

**MINUTES OF THE REGULAR MEETING OF THE HIGHTSTOWN HOUSING
AUTHORITY BOARD OF COMMISSIONERS OF THE HOUSING
WEDNESDAY, July 15th, 2015 AT 7:00 P.M.**

Call to Order: Vice Chairperson Carole Nelson called meeting to order at 7:00 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 Keith LePrevost showed that those present and absent were as follows:

- **Present:** Allen Keith LePrevost, Executive Director, Commissioner Esther Velázquez, Commissioner Carole Nelson, Vice Chair, Commissioner Pascale Emmanuel, Commissioner Christopher Moraitis, and Commissioner Yolanda Swiney.
- **Also Present:** Leland Hutchinson, Turp, Coates, Essl and Driggers
- **Absent:** James Eufemia, Brent Rivenburgh

Approval of Minutes: Regular Meeting Minutes of: June 17th, 2015. Commissioner Moraitis moved to approve the minutes, seconded by Commissioner Swiney.

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.

The board moved to take the meeting into executive session to discuss the Executive Directors Contract.

At 8:05PM the board came out of Executive Session with a motion to approve the Executive Directors contract as modified by Leland Hutchinson. A motion was made by Commissioner Moraitis, seconded by Commissioner Velázquez. The board voted unanimously to approve the contract as modified.

Resident Monique Dubois came from the public to attend the open portion of the meeting.

Committee Reports: None

Resolutions:

- **2015-6 To approve the Audit as prepared by Hymanson, Parnes and Giampaolo. Commissioner Nelson motioned to approve the audit as presented, seconded by Commissioner Velazquez. The motion was approved. The motion carried**
- **2015-7 To approve the moving of the September meeting to September 9th. Commissioner Velázquez motioned to approve the motion, seconded by Commissioner Emmanuel. The motion carried.**

- **2015-8 To approve the Premier Security bid for the Security Camera System. Keith discussed the bidding process and the scope of the contract which has been reviewed and approved by our legal council. Commissioner Swiney motioned to approve the awarding of the security camera contract, which was seconded by Commissioner Velázquez. The motion carried.**

Discussion Items:

- Keith discussed the current and proposed air conditioner policy.
- Keith discussed the problems we are having with 2 of our Hot water pressure vessels. They are leaking and deteriorating. We have a quote from our boiler contractor to purchase and install which is lower than what we could purchase the tanks alone. The board by simple voice vote approved spending the money to replace the two damaged tanks.

Executive Director Report:

- We are currently at 99% occupancy. We are renovating a three bedroom apartment for a new tenant. We do not have any notices from tenants, so we should reach 100% occupancy.
- The waiting list is being reviewed and updated. Once we receive all of our update letters, we will reevaluate our wait lists and reopen the lists for a period of time to build them back up.
- We have received approval from HUD to utilize our remaining 2013-2014 capital funding for the security camera project.
- We have received the final bids from the security camera contractors. The specification was refined and sent out to the 10 lowest bidders from the first round. The final bids have been received and the bid results are below our anticipated budget. The process and the bids are being reviewed by our legal counsel and they will prepare the final contract.
- Drainage work has been completed on building 6 and the start of the plantings are being done. The bench for the exterior has been ordered.
- In conducting regular maintenance on our hot water systems which includes draining and flushing of the system, we discovered two of our 120 gallon tanks are extremely corroded and leaking. We are at risk of a tank failure without replacement. We have received the quote from our boiler contractor for the replacement tanks.
- We will be continuing with our fencing project in August. We have finished all of the Rogers Avenue fencing and will be moving over behind Building 6 and 7.
- Porch and balcony painting will done this summer. We are finishing building 2 and will be addressing building 1 painting.
- The Resident garden is in process and we have 4 residents that are working in the plots.

- All of the porches and balconies on the property have been scrubbed and power washed.
- The 2016 budget that is being reviewed in Congress is near sequestration levels of funding, Capitol funding is being cut again, and HUD is coming out with new regulations for us to comply with. The newest is an Affirmative Fair Housing Plan which is estimated to take 2-300 hours to complete. The plan then needs to be updated annually at an anticipated cost of 40-60 hours. I have reached out to the Borough to work together to complete the plan, as it is a regional plan the Borough must complete also. It makes sense to share data and resources so that our plans are not contradictory in any way.
- We have received the filing the Borough has done with the Superior Court. They wisely have asked for a 5 month extension of time to file a plan with the court.

Financial Update: June, 2015

In review of the financial reports for the month of April/May, 2015, the Hightstown Housing Authority completed the month with positive results. Highlights include:

Income:

- Residential income has come in slightly above budget due to incomes of our residents.
- Excess utilities are air conditioner charges for the month.
- Other Operating receipts includes dividends from our insurance company.
- Laundry income is slightly over budget for the year.
- Subsidy income is slightly over budget due to the Federal 2015 budget. We are continuing to operate under 2014 assumptions until June when HUD is supposed to have completed their 2015 budget reviews. They will make whatever adjustment to our subsidy at that time. As of this date we do not have a current ACC contract. HUD has promised by September to have the final allocations.

Expenses:

- Administrative and Maintenance salaries are on budget for the month, and on track for the year. October is the next 3 pay month.
- Staff Training is under budget for the year due to a refund for a cancelled course. We are still over budget for the year due to the training of 2 commissioners.
- Computer supplies are over budget due to virus issue in one of the staff computers.
- Audit Fees are under budget for the month, but on budget for this year.
- Water costs continue to exceed our budget due to the Borough's rate increase. We will not be able to adjust our budgets until 2016.

- Gas continues to be well below budget due to the radiator valve work done last year.
- Misc. Maintenance supplies are over budget due to apartment turnover and renovations.
- Maintenance contract costs are over budget due to cycle painting and concrete repair.
- Exterminating is over budget due to a bed bug treatment this past month.

The enclosed financials include: Income Statement for the Current Period- June 1 to June 30 (VS Budget), Cash Flow and General Ledger-Cash account

Announcements: The next meeting is scheduled for September 9th, 2015 at 7:00 pm.

Adjournment: The meeting was adjourned by a motion made at 9:05PM.

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director