

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE BOROUGH  
OF HIGHTSTOWN, NEW JERSEY  
HELD ON WEDNESDAY, June 18<sup>th</sup>, 2024 AT 7:00 P.M.**

Chairperson James Eufemia called meeting to Order at 7:05PM

**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 Anne  
Studholme, Commissioner Meg Rosner, Commissioner Karla Gonzalez

**Also, Present:** none

**Absent:** Commissioner Kevin Ryan, Council Liaison Jeet Gulati

**Approval of Minutes:** Regular Meeting Minutes of May 21<sup>st</sup>, 2005. The minutes were motioned to be approved by Commissioner Rosner and seconded by Commissioner Tellerl. 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: None**

**Resident Council Report:**

- Keith reported several items were discussed including:
  - Guest speaker Taylor Thomas spoke today about resident “know your rights”, referring to civil rights and laws as they pertain to housing.
  - Ongoing discussion regarding the laundry room on the family side. People leaving thing in the dryer overnight, people taking things our of the dryer and putting them on the table, things left in the washer. Notices and new sign will go out to hopefully change some behaviour. Commisisoner Gonzalez reported that on the App it tells you how long things have to go

in the washer/dryer and gives you a 2 minute warning when things are done.

- We have an ongoing problem with parking. The project was designed with 47 parking spaces and we added 99 parking spaces. It is still not enough, especially on the weekends and evenings when everyone is home from work. We have families that have 2 and 3 cars and they try to park all of the cars in the paved areas, making it inaccessible to other residents. We have contacted several families and are working on getting them to park in the gravel lot of use the church parking lot.
- Smoking. We have an ongoing problem with smoking on the campus. We have been “smoke free” for several years, but now with the legalization of Marijuana in NJ, people feel the right to smoke in their apartments. We are working on those families. We also have a problem with cigarette butts in the courtyard. While it is 30 feet from a residential building, kids do play there and it’s a problem. The board discussed getting a “butt can” for the courtyard, but Keith discouraged the idea with the numerous problems it would cause. We will start with notices and talk to the smokers first.

**Resolutions: None**

**Discussion Items:**

- **Piping Project:** Keith discussed the current project and where we are at the moment. He explained that buildings 3,4 and 5 are completely done and inspected, building 1 and 2 are substantially piped and the contractors are now working on the excavation and underground work. We are hoping for a pressure test this week and final hookups next week. Tie in to the heating system will follow and the entire system will be tested and insulated. The office is complete except the boiler which will be installed in the coming weeks. Building 6 and 7 are substantially piped and the underground work will begin in the next couple weeks.
- **Wait List:** Keith discussed the wait list that was included in the packet. We currently have 165 people on the list which is more than adequate. We will look at the list again in January to see if it needs to be opened. Keith feels it may be a year or more before anything need to be done.

**Executive Director Report:**

- We are currently 99% occupied. We have completed a 4-bedroom unit and have one 2 bedroom that is vacant and ready to be renovated. The staff is currently focused on completing work orders before renovating this apartment. We have not gone into the wait list to fill the unit currently.
- 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 basically complete except the boiler installation. That is occurring the week of June 23<sup>rd</sup>. Excavation for the underground lines are currently in process and we will be

“charging” the lines in the coming weeks, checking for leaks and testing before final filling of the system. 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 we speak. The excavation is difficult, as there are numerous underground lines that currently exist and must be preserved until everything is hooked up to the new system.
- We have completed full building inspections, including all the public and private spaces. 411 work orders have been generated, and the maintenance staff are currently addressing them in the order set up by the office. Materials have been ordered so you will notice an increase in the “maintenance materials” category both this month and in June. The categories should balance out by the end of the year.
- The wait list closed on May 31 for all apartment types. We currently have 165 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 wait list is included for your reference.
- We had one of the kids break a window on the contractors backhoe with a rock. The police used our cameras, identified the kid and the family he belongs to and they were notified and are being billed for the damage. We are having the balance of the river rocks removed, as excavation of that area is about to begin and to remove any further temptation.
- Capital fund 2025 was released and we have completed all the steps to access the fund and have already downloaded some of the money.

## **Financial Update: May**

In review of the financial reports for the month of May 2025, the Hightstown Housing Authority completed the month with Positive results. May was predicted to be a negative month as the annual insurance bills were due, but we ended up in positive territory.

### **Income:**

- Residential income has come in slightly under budget.
- Excess utilities are over 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 over budget for the period and the year. May was a 3 pay month, which accounts for the overage.
- Legal expenses are under budget for the period. This account is over budget for the year as 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 and an executive director, 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 slightly over budget for the period.
- Sundry Administrative is under budget for the period.
- Computer supplies is over budget for the period. We purchased a new computer for the new director.
- 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 over budget for the period. There has been a Statewide rate hike for the utilities of almost 17%. We will account for this in next year's budget.
- Natural gas is slightly under budget for the period. The heat is officially off and the system in buildings 1 and 2 have been drained for the

summer. The senior buildings have a “warm weather” setting and is still providing heat as needed. We will be shutting this system down and draining it in late June.

- Maintenance salaries are over 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. We are also working on “Work Orders” and materials have been ordered for that.
- 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. Summer flowers have been planted. We are having the space between the gravel parking lot and the fence cleaned and mulched with woodchips. .
- Boiler Contract costs are well over budget. We had a leaking recirculation pump replaced in building 1. We ordered a new pump and motor and had the old unit rebuilt and returned.
- 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-May 2025(VS Budget), and General Ledger Cash account for April.

The next meeting will be a 7:00PM on July 16<sup>th</sup>.

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

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director