

**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 19<sup>th</sup>, 2022 AT 7:00 P.M.**

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 Jeet Gulati, Commissioner Brent Rivenburgh, Commissioner Eva Teller, Commissioner Terry Parliaros.

**Also, Present:** Sean McDonald

**Absent:** Mayor Larry Quattrone.

**Approval of Minutes:** Regular Meeting Minutes of December 15<sup>th</sup>. The minutes were motioned to be approved by Commissioner Parliaros and seconded by Commissioner Gulati. 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.

Sean McDonald attended the meeting after being asked by Commissioner Parliaros. Sean is considering joining our board. Keith discussed the forms that are needed by the Borough to volunteer on any board. Commissioner Eufemia discussed our board, the basic requirements such as classes at Rutgers. Commissioner Parliaros commented that most of the classes are being done online, which makes the requirement that much easier. Keith invited Sean to call or email him at any time for any information he may need.

**Borough Council Liaison Report:**

- None- Keith noted he has contacted Peggy via email regarding getting on an agenda in February. To date he has not heard back from her and will try again to reach out to her.

### **Committee Report:**

- **Appointment of Officers:**
  - Chair. Commissioner Gulati motioned for Commissioner Eufemia to serve as Chair. Commissioner Teller seconded the motion, which was approved by the board in a roll call vote.
  - Vice Chair. Commissioner Teller nominated Commissioner Gulati who doesn't feel he has the experience with the Board and in turn nominated Commissioner Rivenburgh to serve as Vice Chair. Commissioner Teller seconded the motion which the Board approved in a roll call vote.
- **Committees:**
  - Personnel. Commissioner Gulati and Commissioner Rivenburgh
  - Finance Commissioner Teller and Commissioner Rivenburgh
  - Buildings and Construction Commissioner Parliaros
  - Development Commissioner Parliaros
  - By-Laws and Policy Commissioner Gulati and Commissioner Teller

### **Resident Council Report:**

- None

### **Resolutions:**

- 2022-1 To Approve the Officers as nominated
- 2022-2 To Approve the meeting dates as offered
- 2022-3 To approve dedicating 1 unit of the HHA as a dedicated live in maintenance unit with a reduced, fixed rent.

### **Discussion Items:**

#### **Executive Director Report**

- We are currently at 100% Occupancy. We will receive a 3-bedroom unit from a woman who is getting married and moving to the other end of the building! She will be moving later this month, and we already have a new tenant for the unit. We are already ordering materials for the unit so that everything is on hand. .
- The heating system continues to work well. We have had a good dose of cold weather, and the systems continue to work well.
- The roofs have been completed. The roofers still need to do the soffit, fascia, and gutters on those buildings. There is a lot more plywood damage than previously expected. All together they replaced 133 sheets of plywood. We have a \$20,000 dollar allowance built into the contract, but it may not cover all the damage. We have not been billed for the change, we are requesting paper documentation covering the number of sheets and cost per sheet. The specs called out for 3/4 plywood, and the current roofs have 5/8 plywood.
- We have requested the Architect look at all our crawlspaces and give us a cost estimate for the drawing and specifications for replacing all the heating and

domestic water piping in the crawlspaces. This is a major infrastructure project where we are starting to repair failures. Most of the piping is original to the buildings (circa 1963-64) and is beginning to fail. We have a contractor (SG Plumbing) that is doing all the life safety repairs on the system-keeping in mind we are planning a wholesale replacement of the system.

- We are having a large tree removed near the senior building. It is a locust tree that has far outgrown the space and is now impacting the building. We will look into replacing the tree with something smaller in the spring.
- All the trees in the Courtyard have been cut back and trimmed. This should take care of them for the next 3 years.
- The landscapers came back and did a final clean up of the yards.
- Covid safety is still our priority. The outside lobby is now closed to our residents, and we are back into lockdown, The Virus has run rampant throughout the community, fortunately with very few people needing hospitalization, but a lot of people getting sick. Testing has been a major problem, some places taking 5-7 days for results. The staff has all had the virus except Sherry. We are requiring both the positive and negative test results from each person, especially the negative test before they return to work.

### **Financial Update: December 2021**

In review of the financial reports for the months of December 2021, the Hightstown Housing Authority completed the months with negative results mainly stemming from the payments on our projects and the last 3 pay month of the year. Even with additional investments we made totaling over 150K, we finished the year just \$7,000 under where we were last year at this time.

#### **Income:**

- Residential income has come in well over budget for the period and over budget for the year. This is mainly due to conservative budgeting and strong incomes by our tenants.
- Excess utility is under budget for the period, but over budget for the year.
- Interest income is below budget for the period. This is mainly due to the low interest rate environment.
- Other Operating receipts are over budget for the period. This is mainly due to the waste removal payments we have been receiving and for money left from repairs needed after a move out. We also have insurance dividends that have been placed here.
- Laundry income is slightly over budget for the period, and slightly over for the year.

- Operating Subsidy income is over budget for the period. We will keep an eye on this as the year progresses as it is running well above budget. We have received the December subsidy and it continues to run well above budget. The Government finalized the 2021 budgets and subsidies. We have not been given any indication as to prorations for 2021. We recently received the January and February subsidy payments from HUD. These run well above our budgets.

Expenses:

- Administrative salaries are over budget for the period but under for the year. December was a 3 pay month, so that accounts for the monthly overage.
- Legal expense is slightly under budget for the period and slightly under budget for the year.
- Staff Training is under budget for the period and slightly under for the year.
- Travel is under budget for the month, but well under for the year. Due to the pandemic, most conferences were cancelled this year, and held virtually at no cost.
- Sundry Administrative is over budget for the period, mostly due to the accounting software renewing and the annual staff Christmas bonuses. This account is over for the year by a similar amount. Also, we renewed the Affordable Housing Accreditation for the 21-22 time period and have filed our annual report with them.
- Computer supplies is under budget for the period and the year. No upgrades were done during the year.
- Telephone is over under budget for the period and under for the year.
- Dues and Memberships are under budget for the period but over for the year due to license and association renewals.
- Water is slightly over budget for the year. The Borough has approved a new rate increase for 2022, and our budgets are already set. We will probably be over budget in this category for all of 2022.
- Electric is under budget for the period. Combining our budget with the excess utility line item brings us well under budget for the year.
- Natural Gas is slightly under budget for the period and under for the year. We had a very cold spring, and we have done well, running at the low end of our expectations.
- Maintenance salaries are over budget for the period, and over budget for the year due to overtime costs. December was a 3 pay months, which will put us over by that much more.
- 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 including new flooring, switches, outlets, cover plates

and smoke detectors. for the units. We will have 6 apartments turn over in the early part of 2022, so this category will be over budget.

- Electrical contract costs are on budget for the period and the year.
- Plumbing contract cost is over budget for the year due to repair work being done in the crawlspaces.
- Ground's maintenance is over budget due to additional work being done on the site including planting, trimming and additional cleanup.
- Extraordinary maintenance is used for all costs that are outside the CFP funding and will be capitalized at the end of the year. Some of these costs are planned and approved items including the Architectural fees.

The enclosed financials include Income Statement for the Current Period- December 1, 2021 to December 31, 2021(VS Budget), Cash Flow and General Ledger-Cash account.