

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF  
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH  
OF HIGHTSTOWN, NEW JERSEY  
HELD ON WEDNESDAY, February 17<sup>th</sup>, 2021 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 Yolanda Swiney, Commissioner Brent Rivenburgh, Commissioner Eva Teller, Commissioner Jeet Gulati.

**Also, Present:**

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

**Approval of Minutes:** Regular Meeting Minutes of January 20<sup>h</sup>, 2021. The minutes were motioned to be approved by Commissioner Swiney and seconded by Commissioner Teller. 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:

- None

**Resident Council Report:**

- None

**Resolutions:**

- 2021-3 To approve DRG Architects as the architect of record for the reroofing project. Keith discussed the resolution and the bidding process. They were the low bidder and have abundant experience in this field. He feels it will be valuable in the future to have an architect available for the board to discuss other items such as doors and window replacements. The resolution was approved by a roll call vote.

**Discussion Items:**

- Cooperation Agreement. Keith discussed the state of the Cooperation agreement. The borough at this time has not considered the agreement and made a decision. We received a letter from the Borough attorney demanding we pay at least the basic PILOT minus the cost of the recycling at this time to avoid raising taxes on the balance of Hightstown residents.

**Executive Director Report:**

- We are currently at 98% occupancy. We have downsized a current resident in a handicap unit to a smaller handicap unit. This freed up a larger 3-bedroom handicap unit for a family. This 3-bedroom handicap unit will get a new kitchen cabinets and counters, floor, outlets, switches, and smoke detectors. We have also moved a senior woman to a one bedroom first floor unit from a 3-bedroom unit. Normally we turn over 8-9 units per year so we will be absorbing the cost of new flooring in the turnover. We are interviewing a person from the waiting list for that units when done. We will work with our waiting list and select an appropriate family for the handicap unit and will use Project Freedom in Robbinsville to fill the unit if we do not have an acceptable 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. It looks like we will open our lists up this year for 3 months. The list for larger units and handicap units is nearly exhausted.
- We have been using the camera system on a regular basis. We are looking into upgrading the DVR (now 6 years old) with a new one that will allow us to add cameras as needed and receive higher resolution video. The repairmen have been in after a recent power failure. We had a couple remote switches to replace.
- We had a major sewer backup in building 1. Grease and diapers were snaked out of the line by Roto-Rooter. A note was sent to everyone in building 1 discussing the use of grease and putting diapers and wipes in the garbage, not the toilet. We are considering having all the lines jetted and cleaned on an annual basis to avoid problem like this. We have had similar situations in building 5, 2 and 6 in the past.

- We have all survived a close call with COVID. Our accountant fell ill and had a positive quick test. He followed up with a standard 3-day test, as well as everyone he has been in contact in the last 2 weeks. The entire office staff was tested, and we all had negative results. The office was only closed one day, and we required the negative test paper (from the Lab) before returning to work.
- 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 received the bids for Architectural services. We received 7 bids ranging from \$29,000 to \$98,000. DRG architects have the lowest bid and they are a reputable firm. I will be meeting with them to discuss the project and begin the process.
- 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 has 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: January 2021**

In review of the financial reports for the month of January 2021, the Hightstown Housing Authority completed the months with positive results. The Cash flow statements is somewhat deceptive as some December expenses were paid out in January (mainly water and sewer) This skewed the balance by almost \$20,00.

#### **Income:**

- Residential income has come in slightly over budget for the period and slightly over budget for the year.
- Interest income is below budget for the period. This amount is balanced out by the insurance rebate that is received later in the year.
- Other Operating receipts are slightly over budget for the period.
- Laundry income is over budget for the period.
- Operating Subsidy income is over budget get for the period. We will keep an eye on this as the year progresses and the Government begins to pay out of the 2021 budget.

#### **Expenses:**

- Administrative and Maintenance salaries are both over budget for the period due to the 3 pay month that happened in January.
- Legal expense is over budget for the period due to PILOT payment discussions and eviction letters. (2)

- Staff Training is slightly under budget for the period and the year. The expense is for one commissioners training.
- Sundry Administrative is over budget due to software renewals for 2021.
- 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.
- 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.
- Extermination expense is over budget due to bed bugs being treated in 2 adjoining apartments.
- Maintenance contract cost are on budget for the period, but under budget for the year.
- Extraordinary maintenance is used for all costs that are outside the CFP funding and will be capitalized at the end of the year. The expense shown is for the kitchen cabinet costs that were above what is available in CFP 2020. The cost will be recaptured in the 2021 CFP.

**The Board went into Executive Session at 7:45PM.**

**Next meeting is scheduled for March 17<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