

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE BOROUGH
OF HIGHTSTOWN, NEW JERSEY
HELD ON WEDNESDAY, August 14, 2012 AT 4:00 P.M.**

Chairperson Katherine Patten called meeting to Order at 4:05PM

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: by Sherry Cavanaugh showed that those present and absent were as follows:

Present: Allen Keith LePrevost, Executive Director, Commissioner Katherine Patten, Chair, Commissioner Eva Teller, Vice Chair, Commissioner Esther Velázquez, Commissioner James Eufemia, Commissioner Carole Nelson and Commissioner Robert Hung.

Also Present:

Sherry Cavanaugh, Hightstown Housing Authority Administrative Assistant

Absent: Commissioner Tom Eden

Approval of Minutes: Regular Meeting Minutes of July 18, 2012. The motion to approve the minutes was made by Commissioner Hung and seconded by Commissioner Teller. The motion was approved by the board.

Committee Reports:

Personnel: The personnel committee has met several times over the past month to review proposed a new contract for the Executive Director. The committee has completed the proposal and negotiation with the Executive Director. The Resolution to accept the new contract will follow later in the meeting.

Policy: The policy committee met this month to conclude their review of the employee manual. The manual is a living, working document that will be looked at from time to time to modify and adjust as needed. The Resolution to accept the revised employee manual will follow later in the meeting.

Discussion Items:

Well Baby Clinic: Keith reviewed the space plans for the renovations to the Well Baby Clinic. He toured the space with the Commissioners and walked everyone through the floorplan. The next steps are to finalize the plans and prepare the project for bidding.

Closing of the Wait List: Keith recommended the wait list be closed for all apartment types. He noted we have almost 350 active people on the wait list for various apartment types. The average wait at this time is estimated to be over 3 years and continuing to take applications does not benefit the applicants or the property. We will monitor the wait list and re open the wait list as needed.

HUD Approval of our RFP: This approval will allow us to move forward with the selection of a company to perform our investment grade energy audit and the selection of an ESCO to perform the energy upgrades. This is good news because this accelerates the time frames so that we may be able to be under construction by next summer.

Resolutions:

2012-11 To approve the Employee Manual dated August, 2012. A motion to approve the resolution was made by Commissioner Velázquez and seconded by Commissioner Nelson. The resolution was passed by the board.

2012-12 To approve the Executive Director's 3 year contract. A motion to approve the resolution was made by Commissioner Teller and seconded by Commissioner Nelson. The resolution was passed by the board.

Executive Director Report:

Keith provided the following report to the board:

- We are currently at 99% occupancy with the one unit ready for a new tenant. Move in date is August 21. This unit was vacated on August 1.
- We have repainted 2 apartments this month.
- Charlie has been working on masonry repairs around the buildings. I worked with him, purchased the tools and materials he needs and have taught him how to do the concrete repairs. This is good experience for him and will save the Housing Authority thousands of dollars in contract costs to do the repairs. He is starting on the smaller cracks and we will work our way up to the spalling in the stair wells and balconies later this summer and fall.
- I purchased 2 new sump pumps and associated parts and piping for boiler room 1. The one existing pump had failed and been disconnected and the second pump was of unknown age. Both were replaced at staggered heights so that one will act as a primary and the other as a secondary in case of failure. I had the two pumps wired to separate circuits (see below). We are purchasing a spare pump and setting it up so that if needed, it can replace one of the pumps within a couple minutes.
- We have issued a demand for possession for one unit for “continued violations of the lease “and have filed for eviction with the courts.
- 4 crawl space covers have been delivered and installed. They will be painted by our painting contractor. I have ordered the next set of 4 doors.
- The Policy committee has finished working on the draft employee manual.
- New Job descriptions have been drafted and are being reviewed by the committee.
- A new cash management plan has been drafted and reviewed by Pete. I will forward to the Policy Committed when we complete the Employee manual.
- I have completed and submitted the Grant Applications for the Environmental Commission that affects the Housing Authority.
- We had a meeting with the Architect and the health department to review the plans for the Well Baby Clinic. We will be working on finalizing the plans over the next couple months and begin the process of bidding the work.
- Ken Marshall came in and rewired the sump pumps in Boiler room. The two pumps were wired into a home surge protector (like you would use on your home

computer). I had him take the existing circuits and install 2- 20Amp dedicated circuits, one for each pump.

- The large walnut tree behind building 2 was removed.
- Phillips McDade has been working on the hot water system that controls building 6 and 7. Parts have been ordered and the main system should be fully operational by next week. We are currently producing hot water with our backup systems.
- Ken Marshall came in and repaired, replaced or relamped all of our security lights around the property. Many of the fixtures were in disrepair. It is important for security reasons to have all of the outdoor lighting functional so that our cameras and the police have better visibility around the property at night.
- I had David clean up the Greenway that is on Railroad Avenue and re position the parking bumpers so that they are uniform and off the Greenway. We are now including the maintenance of the Greenway as part of our daily work.
- I have asked Gary Grubb from Parks and Recreation if they have any of the stone RR sleepers that we can use along RR Avenue. He thinks there are 8 or 10 stones behind the cemetery that he will have public works bring up and place along the Greenway.

Financial Update: July 2012

In review of the financial reports for the period of July 1, 2012 to July 31, 2012, the Hightstown Housing Authority completed the month with positive results. Highlights include:

Income:

- Residential income continues to exceed budget due to occupancy and accurate billings.
- Excess utilities exceed budget due to the A\C charges in June.
- Operating subsidy continues to exceed budget. We have received our next 2 months at the same base level.

Expenses:

- Gas is well under budget and that line item for the year is now under budget.
- Maintenance supplies are over budget due to the refurbishing costs associated with turnovers.
- Maintenance contract costs are over budget due to the addition of contractors to do maintenance such as: cleaning and repairing the gutters, and painting.
- Electrical maintenance costs are over budget due to the work done to the sump pumps and outdoor lighting.
- Electrical contract costs are over budget due to repair of all outdoor lighting and rewiring of sump pumps.

- Boiler contract costs are over budget due to the timing of payments.
- Extraordinary maintenance has been added to capture maintenance costs that are unbudgeted. The current expenses are for the purchase of crawl space covers to prevent the flooding and water related damage to the crawlspaces.

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.

Next meeting is scheduled for September 26th , 2012 at 4:00 pm.

The meeting was adjourned by a motion made by Commissioner Hung and seconded by Commissioner Eufemia.

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director