

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE BOROUGH  
OF HIGHTSTOWN, NEW JERSEY  
HELD ON WEDNESDAY, December 12, 2012 AT 4:00 P.M.**

Chairperson Katherine Patten called meeting to Order at 4:09PM.

**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 Carole Nelson and Commissioner Robert Hung.

**Also Present:**

Sherry Cavanaugh, Hightstown Housing Authority Administrative Assistant, Dr.  
Barbara Jones, ,Gregory Smith,(Resident)

**Absent:** James Eufemia

**Approval of Minutes:** Regular Meeting Minutes of October 17, 2012. The minutes were moved by Commissioner Hung and seconded by Commissioner Velázquez.

The regular meeting minutes of the November 14, 2012 minutes were moved by Commissioner Nelson and seconded by Commissioner Velázquez.

**Resolutions:**

**2012-16- Unanimously approved by roll call vote.**

**2012-17- Unanimously approved by roll call vote.**

**2012-18- Unanimously approved by roll call vote.**

**Discussion Items:**

- Keith discussed the ESCO interview and selection process. He described the process we will be going through in the coming months performing the energy audit and potential energy upgrades.
- Keith and Commissioner Patten discussed the Homework Help program and the beginning phases of getting the program started at the HA.
- Keith discussed the HUD file review that is coming up on December 18<sup>th</sup>. He explained this is a random survey by HUD to help them determine a rough percentage of errors in the HA's certifications nationwide.
- Keith discussed the Holiday party we will be having for our children on December 21<sup>st</sup>.
- Keith showed the board examples of the uniform shirts he will be ordering for the staff.
- Commissioner Nelson discussed the Women's Club moving their monthly games day to the Housing Authority Community room. The commissioners feel it is a good use of the space and a good way to involve our residents in the community.

### **Executive Director Report:**

- We are currently at 100% occupancy.
- We have completed several landscape projects before the cold weather set in. This involved the installation of the drainage on building 1, drainage at the office location, the drywell installation and plantings on Rogers Ave, RR Ave, and the office. We have also installed the bulbs and other plantings at the office and by building 2 on Rogers Avenue.
- 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 reviewed the 2013 Strategic Plan.
- We have been selected by HUD to be one of 400 small housing authorities to undergo a 3<sup>rd</sup> party file review for HUD to test to the accuracy of the tenant certifications to be done. This is not a punitive review, but a fact finding mission. We are reviewing and preparing all of our files for this review.
- I have researched and will be ordering benches to replace 3 of the wooden benches.
- The sleeper stones and various landscape projects will be done when Public Works has the chance to move them.
- We have completed most of the work orders generated from the annual inspections.
- We are currently treating 3 apartments for bedbugs with good results.
- The HUD Green Academy was postponed due to the number of HA's still recovering from hurricane Sandy. It will be rescheduled this spring.
- I have met with the representatives from the CIT Group; an energy services company that has given us a proposal provides an investment grade energy audit and provides energy management solutions. The next step in the process is to approve moving forward with the audit. We are not committing any funds to this process and are under no legal obligation if we decide the proposed renovations are not in our best interest. I had our contract engineer, Tom Chartier attend the meeting with me and he will be assisting and advising us as we proceed with this project. Tom is providing services to us on a time and material basis that will be rolled into the EPC.
- We will be meeting with a reviewer under contract with HUD to examine our tenant files. We were randomly selected to be reviewed so HUD can on a nationwide basis get an idea of the percentage of certification errors in public housing. Our file review is on December 18<sup>th</sup>.

## **Financial Update: October 2012**

In review of the financial reports for the period of November 1 to November 30, 2012, the Hightstown Housing Authority completed the month with positive results.

Highlights include:

Income:

- Residential and Subsidy income continue to be above budget and will continue that trend through the end of the year.
- Other operating receipts are above budget due to a one time insurance dividend.

Expenses:

- Salaries are over budget in November due to the 3 payrolls in the month.
- Audit is under budget and will come into line in December.
- Laundry Token expense has been added this year as a tracking device to determine the future cost of laundry service. We will be examining the overall cost of laundry service going forward to determine the proper cost of tokens.
- Utilities labor is over budget due to the 3 payroll month.
- Misc. maintenance supplies are over budget due to the renovation of 3 apartments this month.
- Electrical contract costs are over budget due to the semiannual servicing of the generators.
- Extermination expense is well over budget due to the additional services we have provided over the past month.
- Grounds maintenance is over budget due to the additional drainage and landscaping we are doing. Some of that money will come back to us from the grant funds that have been deposited at the Borough.
- Extraordinary maintenance is over budget due to the purchase of crawlspace covers.

**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.

The floor was opened up to a resident in attendance who wanted to address 2 issues at the Authority.

1. The generators during the storm. He wanted to know why the Director would not turn the power on to the apartment units. Keith explained the generators are only designed to run the heat, hot water and emergency lighting systems. The generators cannot power the entire apartment unit.

2. The second issue was the screening process we use for new tenants. Keith explained the process we used to screen all new applicants.

**New Business:**

The Commissioners observed a moment of silence for Mary Maccaggan, a long time director of the Housing Authority. She died this past week and her service is on Thursday, December 13<sup>th</sup> in West Windsor. The Commissioners sent a nice flower arrangement to the church in her memory. Commissioner Hung suggested we dedicate one of the new benches in her memory.

Janina is retiring at the end of the year and her last day will be December 20<sup>th</sup>. The commissioners will be purchasing a cake and have a card for her. They will have a party for her on December 18<sup>th</sup> at 10AM to celebrate her retirement.

**Next meeting is scheduled for January 10, 2013 at 5:00 pm.**

The meeting was adjourned at 5:26 by a motion made by Commissioner Hung and seconded by Commissioner Velázquez.

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director