

**MINUTES OF THE REGULAR MEETING OF THE HIGHTSTOWN HOUSING  
AUTHORITY BOARD OF COMMISSIONERS OF THE HOUSING  
WEDNESDAY, January 7th, 2015 AT 5:00 P.M.**

**Call to Order:** Chairperson James Eufemia called meeting to order at 5:12 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 Esther Velázquez, Commissioner James Eufemia, Chair, Commissioner Carole Nelson, Vice Chair, Commissioner Pascale Emmanuel, Commissioner Christopher Moraitis, Commissioner Brent Rivenburgh and Commissioner Yolanda Swiney.
- **Also Present:** Mayor Larry Quattrone and Judy Quattrone

**Approval of Minutes:** Regular Meeting Minutes of: December 17<sup>th</sup>.

- A motion to approve the minutes was forwarded by Commissioner Nelson, seconded by Commissioner Velázquez. The motion was 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.

Mayor Quattrone welcomed and swore in the new commissioner, Pascale Emmanuel.

**Committee Reports:**

Commissioner Emmanuel introduced herself and reviewed her background. The commissioners welcomed her to the commission.

Election of Officers. Commissioner Velázquez moved to nominate James Eufemia as Chairperson of the Commission. This was seconded by Commissioner Swiney. Commissioner Moraitis nominated Carole Nelson as the Vice Chairperson. Commissioner Swiney seconded the motion. The nominations were approved.

**Resolutions:**

- **2015-1 To** approve a 2 year contract with Turp, Coates, Essl and Driggers for legal services. The motion was moved by Commissioner Nelson, seconded by Commissioner Rivenburgh. The motion was approved.
- **2015-2 To** approve a 2 year contract with Peter Polcari for accounting services. The motion was moved by Commissioner Moraitis and seconded by Commissioner Swiney. The motion was approved.

- **2015-3 To** appoint 2 commissioners as authorized check signers. Commissioner Nelson and Commissioner Rivenburgh were nominated to act as check signers for the commission. The motion was forwarded by Commissioner Velázquez and seconded by Commissioner Swiney. The motion was approved.

**Executive Director Report:**

- We are currently at 100% occupancy. We do have notice from a tenant living in a studio apartment for January 31<sup>st</sup>. We will be “rightsizing” a tenant from a 2 bedroom unit to this apartment and then re leasing the larger unit.
- Our 2015 budget to HUD is on hold. We are waiting for HUD to publish their new format which is expected in mid-December. They will be using 2014 data for operating subsidy for the first 3 months of 2015.
- We have prepared an RFP for the security camera system. This will be published later this month, with the walk through and bidding completed by February 28<sup>th</sup>.
- The HUD 5 year plan and Annual plan updates have been sent to HUD. We will need to modify the plans with a “Plan Update” to reflect the purchase of a new security system.
- The cycle painting of 11 units has been scheduled and will be done in January.
- The health department and Well Baby Clinic are moved their equipment from our space on December 29<sup>th</sup>.
- We are beginning to plan the renovation of the public spaces. We will be using mostly staff time for this, as we do not have any apartment to renovate this winter. The secure file room is being completed, ceilings are being removed and reformatted and lights have been ordered. Permits are being filed for the electrical work, and prices are being solicited for the carpeting.

**Financial Update: December, 2014**

In review of the financial reports for the month of December, 2014, the Hightstown Housing Authority completed the month with positive results. Highlights include:

Income:

- Residential income has come in slightly below budget due to incomes of our residents.
- Well Baby Clinic rent is on track for the year, final payment in January.
- Laundry income is on budget for the year.
- Subsidy income is above budget due to the Federal 2014 budget.

Expenses:

- Administrative and Maintenance salaries are below our budgeted levels for the month and year.
- Dues and memberships are over budget for the month due to renewals for NAHRO, PHADA and IREM.
- Sundry Administrative is well over budget for the year mostly due to an un-insured worker injury.
- Water is under budget for the year, and on average 31% below our historical usage, meeting our savings expectations. As of this printing, we do not have the 4<sup>th</sup> quarter bills, but will have them for the meeting. We are prepared for the impact of the Mayor and

Council's retroactive rate hike, increasing our costs by almost \$600 per month. We are very fortunate to have our conservation measures in place well before this increase.

- Gas is well under budget for the period and approximately 20% below budget for the year. A majority of the savings is from the last 3 months, where our consumption per degree day (DD) has dropped significantly. It is still too early to draw overall assumptions on our conservation efforts, but the reduction in usage with each bill is pointing in a positive direction.
- Electric is 25% under budget for the year. We do not have the December bills as of this printing, but will have them for the meeting. This is due to the LED lighting we installed this year and continued conservation efforts.
- Misc. Maintenance Supplies are over budget due to the refurbishing of 2 apartments.
- Boiler contract costs are over budget for the month due to the annual servicing. We have completed most of the major work on our boiler plants and now will be completing smaller projects designed to improve efficiency and reliability. One pump was replaced due to bearing and seal problems.
- Electrical Contract costs are over budget due to the installation of new lighting.
- Grounds maintenance is over budget due to seasonal plantings, mulching, tree trimming and lawn repair work.

**Announcements: The next meeting is scheduled for February 18<sup>th</sup>, 2015 at 7:00 pm.**

**Adjournment:** The meeting was adjourned by a motion made at 5:45pm.

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director