

**MINUTES OF THE HIGHTSTOWN HOUSING AUTHORITY BOARD OF  
COMMISSIONERS  
WEDNESDAY, January 4<sup>th</sup>, 2017 AT 5:00 P.M.**

**Call to Order:** Chairperson James Eufemia called meeting to order at 5:05 P.M.

**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:** by Keith LePrevost 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 Pascale Emmanuel, Commissioner Christopher Moraitis, Commissioner Yolanda Swiney and Commissioner Brent Rivenburgh.
- **Also Present:**
- **Absent:** Denise Hanson, Council Liason, Monique Wilson, Resident Council

**Approval of Minutes:** Regular Meeting Minutes of: December 21<sup>st</sup>, 2016

- Commissioner Nelson motioned to approve the minutes of the December 21<sup>st</sup> meeting as read. Commissioner Velazquez seconded the motion which was 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.

No members from the public were present.

**Committee Reports:**

**The following Committee assignments were made for 2017:**

Personnel: Commissioner Velázquez and Commissioner Nelson

Finance: Commissioner Moraitis and Commissioner Nelson

Buildings: Commissioner Emmanuel and Commissioner Moraitis

Development: Commissioner Swiney and Commissioner Eufemia

By-Laws: Commissioner Velázquez and Commissioner Nelson

Resident Council: Monique Wilson will continue to serve as our Resident Council president and Commission Liaison to the Resident Council.

**Resolutions:**

**2017-1 To appoint the positions of Chairperson and Vice Chairperson for 2017.**

Commissioner Nelson nominated Commissioner Eufemia to serve as the Chair of the Commission which was seconded. Keith reminded the commission that according to the By-laws the position of Chair can only be held for 3 consecutive terms, except by unanimous consent of the commission. Commissioner Emmanuel nominated herself to continue as Vice Chair of the

commission. This was seconded by Commissioner Nelson. The officers were appointed by unanimous consent and roll call vote.

**Resolution 2017-2- to modify the By-Laws of the Hightstown Housing Authority to include “Resident Council Reports” as a regular agenda item.** Commissioner Nelson motioned and Commissioner Swiney seconded. The resolution was approved by roll call vote.

**Discussion Items:**

Keith and Commissioner Swiney attended the January 3<sup>rd</sup> Borough Council Meeting and Keith attended the January 1<sup>st</sup> Council Reorg meeting. The board had a general discussion on what they feel the problems are with the relationship between the boards and ways to resolve the issue. There was a general consensus that the borough needs to have strong liaisons, who actually attend and participate at our meetings. The board does not feel a council person on the board of Commissioners will make any difference, if they continue not to attend the meetings. Keith reiterated he has informed the Borough of the need to place a HA resident on the board ahead of a council person to remain in compliance with HUD regulations. The borough has reached out to Keith requesting copies of the HA By-Laws and Monique’s legal name and address. The borough clerk stated this is for the Borough Attorney and she does not know the reason why he needs this. Keith cited this as an example of the Borough failing to clearly communicate its intentions, and where an active liaison could clarify the intent. Keith reviewed the Boiler engineer’s bids that were received. 3 bids were received and O&S Engineering is the low bidder. They are fully qualified and their references are verified. Keith recommended moving forward with the O&S bid. The board approved moving forward with the boiler design and bid by O&S by a voice vote.

**Executive Director Report:**

- We are currently at 99% occupancy. We have nearly completed the renovations to the 3 bedroom wheelchair accessible unit and will be leasing it for February 1.
- We have received the bids from the boiler engineers today at noon. I will discuss the results at the meeting.
- I have met with our Civil engineer and they are beginning the work on our parking lots. They have given us an additional cost for the Rogers Ave crosswalk of \$1500 dollars which I have approved for them to move forward.
- Our new employee is working out well.
- The bulk of the work orders have been completed from our property inspections. They will be completed as well as the cycle painting by the end of February.
- I plan on taking the truck with the plow attached out to several dealers later this month to shop out the best deal on a trade in. I have gathered information on Ford, Chevy, Dodge, Nissan and Mercedes Benz. All of them offer a compact van in the price range of \$18-26,000. I will have a breakdown for our next meeting in February.
- We have replaced the radiator covers in 1 apartment. Starting in January we are going to measure and begin ordering approximately 25 covers per order. It will take approximately 4-5 orders to replace all the covers in building 4 and 5.

**Financial Update: December, 2016**

In review of the financial reports for the month of December, 2016, the Hightstown Housing Authority completed the months with positive results. Please note that these results are preliminary, as all of the bills for the month may not be booked.

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.
- 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 on budget for the period and the year.
- Legal Expenses are over budget for the period and over budget for the year due to review of court filings for the Boroughs affordable housing plans and the Fair Housing suit initiated by one of our tenants.
- Staff training is under budget for the year
- Audit is under budget for the period, but on budget for the year.
- Dues and memberships are over budget due to renewal of membership in IREM.
- Misc. Office Expense is slightly over budget due to end of year office supply purchasing.
- Water bill is due- but not received to date.
- Electric bill has not been received for the month.
- Natural Gas is under budget for the period and the year.
- Maintenance supplies are over budget due to renovation of a unit that was in bad shape.
- Grounds maintenance is slightly over budget due to fall plantings.
- Extermination costs are on budget but over budget for the year due to bed bugs being treated in several apartments and the cost of termite treatment and inspections.
- Extraordinary maintenance is under budget for the period and under budget for the year.

**Announcements: The next meeting is scheduled for February 15<sup>th</sup>, 2017 at 7:00 pm.**

**Adjournment:** The meeting was adjourned by a motion made at 6:05PM with the commissioner all going to Fernando's for dinner.

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director