

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE BOROUGH  
OF HIGHTSTOWN, NEW JERSEY  
HELD ON WEDNESDAY, October 19<sup>th</sup>, 2016 AT 7:00 P.M.**

Chairperson James Eufemia called meeting to Order.

**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 Esther Velázquez, Commissioner Carole Nelson, Commissioner Christopher Moraitis and Commissioner Pascale Emmanuel.

**Also Present:**

Monique Wilson, Resident Council  
William Moody, Resident

**Absent:**

Commissioner Yolanda Swiney  
Commissioner Brent Rivenburgh

**Approval of Minutes:** Regular Meeting Minutes of September 21, 2016

- A motion to approve the minutes was forwarded by Commissioner Moraitis and seconded by Commissioner Valesques. The minutes were approved as written.

**Public Comment**

- Mr. Moody complained about the parking situation. He feels his rights are being violated due to the fact his apartment number was removed from his space, and occasionally someone parks in his space. Also, there is another resident, who uses a family member's car who parks in the lot. The office does not have one of the cars registered, and he feels his rights to privacy are being violated when we ask him for his updated registration and insurance card. He left the room before any response could be given. The board discussed the parking situation and suggested giving him a cone with his apartment number on it, so he can put it in the space when he is out.

**Resolutions: Resolution 2016-6- To approve the use of operating funds for Capital purposes**

- This resolution is to allocate up to \$300,000.00 dollars of operating funds to be used for the renovation and modernization of the boiler plants at the Hightstown Housing Authority. This money will be used to supplement the already dedicated 2016 and to be allocated 2017 Capitol funds. The resolution was moved by Commissioner Valesques and seconded by Commissioner Nelson. The motion was approved by Roll Call vote.

**Discussion Items:**

- Summer Program funding. The board discussed the funding that is provided to each of the summer programs. Due to the participation in the two main programs we have funded in the past, the board feels we should reexamine our funding in 2017. Keith

will draft a letter to the Borough so that they can make adjustments as necessary in their budget.

- Keith discussed the soon to be published RFP for boiler engineers. He discussed the proposed project and the timeline.
- The board discussed the expiring term of Esther Velasquez and unanimously support her reappointment. Keith has drafted a letter of support that will be forwarded to the mayor and council.
- Affordable Housing. Commissioner Eufemia discussed the possibility of the HA becoming the redevelopment entity for the Academy Street redevelopment zone. The board discussed the issue and the risks involved in the venture. Keith will research and come to the next meeting with his thoughts.

**Executive Director Report:**

- We are currently at 100% occupancy.
- The RFP for engineers for the parking lots is out and we have 9 respondents. The first site meeting is coming up in a couple weeks, with bids due the third week of November. We will look to formalize an agreement at the December meeting.
- The RFP for boiler engineers will be going out early in November.
- We have completed the masonry work to raise 5 of the crawlspace doors. The grade was higher than the masonry and water and silt was leaking into the crawlspaces.
- We have repainted all 26 of the boiler room and crawlspace doors.
- We continue to utilize our security cameras, almost on a daily basis.
- We have made our annual PILOT payment of \$34,027.34 to the Borough of Hightstown.
- The 2017 Budget has been submitted to the State of NJ. We are still waiting for the Federal budget tool to be completed so that we can insert our budget and submit.
- The garage on Rogers Avenue has been re-sided and painted.
- The borough has flushed the water lines on Rogers twice this month. The water is clearer.
- Trees on Rogers Avenue have been trimmed and the stump from the dying Oak has been removed. The area has been over seeded for the fall and replanting will begin in the spring.
- Our annual apartment inspections are underway this week. We are going through each apartment in detail to determine overall condition, operation and appearance. The main areas of concern revolve around safety. Smoke detectors, electrical GFI outlets, overcrowding outlets, Gas connections and appliances are the main concerns followed by water issues. We keep notes on apartments and schedule flooring repairs and replacement and painting as needed. We are generating work orders that will be completed over the coming weeks. We normally generate upwards of 200 work orders each year from our inspections.
- We are noting and will be replacing interior mounted light fixtures with new LED fixtures. We have been replacing the lighting at turnover, but also as fixtures need repair or new lenses. The new LED fixtures save electricity and the maintenance cost of storing and replacing bulbs.

- The piping repair over the #1 boiler in building 7 has been completed. We had corrosion and leaking of a 2.5 inch boiler line that needed to be replaced. I was concerned we could experience a major leak if this was put off.
- The walk and landscape on the end of this building has been completed.
- We are continuing to work on landscaping projects into the fall. Removal of the overgrown Pyracanthas near the family laundry and replacement with Barberry that is being relocated from another area. Tall grasses are being relocated from around one building to fill in a drainage area near building 2. Several large Forsythias are being removed and replaced with flowering trees, Cherry and Dogwood.
- All the trees behind building 1 have been trimmed to lighten the overhang. This helps to prevent storm damage. Also the trees in the gravel parking lot have been trimmed for the same reasons.

### **Financial Update: September, 2016**

In review of the financial reports for the month of September, 2016, the Hightstown Housing Authority completed the months with negative results as expected. Income:

- Residential income has come in higher than our budget due to incomes of our residents, and the diligence of the staff to research and follow up when tenants either increase their work hours or find a new job.
- Excess utilities are for air conditioner units installed.
- Laundry income is slightly over budget for the period.
- Subsidy income is slightly over budget due to the Federal 2016 budget.

#### Expenses:

- Administrative and Maintenance salaries are over budget for the period, and slightly over budget for the year. September was a 3 pay month, so this expense will come into line over the course of the next couple months.
- Legal Expenses are under budget for the period but over budget for the year due to review of court filings for the Boroughs affordable housing plans.
- Staff training is under budget.
- Audit is under budget for the period, but on budget for the year.
- Water continues to be slightly over budget due to the Borough increase. We have made adjustments in the 2017 budgets.
- Electricity is slightly over budget, but under budget for the year.
- Natural Gas is under budget.
- Maintenance supplies are under budget due to full occupancy.
- Grounds maintenance is slightly over budget due to fall plantings.
- Misc. Contract costs are over budget due to generator work that was done.
- Extermination costs are over budget due to bed bugs being treated in several apartments and the cost of termite treatment and inspections.

- Extraordinary maintenance is over budget for the period due to the garage residing, but under for the year.

The enclosed financials include: Income Statement for the Current Periods-September 1 to September 30th (VS Budget), Cash Flow and General Ledger-Cash account.

**Next meeting is scheduled for November 16<sup>th</sup>, 2016 at 7:00 pm.**

The meeting was adjourned by a motion made by Commissioner Nelson and seconded by Commissioner Velasquez.

Respectfully Submitted by:

---

Allen Keith LePrevost, Executive Director