

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE BOROUGH  
OF HIGHTSTOWN, NEW JERSEY  
HELD ON WEDNESDAY, March 19<sup>th</sup>, 2025 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.

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

**Present:** Allen Keith LePrevost, Executive Director, Commissioner James Eufemia, Chair, Commissioner Sean McDonnell, Commissioner Anne Studholme, Commissioner Kevin Ryan, Commissioner Meg Rosner, Commissioner Karla Gonzalez.

**Also, Present:** Scott Caster

**Absent:** Council Representative Jeet Gulati

**Approval of Minutes:** Regular Meeting Minutes of February 19<sup>th</sup>. The minutes were motioned to be approved by Commissioner Studholme 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:**

- Executive Search Committee. Keith gave the initial report, stating there were 75 resumes received by the office. Several more were emailed after the march 15<sup>th</sup> deadline and were rejected. Commissioner Eufemia continued. 12 Resumes were selected and distributed to the committee members for review. Out of the 12, it appears from the initial reading that 5 of the resumes are good fits, with several looking very promising. The committee should meet next week to discuss the resumes and come up with a plan to begin the interview process. Keith will be available on March 26<sup>th</sup> at 7:00PM to open the conference room for the committees use. He will also participate in the selection process.

### **Resident Council Report:**

- Keith reported the Resident Council meeting was held today. Discussed was:
  - The annual easter Egg hunt in conjunction with the Connect Church. This is the second year working with the church. Chelsea will make up flyers seeking volunteers. The church is also providing volunteers to help with the setup, prizes and activities.
- Discussed certain resident continuing to feed the squirrels. Chelsea will talk to them again.
- The Hot water issue has been solved in building 3,4 and 5.
- Discussed the ongoing construction project in building 1 and 2. All is going well and Chelsea will continue to update residents of any shutdowns that occur.

### **Resolutions:**

- **None**

### **Discussion Items:**

- **Piping Project:** Keith discussed the current project and where we are at the moment. He explained building 1 and 2 are substantially piped and the water lines have all been purged and now put in service. The contractor is demoing all the old pipe and removing it from site. The heating lines have been run, but we are waiting for the heating system to be shut down to begin the connections. We are in constant contact with the engineer and the funding sources to make sure everyone stays in the loop.

### **Executive Director Report:**

- We are currently 96 % Occupied. We have been successful in finally evicting on household but must keep the unit vacant for 30 days as per law for the family to get any other belongings. The balance of the units are being transitioned to either existing tenants that are being right-sized (2) or a new tenant is moving in. We just received the “lock-out” notice on another unit, so that will add to the inventory. Fortunately, the waiting list is strong and there is rarely a problem finding a person for the unit.
- The infrastructure piping project for buildings 1 and 2 is moving along quickly. Both buildings have been pressurized, cleaned and tested and are ready for hookups. The contractor is working with the office for “shut-off” notices on the affected days. All the heating lines have been run and the contractor is waiting for the May shutdown to do the final hookups.
  - The office piping has been measured and the sizes confirmed by the engineer. The contractors have already been through the crawlspace and reconfirmed the plans.
  - Building 6 and 7 are being prepared for new piping. The spaces have been cleaned of debris and the contractors will attempt to have all the heating system done this year so that the final connections can be done before the heating system is put back online in October.

- The wait list will open on March 1 and close on May 31 for all apartment types. We currently have 79 people on the wait list, with 24 just for Senior units.
- We have had some hot water issues in buildings 1 and 2. We were able to identify air trapped in the system and flush it out without having to call a service contractor. This will be a problem going into the summer. Now that we are aware of the issues, it is easier to deal with.
- We continue to monitor the cash situations as they evolve in Washington. The contractors have been alerted to the problem and are working to complete work and bill ASAP. This is better for us as we can finish many capital projects by this summer.
- The Executive Director advertisement has concluded. To date we have had an overwhelming response with over 70 resumes. Keith reviewed each and has provided 12 to the committee for review. He is taking care of the letters to each applicant keeping them abreast of their status.

## **Financial Update: January**

In review of the financial reports for the month of February 2025, the Hightstown Housing Authority completed the month with positive results. The report does not reflect the \$30,588 that was collected in January and posted in that month.

### **Income:**

- Residential income has come in slightly under budget. With the right-sizing that is being done, income will be down for the next several months.
- Excess utilities are on budget for the period.
- Interest income is under budget for the period. We are now getting current rates on our accounts and have modified the 2025 budget projections. We use this account for insurance dividends also.
- Other Operating receipts are under budget for the period.
- Laundry income is slightly under budget for the period.
- Operating Subsidy income is under budget for the period. If you add the \$30,588 that was credited to January, we are slightly above budget for the year.

### Expenses:

- Administrative salaries are under budget for the period and the year. The shortage helps to offset the 3 pay month that is coming in May this year.
- Legal expenses are over budget for the period. We are moving aggressively against a couple tenants with past due balances this year which has increased the expense.
- Staff training is under budget for the period. We will have at two new commissioner this year which will increase this expense.
- Accounting and Audit are on budget for the year.
- Telephones are over budget for the period. One cell phone was replaced this past month.
- Sundry Administrative is over budget for the period. The expenses in this account were monthly office cleaning, motor vehicle fees, monthly payroll fees, Secure Shredding and petty cash expenses. .
- Dues and Memberships are slightly over budget for the period.

- Misc. office supplies are under budget. This will reconcile with 4190.
- Water is under budget for the period. The bills have been posted, and we are on budget for the period. One of our 4-meter heads need to be replaced and the parts are on site. The Water department says the repair is scheduled and has been saying so for 4 months.
- Electric is over budget for the period. Part of this is making up for estimates done earlier in the year.
- Natural gas is over budget for the period. The heat is on, and we are continuously using it. We are slightly over for the period, but this will come back in line later this year.
- Maintenance salaries are on budget for the period. We will be over budget this year in this category due to the additional part-time person.
- Maintenance materials are under budget for the period. In renovating units, we are purchasing supplies and materials for those units. We are still over for the year, but relative to the number of units that were renovated.
- Extermination Cost is under budget. We have been dealing with a bed bug problem which we hope is under control.
- Ground maintenance is under budget. As we move into the spring, mulching will be done that will add to the expense. The Bulbs are beginning to have shoots, so warmer weather is close.
- Boiler Contract costs is well over budget. This was due to the maintenance needed to the Lochinvar unit in building 7.
- Blue Cross/Blue shield is under budget. Adjustments have been made in the 2025 budget to allow for the member/child cost that is now included. Employees are paying the appropriate amounts according to the State.

The enclosed financials include Income Statement for the Current Period- February 2025(VS Budget), and General Ledger Cash account for January.

The next meeting will be a 7:00PM on April 16<sup>th</sup> . The personnel committee will meet on March 26<sup>th</sup> .

The meeting was adjourned by a motion made by Commissioner Eufemia

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director