

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE BOROUGH  
OF HIGHTSTOWN, NEW JERSEY  
HELD ON WEDNESDAY, April 16<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 Eva Teller, Commissioner Sean McDonnell, Commissioner Karla  
Gonzalez, Commissioner Meg Rosner.

**Also, Present:** Jeet Gulati, Council Representative

**Absent:** Commissioner Anne Studholme, Commissioner Kevin Ryan.

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

None Present.

**Resident Council Report:**

- Keith gave the Resident Council Report. He reported the Council met and discussed the following:
  - The West Windsor nurse was in at the same time as the Resident council meeting to do a blood pressure screening. Fortunately, she had several participants. This works out to be a good time for her to come, both for her and the Residents.
  - The Easter Egg hunt was rescheduled from last Saturday to this Saturday. Connect Church once again is organizing the event and we have several volunteers. The event went well last year so we decided to let them have the event again this year.
  - We had an extensive discussion both during and after the Resident meeting regarding packages. We have had a large increase in the number of packages either being misdelivered or missing altogether. The US Post office recommends all packages get delivered to the Post Office directly and the resident picks them up from there. This works for the Post office, but does nothing for Amazon, UPS, Fed Ex and the others.

Also, we have a question about space. We are unsure where to locate the package box and how to handle the keys. All these details will have to be worked out before anything is done.

### **Borough Council Liaison Report:**

- Jeet gave the report:
  - He has not been able to make any progress with the Council on our Cooperation Agreement. He said the council is fixed on the 10 percent and feels we don't need the money anyway as we are putting the full amount in escrow. Keith emphatically explained the Housing Authority is doing the correct thing legally, and the escrowed funds would be greatly appreciated and very helpful to the Residents of the Housing Authority. He continued that he has tried for several years to get the Borough to account for the use of their PILOT funds, as the original agreement call for the PILOT to be divided equally between all taxing bodies as any other tax payment. This means the Borough should be paying School tax, County Tax and others with the Housing Authority Money. Jeet explained that has not been done in the past. Keith would like to see a full accounting of the last 50 years of PILOT payments, showing the proper use of the Housing Authority's funds. Keith also noted that the agreement states the Borough should provide all services to the Housing Authority residents as any other residents in the Borough. The Borough should be providing Recycling and garbage service to the Housing Authority. If the Borough would like to meet these items, the Housing Authority would entertain the 10%.
  - Jeet commented on the 1.5 Million dollar emergency approval given to the water company to repair the filtration system. The hope is this will clear up the dirty brown water that have been experienced all over town.

### **Committee Report:**

- Mickey gave the report from the Personnel Committee:
  - The committee met and reviewed 12 resumes out of which 5 were selected for interview. One person accepted another position within their own company and one person just never showed up. Two of the interviews were interesting but would definitely need a lot of training. They lacked a lot of the basic knowledge that would be necessary. The one interview, Her name is Kathy Sanders was a breath of fresh air. She came across as smart, knowledgeable, likeable and capable. She came across as very honest, down to earth and always eager to learn. The committee unanimously agreed she would be a great fit for the Housing Authority. Each committee member spoke and gave their support for the candidate.

### **Resolutions:**

- **Resolution 2025-05** To approve the negotiations and hiring of the new Executive Director.
  - The motion was approved by a roll call vote.

### **Discussion Items:**

- **Keith combined the discussion with his report.**

**Executive Director Report:**

- We are currently 97% occupied. We relocated a disabled single person to a Senior side one bedroom, freeing up a family one bedroom. The 3-bedroom apartment in building 5 has been completed and rented. We relocated a person from a 4 bedroom in Building 4 to a 3 bedroom in building 2. The 4 bedroom is going to take some work, the tenant has been in there for 10+ years. The crew will start on that after the 1 bedroom. We will fill the unit from the wait list.
- The infrastructure piping project for buildings 1 and 2 is moving along quickly. Both buildings are under the new domestic water system. 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 ordered and the sizes confirmed by the engineer. The contractors have already been through the crawlspace and reconfirmed the plans. Modifications are being designed for the gas piping to supply the new boiler. A meeting was held with the engineers' reviewing submittals for the new boiler and gas line modification. The engineers will provide the sealed plans for the local building department.
- Building 6 and 7 are being prepared for new piping. The spaces have been cleaned of debris and much of the concrete core drilling has been done. 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. We are expecting delivery of the pipe and valves for the office and building 7 which had to be ordered.
- The wait list opened on March 1 and will 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 a steady flow of interest and applications coming into the office.
- We have had some hot water issues in building 2. We had 3 people that reported no hot water one evening. The plumber missed one riser that day and quickly repaired the issue that evening.
- The Executive Director interviews have concluded. Overall, we have had an overwhelming response with over 78 resumes. The committee interviewed the top 4 candidates.

## **Financial Update: March**

In review of the financial reports for the month of March 2025, the Hightstown Housing Authority completed the month with negative results. The report reflects the Water and Sewer expense that was paid in March for the 1<sup>st</sup> quarter.

### **Income:**

- Residential income has come in slightly under budget. With the rightsizing 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 slightly over budget for the period.

### **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 two new commissioners this year, which will increase this expense.
- Accounting and Audit are on budget for the year.
- Telephones are slightly under budget for the period.
- Sundry Administrative is over budget for the period. The expenses in this account included almost \$500 in advertising fees for the new ED.
- Dues and Memberships are slightly over budget for the period.
- Misc. office supplies are under budget. This will reconcile with 4190.
- Water is over budget. The Borough has raised the fees associated with Water. This has raised our costs by around \$4000 per quarter.
- 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 over budget for the period. In renovating units, we are purchasing supplies and materials for those units. We are 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 are well over budget. This was due to the maintenance needed to the Lochinvar hot water boiler 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. We have confirmed with the accountant that employees are paying the appropriate amounts according to the State.

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

The next meeting will be at 7:00PM on May 21<sup>st</sup> 2025.

The meeting was adjourned by a motion made by Commissioner Rosner and seconded by Commissioner McDonnell.

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director