

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE BOROUGH
OF HIGHTSTOWN, NEW JERSEY
HELD ON WEDNESDAY, May 19th, 2021 AT 7:00 P.M.
Meeting held VIA Zoom**

Chairperson James Eufemia called meeting to Order at 7:02PM

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 Eva Teller, Commissioner Jeet Gulati.

Also, Present:

Absent: Borough Council Liaison

Approval of Minutes: Regular Meeting Minutes of April 21st, 2021. The minutes were motioned to be approved by Commissioner Swiney and seconded by Commissioner Teller. Minutes were unanimously 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.

Terry Parliaros was introduced by Commissioner Eufemia as our guest this evening and the possibility of him joining our board. Everyone at the meeting knows Terry and welcomed him to join us. Terry appreciated the sentiment and has discussed with his wife and would like to join our board. Keith will send over the necessary paperwork to Terry.

Borough Council Liaison Report:

- None

Committee Report:

- **Policy Review: ACOP.** Keith discussed the attached ACOP policy for the Housing Authority. Due to its length and complexity the board should consider formal adoption at the following meeting. Commissioner Eufemia agreed he was reading the policy and although necessary, very dry reading. Commissioner Gulati mentioned he has read the policy and has several markups. Keith asked that he email them so they can be incorporate. We are trying to simplify the language and remove a lot of the “legal-ease” that was throughout the document. By doing this we can hopefully make it easier to read and understand.

Resident Council Report:

- None

Resolutions:

- None currently

Discussing Items:

- Keith brought up the new guidelines from the CDC and the State of NJ. He suggested the Board Consider going back to in person meeting. Commissioner Eufemia agreed. He feels the video meeting are OK, but meeting in person is important and we should go back to that. The board discussed and agreed the June meeting will be an in-person meeting. Keith will notify the Borough.
- The roofing and solar project is moving along. Keith hopes we will be able to move forward this summer with bidding the project and hopefully getting to some of the roofs this year. The one thing we are waiting on is the solar contractors providing some sort of budget we can incorporate into our spec when it goes out to bid.
- Poster contest. The board reviewed all the submissions and considers all of them winners. One poster in particular that was done by Xavier Figueroa is particularly good and will be submitted to the regional office.

Executive Director Report:

- We are currently at 100% occupancy. At this time, we do not have any new notices to move out.
- The gardens have all been claimed and being used. The gardeners are planting a variety of items and the staff is filling in the blank spaces.
- The architect has been in we reviewed the plans and estimates they have provided. We recently met with the Solar contractors and reviewed what we are planning. They suggest that we cover all the buildings with solar. When I explained we are planning an “addition that is aesthetically pleasing” and we are not trying to power the entire site they understood.
- We are using the camera system on almost a daily basis. The police have been provided footage and still photos of “garbage violators” as per instructions from the Mayor. We are having a bit of an issue with the police, as they feel they can not investigate a crime unless they witness it themselves. I have charged the violators personally and appeared by phone in court.
- We held another COVID vaccine clinic here in the conference room. The West Windsor Health department administered the shots. Now that we have access to the J&J vaccine also several residents who were hesitant about the 2 shot doses got their vaccine. We also were able to administer second doses to all those requiring the second doses. Sherry did a great job organizing the residents and monitoring the flow of people during the afternoon.
- The outside of building 2 has been redone. The overgrown Cryptomerias were removed and replaced by more manageable trees that will not get that tall. We installed a new Magnolia, a Red Bud and a Crabapple tree on the 3 affected corners.

- We have discovered a leak in a hot water return line. Unfortunately, it is between building 6 and 7 in a PVC conduit. The contractor dug up the line to the sidewalk and fortunately found the leak. This saved us having to dig any further and incurring more expense. Unfortunately, a drainage line was damaged during the excavation process. We had the landscapers repair the line.
- Covid safety is our priority. Now is the time we are all re-doubling our efforts to stay safe. New guidance from the State has us checking temperatures of everyone entering the building. As a service industry, we are unable to avoid being at work. We are maintaining the social distancing and remaining vigilant until told otherwise by the Governor.

Financial Update: April 2021

In review of the financial reports for the month of April 2021, the Hightstown Housing Authority completed the months with positive results. The month was bolstered by the Stimulus payments that most of our residents received.

Income:

- Residential income has come in over budget for the period and over budget for the year. This is mainly due to conservative budgeting and the effects of the Stimulus. Some residents have paid their rent in advance using the money.
- Interest income is below budget for the period. This is mainly due to the low interest rate environment.
- Other Operating receipts are slightly over budget for the period. This is partly due to the waste removal payments we have been receiving and for money left from repairs needed after a move out.
- CFP for operating has been received, just posted by journal entry separately.
- Laundry income is under budget for the period, and slightly under for the year.
- Operating Subsidy income is over budget for the period. We will keep an eye on this as the year progresses as it is running well above budget. We have received the May-June subsidy which is well above our estimates(almost \$10K per month). The Government finalized the 2021 budgets and subsidies. We have not been given any indication as to prorations for 2021, but the overall amounts have been approved. I will keep you up to date as the year progresses.

Expenses:

- Administrative and Maintenance salaries are both under budget for the period. We had a 3 pay month that happened in January that still had us over budget, but we came back into line in this month. Our next 3 pay month is in July, which will affect our budget going forward.

- Legal expense is over budget for the period and slightly over budgeted for the year due to eviction letters being sent out.
- Staff Training is slightly under budget for the period and the year.
- Sundry Administrative is under budget for the period, but due to software renewals earlier this year, we are still over budget.
- Telephone is over budget due to the lease renewal on the phone system
- Travel is well under budget for the period due to the virus.
- Dues and Memberships are under budget for the period but over for the year due to license and association renewals.
- Water is on budget for the year.
- Electric is under budget for the period. They have been doing estimates for 10 of the last 12 periods, so we ended up with a credit.
- Natural Gas is under budget for the period and under for the year. We had a very cold spring, and we have done well, running at the low end of our expectations.
- Maintenance materials is over budget for the period and over budget for the year due to apartment renovations being done. Money is spent at HD Facilities and Home Depot for materials including new flooring, switches, outlets, cover plates and smoke detectors. for the units.
- Plumbing Contract cost are well over budget due to the pipe leak that was found and repaired.
- Ground's maintenance is over budget due to the cost of eradicating our "squirrel" problem. Now that everything is done, I don't think anyone misses the Cryptomerias and sees what we have done.
- Extraordinary maintenance is used for all costs that are outside the CFP funding and will be capitalized at the end of the year.
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Next meeting is scheduled for June 16th, 2021 at 7:00

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

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director