

**MINUTES OF THE REGULAR MEETING OF THE HIGHTSTOWN HOUSING
AUTHORITY BOARD OF COMMISSIONERS OF THE HOUSING
WEDNESDAY, July 18, 2012 AT 4:00 P.M.**

Call to Order: Chairperson Katherine Patten called meeting to order at 4:00 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 Sherry Cavanaugh showed that those present and absent were as follows:

- **Present:** Allen Keith LePrevost, Executive Director, Commissioner Katherine Patten, Chair, Commissioner Eva Teller, Commissioner Esther Velázquez, Commissioner James Eufemia and Commissioner Carole Nelson
- **Also Present:** Sherry Cavanaugh, Hightstown Housing Authority Administrative Assistant
- **Absent:** Commissioner Robert Hung, Commissioner Tom Eden

Approval of Minutes: Regular Meeting Minutes of June 20, 2012

Chairperson Patten moved to approve the minutes as presented which were approved by the board.

Committee Reports:

- **By-Laws and Policy:**
 - The policy committee has been working on the personnel policy which is an extensive document. They will be meeting again on July 23 to continue their review of the document.
- **Personnel:**
 - The personnel committee has met several times to review and discuss the Executive Directors annual evaluation and contract. They will present their report during the Executive Session portion of the meeting.

Resolutions:

None at this time.

Discussion Items:

- The board discussed an ongoing tenant issue.

Executive Director Report:

Mr. LePrevost discussed the following items:

- We are currently at 99% occupancy with the one apartment being refurbished for a new tenant.
- The gutters have all been cleaned and several problem areas were identified as well as areas I have observed during heavy rains. I had a gutter company come in and make the necessary repairs to the gutters.
- We have repainted 4 apartments this month.

- Charlie has completed 526 work orders in the last 8 months and we are now able to perform the work orders as they are called in, which is a great service to our tenants.
- We have had 2 residents move in the last month and we have welcomed two new residents. Our one remaining apartment is being refurbished for an end of month move in. We have another move out on August 4th and that apartment is already rented for August 20th.
- All of the apartment doors have been painted.
- We have issued a demand for possession for one unit for “continued violations of the lease”
- The first 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.
- Energy audit. I submitted the documents to HUD for approval to go out for bid on our Investment Grade Energy audit. The request has been reviewed in Newark and is being sent to the HUD offices in Buffalo, NY to be reviewed.
- The Policy committee is currently 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 Committee when we complete the Employee manual.
- Our old copier was donated to RISE for use with their summer program.
- I have completed and submitted the Grant Applications for the Environmental Commission.
- The draft plans for the new Well Baby Clinic space have been included in the packet. I have set up a time to review the plans with Sharon Lane, the Borough Nurse. We will be working on finalizing the plans over the next couple months and begin the process of bidding the work.
- We received a thank you letter from the Parks and Recreation Department for our contribution to Dawes Park.

Financial Update: June, 2012

In review of the financial reports for the period of June 1, 2012 to June 30, 2012, the Hightstown Housing Authority completed the month with positive results in spite of the fact the quarterly water bills and we had a 3 payroll month. 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.
- Well Baby Clinic rent was paid for 2 quarters this month.

- Interest income is above budget due to dividends from our insurance policies.
- Operating subsidy continues to exceed budget. We have received our next 2 months at the same base level.

Expenses:

- Salaries and wages are above budget due to the 3 payroll month.
- Tenant services expense is over budget due to the payment to the Basketball program and for the Dawes Park summer camp.
- The second quarter water bill came in and water and sewer continue to be under budget.
- Gas is well under budget and that line item for the year will be within budget in July.
- Misc. Maintenance supplies are over budget due to apartment refurbishing expenses.
- Plumbing contract costs is over budget for the month due to repairs made under building 2 and the office.
- Grounds maintenance is over budget due to the removal of the dead tree in the courtyard.
- Misc. contract Costs are over budget due to the semi-annual cleaning of the gutters.

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 August 14, 2012 at 4:00 pm.

Adjournment: The meeting was adjourned into executive session by a motion made at 4:35pm.

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director