

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE BOROUGH
OF HIGHTSTOWN, NEW JERSEY
HELD ON WEDNESDAY, June 20, 2012 AT 4:00 P.M.**

Chairperson Katherine Patten called meeting to Order at 4:05 PM.

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 Esther Velázquez, Commissioner Carole Nelson and Commissioner Robert Hung.

Also Present: Sherry Cavanaugh, Hightstown Housing Authority Administrative Assistant

Absent: Commissioner Tom Eden, Commissioner James Eufemia, and Commissioner Eva Teller, Vice Chair.

Approval of Minutes: Regular Meeting Minutes of May 16, 2012, 2012. Chairperson Patten motioned to approve the minutes as written. Commissioner Hung seconded and the motion was approved.

Committee Reports: Mr. LePrevost discussed the progress on updating the policies and procedures. He explained the Policy Committee is currently working on the new personnel policy and has edited the first sections. The personnel policy will be complete this summer and the committee will resume its goal of reviewing and updating a policy per month.

Chairperson Patten discussed the Personnel committees work on the Executive Directors annual review and contract. She will continue the discussion during the closed session of the meeting.

Resolutions: 2012-10 to Amend the By-Laws of the Hightstown Housing Authority. The final version of the amended by-laws was reviewed and a motion to approve the by-laws was forwarded by Commissioner Hung. The motion was seconded by Commissioner Velázquez and approved by the Commission.

Discussion Items:

- Changing September's meeting date from September 19th to September 26th. This is to accommodate members attending a conference. The commission approved this change.
- Allowing the Health Department to utilize the community room space for their monthly meeting. Mr. LePrevost discussed his conversations with the Health Officer and due to the lack of meeting space in the Borough, she has asked if they could hold their Commission meetings in our Community space. Mr. LePrevost has given his approval for this meeting and recommended we allow the Health

Department to use the space on a monthly basis for their meetings. The commissioners agreed.

Executive Director Report:

Mr. LePrevost discussed the following items:

- We remain at 100% occupancy with one notice to move. We are “right sizing” families to the proper size units. Several families currently are over housed and we are moving them to smaller apartments.
- We have received our 2011 PHAS (Public Housing Assessment System) score. The final score is 85, which 5 points higher than the 2010 score. The area where we lost points is based on our REAC score, which was 81 and our financial and occupancy. I have a plan in place to bring our score into the 90’s this year.
- The large tree in the courtyard has been removed.
- The gutters have all been cleaned.
- I have completed the PHM course on line instead of traveling to a classroom location. All of the classes would have required plane fare, hotels and meals costing up to \$2500. The cost online was \$525.00.
- One of our residents has planted a garden in an empty space of property on Academy Street. It is doing very well and we will encourage the use of that space each year by residents. The space at the end of our parking lot on Railroad Avenue was discussed and we will open new resident gardens there next year.
- We are scheduling the repainting of the balance of the apartment doors. Building 3 and 4 have been completed this month.
- We have completed one eviction for nonpayment and have filed a claim for the balance owed. The Sherriff’s office came and locked out the unit and delivered possession of the unit to us on 6/19.
- We have put another tenant on notice for “continued and substantial violations of the lease”. This has been a longstanding problem that will be resolved.
- Chamberlin Plumbing repaired two leaking valves under building 2 and installed a new hose bib on the entry side of the office.
- Phillips McDade has come in and serviced all the boilers and replaced the pressure relief valve on boiler 1 in boiler room 1 and the air intake actuators in building 4.
- The first 4 crawl space covers have been ordered and will be delivered on June 29th.
- Energy audit. I met with the consultants from the CTI group on June 18th. They are suggesting we could reduce our utility consumption at the HA in half by implementing several measures. Mr. LePrevost has followed up with HUD to request permission to draft an RFP to engage a Energy Performance Contract
- 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 Committed when we complete the Employee manual.
- The new copier has been installed and the network installation has been done.

- I have completed the draft of the Grant Applications for the Environmental Commission to compliment the new Storm Water Ordinance. This will be a good learning tool for the community and continue to showcase the HA in our community.
- The HA truck has been lettered with the Housing Authority name and new logo.

Financial Update, May 2012

In review of the financial reports for the period of May 1, 2012 to May 31, 2012, the Hightstown Housing Authority completed the month with positive results. Highlights include:
Income:

- Our income from residents and from HUD exceeded our budget by \$5400. This is due to the higher rents from occupancy and correctly charging rents to our tenants. Our revenue from HUD will exceed budget this year due the HHA receiving its full funding for 2012.

Expenses:

- Salaries and wages across the board remain under budget due to the 3 pay months of June and November this year.
- Most of our expense lines remain under budget. June will bring expense lines water and sewer and tenant services expense into line
- Electrical contract cost is slightly over budget with the repair of the laundry room exhaust fan, and installation of a ceiling fan in the administrative office.
- Grounds maintenance is over budget for the month due to the removal of the tree and the planting of seasonal flowers.
- Gas has come back below budgeted ranges and we will be within our annual budget in the coming months.

Next meeting is scheduled for July 18, 2012 at 4:00 pm.

The meeting was adjourned into executive session by a motion made by Chairperson Patten at 5:05PM.

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director