-** Commissioner Teller/Commissioner Swiney
  - **Finance-** Commissioner Rivenburgh/ Commissioner Gulati
  - **Buildings and Construction-** Commissioner Rivenburgh
  - **Development-** Commissioner Rivenburgh
  - **By-Laws and Policy-** Commissioner Teller/Commissioner Swiney
- **Meeting Format:**
  - Keith discussed the format of the meetings and questioned whether the Board would like to change the format from a telephone meeting to a “Zoom” or other video type meeting. After some discussion it was decided to keep the telephone format and we will review as needed in the future.

**Executive Director Report:**

- We are currently at 98% occupancy. We will be downsizing a current resident in a handicap unit to a smaller handicap unit. This will free up a larger 3-bedroom handicap unit for a family. We have also moved a senior woman to a one bedroom first floor unit from a 3-bedroom unit. This is the first unit we will be redoing including the floors. This will cost an additional \$1200-\$1500 per unit but will make the unit look brand new. Normally we turn over 8-9 units per year. While we are doing this, we are changing all the outlets and switches, smoke and CO detectors and new base trim. We have a person from the waiting list for that unit when done. We will work with our waiting list and select an appropriate family.
- We are keeping the waiting list closed until April 1, 2021. There is a long list of applicants that have returned their update letters. We will reevaluate the list this winter to see if any units can be advertised.
- We are recycling again! We continue to work with our Residents to ensure compliance with the recycling regulations. Attached is an example of what we are delivering to each resident on roughly a weekly basis. I am happy to say so far compliance is excellent and we will keep up the flyers.
- We have been using the camera system regularly, recently catching a resident illegally dumping a mattress in the dumpster. We are looking forward to installing a new DVR and hard drives so that we can add cameras as needed and increase the resolution of our existing cameras.

- We have selected all Sunpations for our Summer plantings. I think this will make a good display, even though it will require extra efforts keeping them all watered.
- All the appropriate paperwork was filed with the West Windsor health department for this meeting space. As the Virus continues to get worse, we are meeting remotely so that we can all stay safe.
- I have prepared an RFP for Architectural services. This will be a 2-year contract that will look at roofing replacement, roof alterations that may need to be done and possible solar installations. We can extend the contract to include other architectural services that may be required by other planned capital projects. So far, we have had a good response from several firms that are interested in bidding the project. It will be interesting to see the outcome and get a better handle on the long-term costs of reroofing and the solar installation.
- The novel Coronavirus is on everyone's mind. We have had discussions as a staff regarding safety. Now is the time we are all re-doubling our efforts to stay safe. New guidance from the State have us checking temperatures of everyone entering the building. As a service industry, we are unable to avoid being at work. We are maintaining the social distancing and remaining vigilant until told otherwise by the Governor.

#### **Financial Update: December 2020**

In review of the financial reports for the month of December 2020, the Hightstown Housing Authority completed the months with positive results.

#### **Income:**

- Residential income has come in slightly under budget for the period and slightly under budget for the year, mostly due to accurate budgeting but minor impacts from the virus resulting in layoffs and late rent payments.
- Excess Utility is slightly under budget for the period and slightly under budget for the year.
- Interest income is well below budget for the period and the year. We have moved our savings to a local bank where the return is slightly higher. Our statements will be coordinated making posting and recording more accurate.
- Other Operating receipts are slightly under budget for the period. They are well over budget for the year due to an insurance dividend during this summer.
- Laundry income is over budget for the period and the year.
- Operating Subsidy income is over budget get for the period and the year. The December change is due to an additional payment to balance the account for the year. HUD does this so that we receive the full subsidy that was approved in the budget process.
- The COVID 19 subsidy is to be used for capital expenses and emergency supplies.

Expenses:

- Administrative and Maintenance salaries are both close to budget for the period and the year.
- Legal expense is over budget for the period but basically on budget for the year.
- Staff Training is slightly under budget for the period and the year.
- Travel is well under budget for the period and the year due to numerous cancellations this year.
- Dues and Memberships are under budget for the year.
- Electric is under budget for the period and year. (Due to the timing of the bills)
- Water is over budget for the year.
- Natural Gas is under budget for the period but under for the year.
- Maintenance materials is under budget for the period and over budget for the year due to apartment renovations being done. Money is spent at HD Facilities and Home Depot for materials.
- Maintenance contract cost are on budget for the period, but under budget for the year.
- Grounds maintenance is over budget due to the cost of fall plantings that were installed in November. 1 invoice was not included in November but recognized in December.
- Electrical Contract costs are under budget for the period but over budget for the year.
- Extermination cost is slightly over budget for period and the year due to bed bug treatment in one apartment and mouse treatment under several buildings. We had
- Security Alarm costs are over budget due to the installation of fiber optic camera cables installed at the facility.
- Boiler contract costs are over budget due to renewal of service contractor for the boiler systems.
- Extraordinary maintenance is used for all costs that are outside the CFP funding and will be capitalized at the end of the year.

Executive Session: The Board met in Executive session for a short period of time.

**Next meeting is scheduled for February 17<sup>th</sup>, 2021 at 7:00**

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

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director