

**MINUTES OF THE REGULAR MEETING OF THE HIGHTSTOWN HOUSING
AUTHORITY BOARD OF COMMISSIONERS OF THE HOUSING
WEDNESDAY, January 8th, 2014 AT 5:00 P.M.**

Call to Order: Chairperson Katherine Patten called meeting to order at 5:03 P.M.

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 Keith LePrevost showed that those present and absent were as follows:

- **Present:** Allen Keith LePrevost, Executive Director, Commissioner Katherine Patten, Chair, Commissioner Esther Velázquez, Vice Chair Commissioner James Eufemia, Commissioner Christopher Moraitis, Commissioner Robert Hung and Commissioner Yolanda Swiney.
- **Also Present:** Gail Doran, Council Liaison
- **Absent:** Commissioner Brent Rivenburgh, Commissioner Carole Nelson

Approval of Minutes: Regular Meeting Minutes of December 11th, 2013. Commissioner Hung motioned to approve the minutes seconded by Commissioner Swiney. The minutes were approved as written.

Election of Officers:

Commissioner Velázquez moved to nominate Commissioner Swiney as chair of the commission. The nomination failed to receive a second. Commissioner Patten nominated Commissioner Eufemia as Chair. Commissioner Hung seconded the nomination which was approved by the board. Commissioner Hung nominated Commissioner Nelson to be Vice Chair which was seconded by Commissioner Swiney. The nominations were approved by the board.

Resolutions:

- **2013-14 to write off certain accounts receivable as uncollectable in the amount of \$1,225.15.** Keith explained this is left over from tenants that have been evicted or left and do not have a permanent address or are non-responsive. Commissioner Hung motioned to move the resolution which was seconded by Commissioner Swiney. The motion Carried.
- **2014-1 To retain Turp, Coates, Essl and Driggers as the Authorities legal council for the 2014 calendar year.** Commissioner Hung motioned to move the resolution which was seconded by Commissioner Swiney. The motion carried.

Discussion Items:

- **Strategic Plan- 2014.** Keith handed out a one page list of initiatives he feels we should pursue. He feels the commissioners should take time to review the list and we will have a formal discussion at the next meeting.

Executive Director Report:

- We are currently at 99% occupancy. We will be receiving a studio unit from the family in the next week, and we will release the unit for February.
- The radiator valves have been publicly bid and the project is scheduled to start this month. We will work with our tenants to make this transition as easy as possible, as every radiator in each apartment is being worked on and the workman need clear access to each.
- Smoke Free housing signage has been installed around the property. Our policy went into effect on January 1.
- We have begun the process of installing the LED lighting. 3 buildings are complete and we have received light fixtures for 2 more buildings. We are waiting for a break in the weather, (warmer) to install the fixtures. November and December have shown (historically) our lowest electric usage based on the last 5 years. This is a combination of the new laundry equipment and lighting.
- Our annual holiday party for the residents and children was on Friday, December 20th at 1:00PM. We had gifts for the kids and plenty of snacks- juice, soda, cookies and treats for everyone. We had a good turn out from the residents and everyone had a good time.
- We are in process of cleaning and repainting the boiler rooms. This is a slow time of the year, and we are taking advantage of the time to make the boiler rooms look like professional spaces.
- Our boiler service company is in process of installing the new controls for our boilers that are giving us greater reliability, and better control of our indoor temperatures. Once the radiator valves are installed, we should be operating as efficiently as possible.
- The snow is keeping the staff busy, making sure the walks and parking areas are clear of snow and ice. Ice melt will impact the budget if bad weather continues. Between overtime and ice melt, we have used almost ½ of our seasonal budget.
- I have been working with our architect to break the Well Baby clinic plans into the appropriate pieces so that we can begin the process of obtaining permits and bidding out the components. We should be able to begin construction later this month.
- It is encouraging the Congress and Senate have established a budget for the next 2 years that has a modest increase in spending. This will end the sequester that has impacted all of us. Unfortunately none of the individual spending bills have been done, so we are left with funding at the sequestered level for January and February. There is no indication on when Capitol Fund 2014 will be appropriated. I will keep you up to date as information is available.

Financial Update: December, 2013

In review of the financial reports for the period of December 1 to December 31, 2013, the Hightstown Housing Authority completed the month with negative results. Water/Sewer bills arrive in December as well as higher natural gas usage. Considering we have invested over \$138,000 in capital improvements out of operations, we finished the year in excellent financial condition. Highlights include:

Income:

- Residential income has come in below budget due to new tenants having lower incomes.
- Laundry income is below budget due to the new payment method. We no longer have to buy laundry tokens, so we get the net proceeds, not the gross.
- Subsidy income was below budget due to the sequester.

Expenses:

- Salaries are within our budgeted levels.
- Sundry Administrative is over budget due to the purchase of office supplies going into year end.
- Gas and electric are under budget for the month and year.
- Water and Sewer are below budgeted levels- the lowest quarterly water bill on record. This is due to the new laundry equipment and faucet aerators.

The enclosed financials include: Income Statement for the Current Period (VS Budget)

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.

No members from the public were present.

Announcements: The next meeting is scheduled for February 19th 2014 at 7:00 pm.

Adjournment: The meeting was adjourned by a motion made at 5:55pm.

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director