

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE BOROUGH
OF HIGHTSTOWN, NEW JERSEY
HELD ON WEDNESDAY, July 20th, 2022 AT 5:00 P.M.**

Chairperson James Eufemia called meeting to Order at 5:05PM

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 Brent Rivenburgh, Commissioner Sean McDonnell, Commissioner Jameeliah Lance.

Also, Present: None

Absent: Commissioner Eva Teller, Commissioner Terry Parliaros, Commissioner Jeet Gulati, Mayor Larry Quattrone.

Approval of Minutes: Regular Meeting Minutes of June 15th. The minutes were motioned to be approved by Commissioner Rivenburgh and seconded by Commissioner McDonnell. 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.

Borough Council Liaison Report:

- None- .

Committee Report:

- Personnel Committee-Commissioner Brent Rivenburgh discussed the ED contract that he and Commissioner Gulati reviewed with the Board Chair. Certain small modifications were made, and the final draft was presented to the Board and ED.

Resident Council Report:

- Jameeliah Lance reported the residents had a picnic where all were invited. They had a water slide, bounce house and lots of food and drinks. Everyone had a great time. The office provided the food and drinks for the event and several residents provided food.

Resolutions:

- **Resolution 2022-05** To approve the 2022-2025 Executive Director's Contract. The board discussed the contract, and the Executive Director is in agreement. The contract was signed by the Board Chair and the ED.

Discussion Items:

- None

Executive Director Report:

- We are currently at 100% Occupancy. At this time, we do not have any notices to move out.
- We submitted a comprehensive package of materials to HUD for review and possible funding. The engineers were in and reviewed all the crawlspaces and have put together a comprehensive cost estimate for the project. At this point we are asking for approximately \$1.4 million dollars. The discussions with the Washington reps. From HUD suggested we break the project down into smaller increments. This was done by boiler room, as the utilities are all supplied from them. I have been encouraged by calls from Washington looking at the project and by the speed it is being reviewed. We had a follow up meeting on 5/11 to discuss the project with the HUD representatives. We had a meeting on 6/9 to discuss the project. Another meeting has been set up for 6/16 with the HUD supervisors that oversee the funding process. Update: The package was slightly modified so that the HUD funders from Washington were comfortable the project falls into their guidelines. Everything has been resubmitted.
- Professional service agreements have been put in place for 2023 and 2024. We will be bidding the lawn and landscape starting on September 1 and opening the bids on October 7. Most of the contracts came back with either a minimal increase or none at all.
- The vestibule and family laundry room glass has been replaced. When it was installed, they specified all "bullet proof" glass. Over the years it has begun delaminating and foggy. We have replaced it with standard insulated glass. The entry door to the vestibule is the only outstanding item and it has been ordered.
- We had our annual Audit on July 19th. The Auditors collected most information ahead of time so that they can minimize the time in our office.
- All boiler rooms have been cleaned and repainted. After removing the old hot water boilers the floors were cleaned, and power washed.
- The wait list for 2,3,4-bedroom units is now closed until further notice. We send letters to every person on the wait list every 6 months asking for an update. If we notice the waiting lists beginning to decline, we will open that list.
- Covid safety is still our priority. The outside lobby is now open to our residents, and currently holding outside meetings. We are watching the new variant that is

spreading quickly. Adjustments will be made as we watch things progress. We are still not allowing outside people into the offices. The staff has all had the virus except Sherry. We are requiring both the positive and negative test results from each person, especially the negative test before they return to work.

Financial Update: June 2022

In review of the financial reports for the months of June 2022, the Hightstown Housing Authority completed the month with positive results.

Income:

- Residential income has come in slightly over budget for the period. This is mainly due to timing of payments. Some are prepayments for July.
- Excess utility is over budget for the period.(warmer than normal month)
- Interest income is below budget for the period. . Interest rates are rising as the FED tries to deal with inflation. We will keep monitoring the rates and adjust as needed.
- Other Operating receipts are over budget for the period.
- Laundry income is slightly over budget for the period.
- Operating Subsidy income is under budget for the period. This is part of the balancing from the estimated payments received earlier this year. From the subsidy calculations in the budget, it appears we may be receiving a slightly lower subsidy this year, which is based on our resident rents.

Expenses:

- Administrative salaries are under budget for the period. This trend will continue until the first 3 pay month (which is in July this year).
- Legal expense is under budget for the period.
- Staff Training is under budget for the period.
- Travel is over budget for the month. The September conference in Washington, DC was booked, but will be paid in September.
- Sundry Administrative is slightly over budget for the period.
- Computer supplies is under budget for the period. Any upgrades will be done in the fall of this year.
- Telephone is under budget
- Dues and Memberships are under budget for the period.
- Water is under budget for the year. Bills arrived and will be paid in July
- Electric is over budget for the period. It was a very warm month, and the residents have been using air conditioning.
- Natural Gas is slightly under budget for the period. The weather is moderating, and so are the bills.

- Maintenance salaries are under budget for the period.
- Maintenance materials is slightly under budget for the period.
- Grounds maintenance is under budget. This category remain over budget, and hopefully some of the costs will be capitalized at the end of the year.
- Extraordinary maintenance is used for all costs that are outside the CFP funding and will be capitalized at the end of the year. Some of these costs are planned and approved items including the Architectural fees. The items here represent costs for the plumbing repairs that were done in building 7

Next meeting is scheduled for September 21st at 7:00PM.

The meeting was adjourned by a motion made by Commissioner Eufemia and seconded by Commissioner Lance.

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director