

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE BOROUGH  
OF HIGHTSTOWN, NEW JERSEY  
HELD ON WEDNESDAY, March 16<sup>th</sup> 2023, 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 Sean McDonnell, Commissioner Brent Rivenburgh, Commissioner Eva Teller, Commissioner Terry Parliaros, Commissioner Jameallah Lance

**Absent:** Liaison Jeet Gulati, Commissioner Anne Studdholme.

**Approval of Minutes:** Regular Meeting Minutes of February 15<sup>th</sup>. The minutes were motioned to be approved by Commissioner Rivenburgh 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.

None Present

**Borough Council Liaison Report:**

- None- A discussion of the PILOT will be held when the Borough Liaison is present.

**Committee Report:**

- None

**Resident Council Report:**

- None

**Resolutions:**

- None

**Discussion Items:**

- Possible FLI. Keith discussed the distribution of a proposed FLI policy to the board committee and the circumstances that has brought this about. He stressed the importance of the policy and the board needs to be sure it is fair and equitable to all employees both now and in the future. He explained how the HA policies differ from the various government entities and that we need to address this issue with the accountant so that we are able to book this correctly. Several members brought up the issue of whether the employee would retire early, and what would we do in that case. Keith assured members that this was a possibility and that we would be able to accommodate whatever happened. Keith will discuss this with the Accountant, the board committee with review the policy and make recommendations as needed. Keith assured the board the employee needs to provide 30 days advance notice before using FLI, so we have time to review the policy. The board will review the proposed policy at the April meeting for possible passage.
- Crawlspace Plans. Keith discussed the 80% plans that have been received from the engineers. He has reviewed the plans and sent back corrections/modifications. Final plans and specs are expected in the next several weeks so that we can start the advertising and bidding process.

**Executive Director Report:**

- We are currently at 99% Occupancy. The family of a senior citizen very quickly decided to take their parent back to Texas. She was in a senior 1-bedroom unit that we will fill with a senior that is currently on the family side in a 2 bedroom. The larger unit will be renovated and filled from the wait list. We have notice on one unit. The tenant is buying a home in Ewing and will be closing in mid-April. This will make 3 tenants in the last year that have been able to save up and purchase a home.
- O&S has completed the design phase of the piping project. The project will be put out to bid this month and our hopes are to have several contractors bid on the project. Final bids are due the second week of April. .
- Lynmarie is updating the entire wait list. At this time we are going to keep the wait list closed, as a majority of the people responded to the update letter. We will be doing another letter in August and will reevaluate the list at that time.
- We began the implementation process with our new software in the beginning of January. We are working “parallel” right now with the Beacon and Breeze software until we all reach a comfort level in the new software. We will have access to all the data in Beacon through June of this year so we will have plenty of opportunity to move or recreate data. This is also important as we will need certain data for the Auditor.
- The landscape company will be redoing the cap stones on the center court retaining wall. Over the last 8 years some of the stones have been loosened,

cracked and broken. The kids are mostly to blame and we speak with and let the parents deal with the problem.

### **Financial Update: February 2023**

In review of the financial reports for the month of February 2023, the Hightstown Housing Authority completed the month with positive results.

#### **Income:**

- Residential income has come in slightly under budget.
- Excess utility is under budget for the period.
- Interest income is below budget for the period. Interest rates are rising as the FED tries to deal with inflation. We will keep monitoring the rates and adjust as needed.
- Other Operating receipts are over budget for the period. Dividends from our insurance policies and recapture from security deposits are posted here.
- Laundry income is over budget for the period and the year.
- Operating Subsidy income is under budget for the period. Starting in April we will see the adjusted numbers and final numbers for the year.

#### **Expenses:**

- Administrative salaries are under budget for the period. Our next 3-payroll event will be in May 2023.
- Legal expense is slightly over budget for the period. We are dealing with tenants in and out of court due to rent and condition of the apartment.
- Staff Training is under budget for the period.
- Travel is under budget for the period and the year. I did not attend the January conference this year.
- Telephone is under budget for the period.
- Sundry Administrative is under budget for the period.
- Computer supplies is under budget for the period. Any upgrades will be done in December.
- Dues and Memberships are slightly over budget for the period.
- Electric is under budget for the period.
- Natural Gas is under budget for the period. We have had moderate temperatures, which help.
- Maintenance salaries are slightly over budget. Overtime costs drove this category up in January.
- Maintenance materials is under budget for the period. As we are tuning over units, we are changing all the switches, outlets, base trim, and lighting. Fortunately, we have turned over 10 units this year. We have flooring and base trim inventoried for the units we are turning over, so the expense is lower.

- Maintenance Contract costs are under budget.
- Extermination Cost is under budget.
- Security Alarm is over budget. We had to replace 2 exterior cameras and we had 3 interior cameras installed. One in each boiler room so that operation can be monitored.
- Grounds maintenance is slightly over budget. We recently addressed the cap stones on the sitting wall.
- Blue Cross/Blue shield. We experienced a 20% price hike on January 1. Fortunately, a larger increase was budgeted.
- Collection Losses-includes all losses encountered during the year that are considered uncollectable.

The Meeting was adjourned at 7:47PM by commissioner Eufemia.

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director