

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE BOROUGH  
OF HIGHTSTOWN, NEW JERSEY  
HELD ON WEDNESDAY, January 16<sup>th</sup>, 2019 AT 5:00 P.M.**

Chairperson James Eufemia called meeting to Order at 5:03PM

**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 Teller and Commissioner Pascale Emmanuel.

**Also, Present:**

**Absent:**

Commissioner Carole Nelson  
Commissioner Monique Wilson  
Councilperson Stults

**Approval of Minutes:** Regular Meeting Minutes of December 19<sup>th</sup>, 2018.

The minutes were moved by Commissioner Swiney and seconded by Commissioner Rivenburgh. The minutes were 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 of the public were in attendance.

**Borough Council Liaison Report:**

Borough Council Liaison was not present.

**Resident Council Report:**

Resident Council President was not present.

**Committee Selection for 2019:**

- **Personnel Committee:** Commissioner Emmanuel and Nelson
- **Finance Committee:** Commissioner Teller and Rivenburgh
- **Buildings and Construction:** Commissioner Rivenburgh and Eufemia
- **Development:** Commissioner Eufemia and Swiney
- **By Laws and Policy:** Commissioner Teller and Nelson

### **Resolutions:**

- **2019-1 Election of Officers.**
  - Commissioner Rivenburgh nominated Commissioner Eufemia to serve as Chair. This was seconded by Commissioner Swiney and approved by the board. It was noted by Commissioner Emmanuel we need to look at our By-Laws and consider making an adjustment to allow the Chairperson to serve multiple years.
  - Commissioner Emmanuel nominated Commissioner Rivenburgh as Vice Chair. This was seconded by Commissioner Teller and approved by the Board.
- **2019-2 To Approve Hymanson, Parnes and Giampaolo's 2 year audit contract.** Keith noted the audit contract holds our current pricing for the next 2 years. The resolution was unanimously passed with a roll call vote.
- **2019-3 To Approve Polcari and Company's 2 year contract.** Keith noted the contract holds the 2018 pricing for 2019 and includes a small increase in 2020. The resolution was unanimously passed with a roll call vote.
- **2019-4 To Approve Turp, Coates, Driggers and White's 2 year contract.** Keith noted the contract holds our 2018 pricing for the 2 years. The resolution was passed unanimously with a roll call vote.

### **Discussion Items:**

- **Annual Report.** Keith reviewed the draft 2018 Annual report with the Commissioners, stressing the report this year is focused more on the Resident and service to the community. Commissioners were asked to provide feedback in the coming weeks. The report will be completed and presented to Council at the end of February.
- **Boiler Purchase- Building 7.** Keith discussed the proposed purchase of the new boilers for Building 7. That has been put on hold due to our current contractor backing out of the contract to install. He claims he lost money on the current contract and does not want to commit to the final building. We need to rebid the project before moving forward. Keith has instructed the engineers to modify the plans for the building and prepare to rebid the project.
- **Affordable Housing Administrator.** Keith submitted the approved proposal to the Borough for consideration. They have not had a formal business meeting since the middle of December, so possibly on January 22<sup>nd</sup> they may take up the agreement.

### **Executive Director Report:**

- We are currently at 100% occupancy. We currently do not have any notices from tenants.
- The boiler project is nearly complete. We are still waiting for adequate weather and temperature conditions to install the full-length chimney in building 1. We have approved the proposal for installation of the domestic hot water boiler in building 7, but it has not been installed at this date. We have not purchased the boilers for building 7. Our contractor is not going to honor the pricing from the original bid. His not being willing to honor the original price necessitates the rebidding of the project. We have asked the engineers to relook at the bid package and make minor modifications to the plans so it is ready to rebid.
- Our guys have completed a complete cleaning and repainting of the boiler rooms.
- All work orders are up to date.
- We are working on the annual cycle painting of apartments. All cycle painting will be complete by the end of the month.

- We have begun the process of removing our Public Housing Units from the PIC system of HUD. It is a long process that involves several steps. We will need to complete an analysis of the property and its long-term capital needs as well as an environmental study. We have contracted with On-Site/Insight to complete the capital needs study. They will be beginning later this month with the review.
- We made a presentation to the Planning Board on RAD October 9<sup>th</sup>. I have not heard anything from the Borough on the subject.
- The Borough has asked the HA to provide a proposal for the administration of the Borough's affordable housing program. We submitted the proposal that was approved last month, and are waiting to hear from the Borough.
- We have closed our Wait Lists as of December 31. We now have 284 active applications for various apartments. Our longest wait lists are for Senior and Family one-bedroom units.
- We have served legal notice to 2 tenants that have not paid their rent balances by 12/31. We are hopeful they will be able to come up with a payment plan to bring their balances current.
- We are pleased we have \$0.00 dollars to write off as "uncollectable" in 2018.

### **Financial Update: December, 2018**

In review of the financial reports for the month of December, 2018, the Hightstown Housing Authority completed the month with positive results. Unfortunately, our accountant started closing the 2018 books and accounts before I could print our traditional reports.

#### **Income:**

- Residential income has come in over budget for the period and the year, mostly due to increased resident incomes and actively monitoring new hires and tenant work status. We have increased our budget expectation in this category for 2019.
- Excess Utility is below budget for the period and over budget for the year.
- Interest income is above budget for the period. We have renegotiated our interest rate from the bank from 1.3% to 1.75% starting in December.
- Other Operating receipts is over budget for the period due to resident charges for damages.
- 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 under budget for the period and the year.
- Legal expense is slightly under for the year.
- Telephone is slightly over budget for the year due to renewal of phone system lease.
- Water is under budget for the year (4<sup>th</sup> quarter bills are coming)
- 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. We are also doing more in-house work instead of hiring maintenance contractors.
- Maintenance contract cost are well under budget due to painting being done in house, and boiler replacements eliminating service calls.
- Small tools are over budget for the year due to purchase of tools to replace missing items.
- Grounds maintenance is over under budget due to term of contract. The account is over budget for the year due to new trees planted, gutter repairs, lawn areas reseeded, aerated and sedge treatments.
- Boiler Contract costs are over budget for the year due to repairs to existing domestic hot water boilers.
- Blue Cross/Shield costs are under budget due to anticipated budget increase in 2018 that did not materialize.
- 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.

**Next meeting is scheduled for February 20<sup>th</sup>, 2019 at 7:00 pm.**

The meeting was adjourned.

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director