

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE BOROUGH  
OF HIGHTSTOWN, NEW JERSEY  
HELD ON WEDNESDAY, June 15<sup>th</sup>, 2022 AT 7:00 P.M.**

Chairperson James Eufemia called meeting to Order at 7:20PM

**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 Sean McDonnell, Commissioner Eva Teller, Commissioner Terry Parliaros.

**Also, Present:** None

**Absent:** Commissioner Brent Rivenburgh, Commissioner Jameeliah Lance, Mayor Larry Quattrone.

It was discussed and agreed to hold the ED Contract discussion at the July meeting. Commissioner Gulati will email the contract that has been reviewed and modified by the committee to all the members. Keith will prepare a resolution for the July meeting.

**Approval of Minutes:** Regular Meeting Minutes of May 17<sup>th</sup>. The minutes were motioned to be approved by Commissioner Gulati 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.

**Borough Council Liaison Report:**

- None- .

**Committee Report:**

- Personnel Committee-Moved to the July meeting.

**Resident Council Report:**

- None

**Resolutions:**

**Discussion Items:**

- **Roofing Project-Final** Keith discussed the inspections that have completed and the final payments have all been made to the contractor. The board discussed the project and the damage that was occurring at the firewalls in the attic. Keith noted he is speaking with the architect on this issue and a resolution will be finalized soon so that we don't have this problem in the future.
- **Dinner Meeting** It was discussed and agreed we will meet on July 20<sup>th</sup> at 5:00PM followed by dinner at Fernando's. Keith will make the necessary reservations. Chairman Eufemia requested Yolanda Swiney and her husband be invited. It was clarified that spouses are invited to attend also.

**Executive Director Report:**

- We are currently at 100% Occupancy. We have completed a 4-bedroom unit for a tenant. She is a single mom with 5 kids living with her mother. The waiting lists remain open and will close later this month. We had a good response from our advertising.
- The plumbers are taking a hiatus this month and next until we here about our grant funding. We have Capitol money budgeted in case the grant is not approved. .
- We have set all the boiler rooms to "hot water only" for the summer. We closed down the supply and return valves so there isn't any possibility of hot water migrating into the heating loops.
- All the roofing has been completed. Soffits and facias are done on all buildings. We have received the final C.O from the Municipality and we have received the final bills and paperwork from the contractor. All final payments have been made.
- We submitted a comprehensive package of materials to HUD for review and possible funding. The engineers were in and reviewed all the crawlspaces and have put together a comprehensive cost estimate for the project. At this point we are asking for approximately \$1.4 million dollars. The discussions with the Washington reps. From HUD suggested we break the project down into smaller increments. This was done by boiler room, as the utilities are all supplied from them. I have been encouraged by calls from Washington looking at the project and by the speed it is being reviewed. We had a follow up meeting on 5/11 to discuss the project with the HUD representatives. We had a meeting on 6/9 to discuss the project. Another meeting has bee set up for 6/16 with the HUD supervisors that oversee the funding process.
- Professional service agreements have been put in place for 2023 and 2024. We will be bidding the lawn and landscape starting on September 1 and opening the bids on October 7. Most of the contracts came back with either a minimal increase or none at all.

- We are doing some plumbing repairs in the basement of building 7. We had a 2 inch hot water supply line that began leaking and needed to be replaced. We are also removing a couple old gate valves on that line which are frozen at this point.
- I met with the Borough Council to discuss the now 6 year old crosswalk that was installed. The Borough Engineer is now questioning its validity and we need to prove “we did it correctly” I am maintaining all the documents in our office, as I am not confident, they will be returned by the Borough. I have heard from Peggy who will coordinate with our office a visit from the Mayor or Carmela.
- The vestibule and family laundry room glass is being replaced. When it was installed, they specified all “bullet proof” glass. Over the years it has begun delaminating and foggy. We are replacing it with standard insulated glass.
- The wait list for 2,3,4-bedroom units is now open until June 30<sup>th</sup>. We still maintain a long list for the smaller units, so it does not make sense to add to that.
- Covid safety is still our priority. The outside lobby is now open to our residents, and currently holding outside meetings. We are watching the new variant that is spreading quickly. Adjustments will be made as we watch things progress. We are still not allowing outside people into the offices. 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: May 2022**

In review of the financial reports for the months of May 2022, the Hightstown Housing Authority completed the month with positive results mainly stemming from the money received. This winter has been full of anticipated costs. In May we made the final payment on the annual insurance bills. We have received CFP 2022 and will be paying the final bill on the roofing with this.

### **Income:**

- Residential income has come in slightly under budget for the period. This is mainly due to the new tenant incomes are much lower than previous tenants and two units being vacant. . Two of our tenants that died recently had extremely high incomes and paid market rents. HUD subsidies will recover eventually, Subsidies are based on 3-year average of resident incomes.
- Excess utility is over budget for the period.(warm spell early in the month)
- Interest income is below budget for the period. We will keep an eye on rates and ask for increases as soon as available.
- Other Operating receipts are over budget for the period. This is mainly due to the receipt of retro rent that was collected from a tenant.
- Laundry income is slightly over budget for the period.

- Operating Subsidy income is under budget for the period. This is part of the balancing from the estimated payments received earlier this year. From the subsidy calculations in the budget, it appears we may be receiving a slightly lower subsidy this year, which is based on our resident rents.

Expenses:

- Administrative salaries are under budget for the period. This trend will continue until the first 3 pay month (which is in July this year).
- Legal expense is over budget for the period. This is due to evictions and legal actions we are taking now that the State moratorium is off.
- Staff Training is under budget for the period. Now that we have 2 new commissioners, that number will quickly come into line.
- Travel is under budget for the month. We should not have any expenses until September when there is a conference in Washington, DC.
- Sundry Administrative is slightly under budget for the period.
- Computer supplies is under budget for the period. Any upgrades will be done in the fall of this year.
- Telephone is over budget due to the renewal of the maintenance agreement for the copier.
- Dues and Memberships are under budget for the period.
- Water is on budget for the year.
- Electric is over budget for the period. They have been doing estimates and have made adjustments. Over the last several months, this category is still below budget.
- Natural Gas is slightly under budget for the period. The weather is moderating, and so are the bills.
- Maintenance salaries are under budget for the period.
- Maintenance materials is slightly over budget for the period.
- Grounds maintenance continues to be over budget. The main cost last month was from the repair of the lawn after the water leak outside building 2.
- 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 items here represent costs for the engineering fees associated with the crawlspaces and security camera repairs and replacements that were done post roofing.

You will see a change in our financial position (Cash) in May. We are currently paying for the roofing project. CFP 2022 is available, and we have already downloaded money to cover roofing expenses. Money has already been obligated to the reglazing, appliances, and removal of the old hot water heaters. .

**Next meeting is scheduled for July 20<sup>th</sup> at 5:00PM followed by dinner at Fernando's.**

The meeting was adjourned by a motion made by Commissioner Gulati and seconded by Commissioner Parliaros.

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director