

**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 15th, 2025 AT 5:00 P.M.**

Chairperson James Eufemia called meeting to Order at 5:00 PM

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 Eva Teller, Commissioner Meg Rosner.

Also, Present: Jeet Gulati, Council Liason

Absent: Commissioner Sean McDonnell, Commissioner Anne Studholme

Commissioner Rivenburgh announced he will be leaving our board and will write a formal letter of resignation. The other members acknowledged his many years of service and thanked him for the many years he has helped the Authority.

Approval of Minutes: Regular Meeting Minutes of December 11th. The minutes were motioned to be approved by Commissioner Teller and seconded by Commissioner Rosner. 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:

Jeet reported the Council had their reorganization meeting and installed the elected council people.

Committee Report:

Election of Officers:

- **Chair:** Commissioner Teller nominated Commissioner Eufemia. All affirmed.
- **Vice Chair:** Commissioner Eufemia nominated Commissioner Teller. All affirmed.
- **Personel:** Commissioner Eufemia, Commissioner Rosner, Commissioner Teller and Commissioner McDonnell will serve. Their responsibility will be to locate, interview and bring to the Board recommendations for a new Executive Director.

- **Finance:** Commissioner Eufemia, Commissioner Teller
- **Buildings:** Commissioner Eufemia, Commissioner Rosner, Commissioner McDonnell
- **Development:** Commissioner Eufemia, Commissioner Rosner
- **By-Laws:** Commissioner Eufemia, Commissioner Studholme

Resident Council Report:

- **Keith** gave the report. The main issue is the hot water in building 3,4 and 5. When the piping was recently redone, a larger size pipe was installed to provide better water flow. By installing the larger pipe, we have been slowly increasing the loop temperature to compensate for the larger pipe and the heat loss associated with the pipe. The contractors have been notified, and the problem will be solved.

Resolutions:

- **2025-1 To approve the officers as nominated.** The motion was approved by Roll Call vote.
- **2025-2 To approve the meeting Dates as Presented.** The motion was approved by Roll Call vote.
- **2025-3 To Write off uncollected balances.** Keith reviewed the attached balance report and discussed the 3 cases. The motion was approved by Roll Call vote.
- **2025-4 To Approve the final 2025 Budget.** Keith explained the State of New Jersey finally sent back the signed, final budget for approval. The motion was approved by Roll Call vote.

Discussion Items:

- **Due to time constraints, discussion were held to a minimum. The board approved Kevin Ryan as our new member. Keith will forward to the borough Clerk for future meeting.**

Executive Director Report:

December 2024

- We are currently 99 % Occupancy. We have just completed a 4-bedroom and a studio unit that is occupied in November. We are currently working on a 3-bedroom unit from a tenant that requires a larger unit. She will be moving into that unit in mid-December. We will either be bringing in a new person for the 2-bedroom or possibly moving a person from a neighboring 3 bedroom to that unit. We just found out one of our seniors passed away. That one bedroom will be renovated starting this month and is already rented.
- The infrastructure piping project for buildings 1 and 2 is moving along quickly. Currently, the contractor is installing long runs of piping for the heating and water system. All masonry holes have been drilled and most of the pipe hangers are in place. The contractors will begin testing and getting the hot and cold water system sanitized and ready to connect to the units. One hold up will be the underground

connection between building one and two that will not be completed until the spring. We held the final close out meeting for the initial project, Building 3,4 and 5. Final payment on that project will be made this month.

- We have been working on the ACOP document and will finish the document next year. Unfortunately, HUD has delayed the rollout of the new changes to at least October of 2025 due to problems with the software. We will be ready well in advance of the official roll out.

Financial Update: October

In review of the financial reports for the month of November 2024, the Hightstown Housing Authority completed the months with positive results. I have included a variety of reports for your review. Please note I will have new financial reports available at the meetings. Our Accountant will review and adjust the numbers on Tuesday.

Income:

- Residential income has come in over budget. Even with the budgeted increase we are still exceeding the amount. We have increased this amount in the 2025 budget.
- Excess utility is over budget for the period. Air conditioners are beginning to come out now, so this number will come down.
- Interest income is over budget for the period. We are now getting current rates on our accounts and have modified the 2025 budget projections.
- Other Operating receipts are under budget for the period.
- Laundry income is under budget for the period. Laundry income comes early the following month.
- Operating Subsidy income is over budget for the period. We received a large amount of money from HUD to cover the last 3 months of the Federal fiscal year. (October, November, December) For the balance of the year, we will be depending on continuing resolutions until HUD and the Federal Government can finalize a budget. HUD funded the next two months, leaving just December's subsidy to round out the year.

Expenses:

- Administrative salaries are over budget for the period. We had our 3 pay period in November.
- Legal expenses are well over budget for the period. We are moving aggressively against a couple tenants with past due balances.
- Staff training is under budget for the period. Two commissioners are taking courses this fall.
- Accounting and Audit is on budget for the year.
- Telephones are under budget for the period.
- Sundry Administrative is over budget for the period. This account initially gets most of the activity, and the accountant adjusts the amounts to other categories. Much of the expense came from the purchase of the bike racks on the senior porches.

- Dues and Membership's are over budget for the period due to the IREM renewal.
- Misc. office supplies are under budget.
- Water is under budget for the period. The next bill comes out in early January.
- Electric is under budget for the period.
- Natural gas is over budget for the period. The heat is on and we are sporadically using it.
- Maintenance salaries are over budget for the period. We had a 3 pay event in November.
- Maintenance materials are under budget for the period. In renovating units, we are purchasing supplies and materials for those units. We will be renovating 4 units in the coming months.
- Extermination Cost is under budget. We have been dealing with a bed bug problem which we hope is under control.
- Ground maintenance is over budget. All the lawns and gardens have been cleaned and prepared for winter.
- Blue Cross/Blue shield is well over budget. We had a staff person opt for a family plan which dramatically increased the cost. This payment is retroactive fees going back to July.
- Extraordinary maintenance is over budget. The repair and replacement of cameras that were not in capital fund are shown here. The Accountant may move this expense to another category.

The enclosed financials include Income Statement for the Current Period-November 2024(VS Budget), and General Ledger Cash account for November.

The next meeting will be a 7:00PM on February 19th.

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

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director