

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE BOROUGH
OF HIGHTSTOWN, NEW JERSEY
HELD ON WEDNESDAY, November 14th, 2018 AT 7:00 P.M.**

Chairperson James Eufemia called meeting to Order at 7:03PM

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 Yolanda Swiney, Commissioner Brent Rivenburgh, Commissioner Christopher Moraitis and Commissioner Pascale Emmanuel, Commissioner Carole Nelson.

Also, Present:

Absent:

Commissioner Monique Dujue Wilson, Council Liaison Lee Stultz.

Approval of Minutes: Regular Meeting Minutes of October 17th, 2018. A motion to approve the minutes as presented was forwarded by Commissioner Swiney and seconded by Commissioner Moraitis. The motion was accepted.

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 of the public were in attendance.

Borough Council Liaison Report:

- **None to Report**

Resident Council Report:

- **None to Report**

Committee Reports:

- **Policy-Employee Manual Update.** Keith explained the manual has not been updated since 2012. Recent laws have been enacted requiring sick leave for P/T employees. We looked at the policies and recommend including not only sick leave but vacation time for our one P/T person. She has been with us for 5 years and is excellent at her job. Keith is recommending up to 10 personal days per year. The board had a long discussion on the topic, settling on 1 sick hour per every 30 hours worked and 6 personal days after 5 years of service.

Resolutions: None at this time.

Discussion Items:

- Keith discussed the RAD process. He met for about an hour with the Planning board and they are planning to discuss the options presented to them for the transition. Keith also discussed the process with our accountant and our RAD appointed coordinator at HUD. He will bring forward some items as needed for approval from the board including the environmental analysis and capitol needs assessment.
- A letter of support was brought up for Eva Teller to replace retiring commissioner Chris Moraitis. The members in attendance signed the letter to be forwarded to the Mayor.
- Keith discussed the phone call he received from the Affordable Housing Accreditation Board. Their board met and approved our accreditation. Press releases and other information will follow in the coming weeks.

Executive Director Report:

- We are currently at 99% occupied. We had 1 move out in September. We are currently renovating a studio unit for a new tenant.
- The boiler project is nearly complete. We have run into some venting issues that are causing the systems to occasionally fail. We are working with the contractor, engineer and manufacturer to resolve the issues. At this time, we are waiting for some dry weather to allow a piece of heavy equipment on the lawn behind building 1. The rain this year has not allowed us to get back there to install the proper chimney. We have the building 7 boiler room yet to complete. This winter we can discuss the options for getting this done ASAP.
- We applied and received an \$8,800-dollar grant from the State of NJ Direct install program for energy efficiency upgrades.
- All work orders are up to date.
- We are awaiting our accreditation from the AHAC. They meet (today) and we will discuss their decision at the meeting.
- We have been in touch with our RAD coordinator. I am discussing some issues with her that Pete and I were working on.
- We made a presentation to the Planning Board on RAD October 9th. I have not heard anything from the Borough on the subject.
- We have completed our annual inspections and have completed most of the work orders that were generated. We made approximately 135 work orders for various items.
- We have updated our wait lists and will be opening our waitlists on October 1 to December 31 for all apartment types. This is for applications only and placement on our wait list. Advertisements have been prepared and will be sent to the papers later this month.

Financial Update: October, 2018

In review of the financial reports for the month of October, 2018, the Hightstown Housing Authority completed the month with negative results due to the PILOT and quarterly water bills.

Income:

- Residential income has come in over budget for the period and the year, mostly due to resident incomes and actively monitoring new hires.
- Excess Utility is above budget for the period and under the year.
- Interest income is above budget for the period. We will be renegotiating our interest rates in the coming month with the bank.
- Other Operating receipts is under budget for the period.
- Laundry income is slightly under budget for the period.
- Operating Subsidy income is over budget for the year. The two-year spending bill passed by congress has increased our subsidy above budgeted levels. We are hopeful this trend will continue into the 2019 budget.

Expenses:

- Administrative and Maintenance salaries are on budget for the period and the year.
- Legal expense is slightly under for the year.
- Staff training is over budget due to registration cost for January conference.
- Telephone is slightly over budget for the year due to renewal of phone system lease.
- Water is under budget for the year.
- Electric is slightly over budget for the period and under for the year.
- Natural Gas is under budget for the period, but still slightly under for the year. This is due to the extended cold weather this spring. We are now fully under our new boiler in all but 2 of our buildings. We will begin tracking our usage compared to previous years to determine current and projected savings.
- Maintenance Labor is under budget for the period but over budget for the year due to overtime costs associated with the boiler project.
- Maintenance materials is over budget for the period and continues to be over budget for the year due to apartment renovations, cycle painting, lighting upgrades. This months expenses are due to ordering supplies to repair units after the annual inspections
- Misc. Maintenance materials is over budget due to purchase of interior doors and exterior storm doors.
- Small tools are over budget for the year due to purchase of tools to replace missing items.
- Grounds maintenance is over budget due to fall plantings and gutter cleaning.

- Boiler Contract costs are over budget for the year due to repairs to existing domestic hot water boilers.
- Extraordinary maintenance. This amount was paid to the boiler engineers for inspection and monitoring. This account will be used as part of the boiler construction project.

Executive Session:

- The Board discussed staff salary adjustments for 2019. Given the 2.8% COLA for Social Security, the board decided to give the staff a 3% pay increase for 2019. This will increase our total cost by just over \$5,700 as the Executive Director is not included in this increase.

Next meeting is scheduled for December 19th, 2018 at 7:00 pm.

The meeting was adjourned by a motion made by Commissioner Moraitis.

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director