

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE BOROUGH
OF HIGHTSTOWN, NEW JERSEY
HELD ON WEDNESDAY, May 21st, 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 Anne Studholme, Commissioner Karla Gonzolez, Commissioner Kevin Ryan, Commissioner Meg Rosner.

Also, Present: Jeet Gulati, Council Representative, Kathy Sanders (New Executive Director)

Absent: Commissioner Eva Teller, Commissioner Sean McDonnell

The Board spent a few minutes introducing themselves to Kathy and Kathy thanking them for the opportunity.

Approval of Minutes: Regular Meeting Minutes of April 18th. The minutes were motioned to be approved by Commissioner Rosner and seconded by Commissioner Studholme. 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 left early. He came in to meet Kathy.

Resident Council Report:

- Keith discussed the ongoing issue of the “package mailboxes” He spoke to the residents about the space concerns, key concerns and general logistics. It is a difficult issue that will be discussed and a resolution will be developed.

Resolutions:

- None

Discussion Items:

- **Piping Project:** Keith reviewed the current piping project and the timeline for completion. Currently building 1 and 2 are being connected to the new piping.

The heat is off for the season, so the contractors dug right in and have made substantial progress in the last week alone. The office is substantially complete with only the installation of the new boiler left to complete. Financially we are doing well and keeping within the funding that has been received.

- **Capital Funding:** Keith reviewed the enclosed proposed 2025 capital plans and how the money potentially will be distributed. He went line by line to explain the proposed spending. He noted the large amount budgeted for the piping project, but not all of it will be needed. Fortunately the budget is fungible and can be changed as priorities are adjusted.

Executive Director Report:

- We are currently 98% occupied. We have a one bedroom that has been renovated and will be occupied on June 1. We are currently renovating a 4-bedroom unit that needs a lot of work. We have a tenant for that unit, and we are looking forward to having it rented for June 1.
- The infrastructure piping project for buildings 6,7 and the office is moving along quickly. Building 7 is basically repiped, building 6 is well under way and the office is currently being worked on. We are looking to have most of the work complete by the time the heat comes back on in October. One full year ahead of schedule.
- The contractor is looking to do the underground work on building 1-2 as soon as the heat is off on May 15. This will take careful coordination with the office as it will impact the residents where the sidewalks need to be removed. The contractor will work closely with the office to coordinate.
- We have completed full building inspections, including all the public and private spaces. 411 work orders have been generated, and the maintenance staff will address starting with the critical items. Many of the items are minor, such as a loose door handle or damaged shade. We are always amazed by what goes unreported by some families. Materials are being ordered for the inspections, some of which have longer lead times.
- The wait list will close on May 31 for all apartment types. We currently have 135 people on the wait list, with over 60 just for Senior units. We have had a steady flow of interest and applications coming into the office.
- The Executive Director interviews have concluded. We are pleased to welcome Cathy Sanders to the Housing Authority and look forward to her starting in August.

Financial Update: April

In review of the financial reports for the month of April 2025, the Hightstown Housing Authority completed the month with negative results. The report reflects the Pension expense that was paid in April to cover the previous year. May will be another negative month as the annual insurance bills have come in.

Income:

- Residential income has come in slightly over budget.
- 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.
- Travel is under budget for the year which will change with the new Administrator
- Accounting and Audit are on budget for the year.
- Telephones are well over budget for the period. We had to have Comcast come in and do some diagnostic work on our phone system. Also, the annual contract on the phones with Altura came due.
- Sundry Administrative is over budget for the period. The expenses in this account included the expense of purchasing a new computer for the ED. The expense will be moved to 419002.
- Dues and Memberships are under budget for the period.
- Misc. office supplies are under budget.

- Water is under budget. The Borough bills quarterly.
- Electric is slightly over budget for the period. Part of this is making up for estimates done earlier in the year.
- Natural gas is slightly 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 under 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 over for the year, but relative to the number of units that were renovated.
- Extermination Cost is over budget. We have been dealing with a bed bug problem which we hope is under control.
- Ground maintenance is over budget. We have had the entire property edged and mulched. Summer flowers will be planted in May.
- Boiler Contract costs are well over budget. This is where we booked the water testing fees and the repairs done to the toilet flange and associated piping in one apartment.
- 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.
- Pension Expense. This is the annual bill for the 2024 pensions that is paid on April 1 each year.

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

The next meeting will be a 7:00PM on June 18th 2025.

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

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director