

AGENDA FOR THE REGULAR MEETING OF
THE BOARD OF COMMISSIONERS OF THE HIGHTSTOWN HOUSING AUTHORITY
WEDNESDAY, February 15, 2012, 4:00 P.M.
AUTHORITY COMMUNITY BUILDING, 131 ROGERS AVENUE, HIGHTSTOWN, NJ 08520

1. **MEETING CALLED TO ORDER** by Chairperson **Katherine Patten**
2. **OPEN PUBLIC MEETING 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 and Princeton Packet by the Authority and posted in a public place reserved for such announcements in the lobby of the Community Building of the Authority.
3. **ROLL CALL:**

Commissioner Katherine Patten	Commissioner Eva Teller
Commissioner Thomas Eden	Commissioner Robert Hung
Commissioner James Eufemia	Commissioner Carol Nelson
	Commissioner Esther Velázquez
4. **APPROVAL OF MINUTES:** Regular Meeting of January 18, 2012 at 4:00 P.M.
5. **RESOLUTIONS:**
 - 2012-4 To authorize check signers for 2012-2013.
 - 2012-5 To authorize Turp Coates Essel and Driggers as Legal Council

5A. **Discussion of Committee development**
We need to set up a sub-committee structure: (Ask people to sign up for a committee that they'd like to serve on via a sign up sheet.

 - **Personnel-** to include oversight of personnel policies(including update of Personnel Policy Manual, performance appraisal of the Executive Director and staff reports/actions from the ED.
 - **Finance-** oversight of financial operations and reports, oversight of budget construction and administration.
 - **Buildings and Construction-** Oversight of building projects and capitol fund
 - **Development-** Oversight of development, buildings/sites.
 - **By-Laws-** Oversight of board governance

5B. **Discussion of Retreat:** We need a retreat/meeting to set goals and direction for the housing authority. The ED must be evaluated by goals set and they must be used to guide his actions on behalf of the board.
6. **Executive Director Report**
 - Bathroom Projects update
 - Maintenance update
 - Operations and projects update
 - Financial Update
 - Delinquent Rent Accounts Executive Session
 - Tenancy update

- **OPEN PUBLIC MEETING:** At this time the public is invited and encouraged to participate in an 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.

- **ADJOURNMENT**

The Agenda published herewith for said meeting is to the extent known, and may be amended.
Action will be taken at the Open Portion of said Meeting.

NEXT REGULAR MEETING: WEDNESDAY, March 21, 2012, 4:00 P.M.