

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE BOROUGH
OF HIGHTSTOWN, NEW JERSEY
Held on Thursday January 10th AT 5:00 P.M.**

Chairperson Katherine Patten called meeting to Order.

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, Commissioner Esther Velázquez, Commissioner James Eufemia, Commissioner Carole Nelson and Commissioner Robert Hung.

Also Present:

Sherry Cavanaugh, HHA Certification Specialist, Gail Doran, Council Liaison

Absent:

Approval of Minutes: Regular Meeting Minutes of December 12th, 2012

Committee Reports:

- Strategic Plan. The board discussed the 2013 Strategic Plan as prepared by the Executive Director. The board approved the plan as written.
- Election of Officers.
 - Katherine Patten was nominated by Esther Velázquez for the position of Chairperson. The board unanimously approved.
 - Esther Velázquez was nominated by Bob Hung for the position of Vice Chairperson. The board unanimously approved.

Resolutions:

2013-1 to approve the meeting dates and times for 2013. This resolution was approved by the board.

Discussion Items:

New Commissioners. Kathy mentioned the possibility of Lee Stultz and Ruth Ann Trailer coming onto our board. Keith also mentioned Chris Moriates as a possibility. Members will consider other people they know in the community and we will submit to the council our recommendations.

Executive Director Report:

- We are currently at 100% occupancy. We have 2 notices for move outs and have applicants to fill those vacancies immediately.
- The drainage on building 1 has been completed and the planting bed has been prepared for final planting in the spring.
- 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.

- We underwent our HUD file review this past month. The inspector was very pleasant and thorough. He appreciated our new filing system and asked to copy the format and cover page to recommend to other HA's.
- The sleeper stones have been delivered and installed.
- We have completed the work orders generated from the annual inspections.
- We are currently treating 1 apartment for bedbugs with good results.
- I have met with the representatives from the CIT Group this week to begin the energy audit. They have spent the last 2 days on site reviewing our operations and equipment. I have provided them with 3 years of data from all of our utilities.
- The construction of the rain garden will proceed this winter as the weather allows.
- The senior side bathrooms will proceed this month. Materials have been ordered and the permits have been filed.
- We are proceeding with the demolition in the rear of the office in preparation for the Baby Clinic project. I have our staff doing this while we have the time.
- Sherry has taken over the duty of "Certification Specialist". We will be advertising the open position this month with hopes of filling it in February.
- Pete is coming in this week to begin the process of closing our books for the year and preparing for the annual audit.
- In preparation for the energy audit and the upcoming energy services contract, I have ordered through Leonard Coates office a complete title search for the HA. This will reveal any and all loans, grants and other encumbrances on the property that we will need to address for the financing. This will also be required by HUD as part of the process.

Financial Update: December, 2012

In review of the financial reports for the period of December 1 to December 31, 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. We have budgeted for 2013 to reflect the higher residential income and lower anticipated subsidy.

Expenses:

- Audit is under budget and will come into line in this month.
- 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.
- Sundry administrative is over budget due to the holiday party and decorations. We also purchased office supplies to carry us through the winter.
- Misc. maintenance supplies are over budget due to the renovation of 3 apartments this month.
- Gas is over budget due to seasonal usage.
- 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 and landscape improvement. Part of this expense will be reimbursed by the grant that was received this fall.

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 February 20th, 2013 at 7:00 pm.

The meeting was adjourned by a motion at 6:10PM

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director