

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE BOROUGH  
OF HIGHTSTOWN, NEW JERSEY  
HELD ON WEDNESDAY, February 15<sup>th</sup>, 2023 AT 7:00 P.M.**

Chairperson James Eufemia called meeting to Order at 7:00PM

**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.

**Swearing in by Councilman Jeet Gulati of Commissioner Anne Studholme. Introduction and brief history given by Anne. A long discussion ensued by all the commissioners.**

**Roll Call:** showed that those present and absent were as follows:

**Present:** Allen Keith LePrevost, Executive Director, Commissioner James Eufemia, Chair, Commissioner Anne Studholme, Commissioner Brent Rivenburgh, Commissioner Eva Teller, Commissioner Sean McDonnell.

**Also, Present:** (Late) Terry Parliaros, Council member Jeet Gulati

**Absent:** Commissioner Jameeliah lance

**Approval of Minutes:** Regular Meeting Minutes of December 14<sup>th</sup>. The minutes were motioned to be approved by Commissioner Teller and seconded by Commissioner Parliaros. 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.

No members of the public were present.

**Borough Council Liaison Report:**

- Councilmen Jeet Gulati discussed issues the Borough Council is working on including a possible Round-A-Bout in town that was rejected.

**Committee Report:**

- **Appointment of Officers:**
  - Chair. Commissioner Teller motioned for Commissioner Eufemia to serve as Chair. Commissioner Parliaros seconded the motion, which was approved by the board in a roll call vote.

- Vice Chair. Commissioner Parliaros nominated Commissioner Rivenburgh to serve as Vice Chair. Commissioner Teller seconded the motion which the Board approved in a roll call vote.
- Committees:
  - Personnel- Commissioner McDonnell
  - Finance- Commissioner Teller
  - Buildings and Construction- Commissioner Parliaros and Rivenburgh
  - Development- Commissioner Studholme and Parliaros
  - By-Laws and Policy- Commissioner Studholme

**Resident Council Report:**

- None

**Resolutions:**

- 2023-1 To Approve the Officers as nominated
- 2023-2 To Approve the meeting dates as offered
- 2023-3 To accept the resignation of Jeet Gulati and the nomination of Anne Studholme
- To approve the insertion of the 2023 budget in the federal system.

**Discussion Items:**

- **Tenant Management Software.** Keith discussed the sunseting of the current tenant management software and the transition to the new software. Unfortunately the transition has not been as easy as was sold to us. We didn't expect the process to be easy, but it is proving to be more challenging than expected.
- **Underground and Crawlspace piping.** Keith discussed the work that has been done by the engineers so far, including an IR survey of the property to map and identify all the under ground piping and structures. The engineers have provided a timeline for the project that puts the project out to public bid in March, and a contractor to be selected in April. This gives us perfect timing for the contractor to work during the warm weather shutdown period.

**Executive Director Report:**

- We are currently at 99% Occupancy. A 1-bedroom apartment was renovated in January and a new tenant is moving in this week. We have just finished renovating a 3-bedroom unit after the tenant finally closed on her new home. A new tenant is scheduled to move into that unit this weekend. We have notice on one unit. The tenant is buying a home in Ewing and will be closing in mid-April. This will make 3 tenants in the last year that have been able to save up and purchase a home.
- O&S was on site reviewing the crawlspaces and had an Inferred scan done for all the underground piping that will be plotted on the final plans. We may need to have all the elbows of the existing piping tested for asbestos. To date everything

has tested as “not-asbestos”. To date we have received and paid an invoice for the IR Scanning.

- Our boilers continue to work well, and we are cracking down on people opening their windows for “fresh air” when its 20 degrees out. Wasting utilities is a lease violation and we have already sent out notices to individuals.
- We have installed cameras in each boiler room so that we are able to monitor the boilers and boiler rooms. We will be installing temperature gauges on the heating loop supply lines so that we will be able to remotely monitor the heating loop temperature. It is always a concern, especially over the weekend that we may lose a boiler or have lower water temperatures. This way we will be able to contact the service company earlier.
- We had our REAC inspection early in January. It was a positive experience, as we remain a High Performing Housing Authority. Charlie oversaw the inspection process and worked with the inspector during the day. The final reports have not been drafted at this time and will be published when available. This will not be until the accountant files his report to HUD and the Auditor files the 2022 Audit.
- The letters have all been mailed for the waitlist update. The lists will be updated in the new system, and we will decide in early March what waiting list needs to be reopened. We are going to re-enter the waitlist in the new system so that it is set up the way we like it.
- We began the implementation process with our new software in the beginning of January. It took some harsh words, but we are well underway. We are looking for a March 1 “go live” date. We will have access to all the data in Beacon through June of this year so we will have plenty of opportunity to move or recreate data. This is also important as we will need certain data for the Auditor.
- We have discontinued paying the maintenance personnel \$49 dollars per month for use of their cell phones during work hours. We have purchased and given each person a new cell phone to be used for work and on call. Detailed instructions were given to each both on the phones operation, and the rules and regulations for using them.

### **Financial Update: December 2022, January 2023**

In review of the financial reports for the month of December 2022 and January 2023, the Hightstown Housing Authority completed the month with positive results.

#### **Income:**

- Residential income has come in slightly over budget for the period and the year.
- Excess utility is under budget for the period.
- 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. Dividends from our insurance policies are posted here.
- Laundry income is over budget for the period and the year.
- Operating Subsidy income is under budget for the period. This is part of the balancing HUD is doing. The subsidy was distributed before there was a final budget, starting in April we will see the adjusted numbers and final numbers for the year.

#### Expenses:

- Administrative salaries are under budget for the period. Our next 3-payroll event will be in May 2023.
- Legal expense is slightly over budget for the period. We are dealing with tenants in and out of court due to rent and condition of the apartment.
- Staff Training is under budget for the period.
- Travel is under budget for the period and the year. I did not attend the January conference this year.
- Telephone is under budget for the period.
- Sundry Administrative is well over budget for the period. A majority of the cost was for Aquarius Capital who did the OPEB actuarial study for us.
- Computer supplies is under budget for the period. Any upgrades will be done in December.
- Dues and Memberships are over budget for the period. Renewal of the IREM annual membership and NAHRO membership occur in January.
- Water is over budget for the year. Bills arrived late in December. We have adjusted this category in the new budget. Water is not showing up on the P&L statement, but on the cash flow statement. I will address with Pete.
- Electric is over budget for the period.
- Natural Gas is under budget for the period. We have had moderate temperatures, which help.
- Maintenance salaries are slightly over budget. Overtime costs drove this category up in January.
- Maintenance materials is under budget for the period. As we are tuning over units, we are changing all the switches, outlets, base trim, and lighting. Fortunately, we have turned over 10 units this year. We have flooring and base trim inventoried for the units we are turning over, so the expense is lower.
- Maintenance Contract costs are over budget.
- Extermination Cost is under budget.
- Security Alarm is over budget. We had to replace 2 exterior cameras and we had 3 interior cameras installed. One in each boiler room so that operation can be monitored.

- Grounds maintenance is over budget. Mulching, topdressing and cleaning of the resident gardens added to the expense.
- Blue Cross/Blue shield. We experienced a 20% price hike on January 1. Fortunately, a larger increase was budgeted.
- Collection Losses-includes all losses encountered during the year that are considered uncollectable.
- Extraordinary maintenance is used for all costs that are outside the CFP funding.

**Next meeting is scheduled for March 15<sup>th</sup> at 7:00**

The meeting was adjourned by Commissioner Eufemia

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director