

**MINUTES OF THE REGULAR MEETING OF THE HIGHTSTOWN HOUSING  
AUTHORITY BOARD OF COMMISSIONERS OF THE HOUSING  
WEDNESDAY, March 19th AT 7:00 P.M.**

**Call to Order:** Chairperson James Eufemia called meeting to order at 7:05 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 James Eufemia, Chair, Commissioner Carole Nelson, Vice Chair, Commissioner Robert Hung, Commissioner Christopher Moraitis, Commissioner Brent Rivenburgh and Commissioner Yolanda Swiney.
- **Also Present:** Gail Doran, Council Liaison
- **Absent:** Commissioner Esther Velázquez

**Approval of Minutes:** Regular Meeting Minutes of February 19<sup>th</sup>, 2014

**Committee Reports:** None

**Resolutions:** None

**Discussion Items:**

- Keith discussed the meeting he had with an exploratory committee of the council. They are examining the various options for establishing a Redevelopment Authority. He went through the 4 possible scenarios, including the positives and negatives of each. There was a lot of general discussion regarding the Housing Authority board, the skills that would be needed to be an effective Redevelopment Authority, and the possibility of having a separate entity utilize the HA's staff and space to perform the functions of the Redevelopment Authority. Yolanda has an acquaintance that is with the NJRA, and she will speak to her and ask her to come to a special meeting of the board just to discuss this topic. Keith has spoken to Esther on this topic, and she agrees we need a special meeting to discuss this issue. Keith expressed concerns with having a separate, handpicked board using the HA resources. A date will be set in the next 3 weeks for a follow up meeting.
- Disaster Plan. Keith provided a draft of our new disaster plan to the board for initial review. Brent has provided detailed feedback on the plan already and that has been provided to the members. Keith would like the members to read and comment on the proposed plan and provide him with any feedback. Keith would like to formalize the plan in the coming months to be adopted into our policies.

**Executive Director Report:**

Keith discussed the following items with the board.

- We are currently at 99% occupancy. We evicted a tenant this month and are currently waiting for the belongings to be cleaned out before we renovate the unit.

- The radiator valve project will begin in the next week or so. I have met with the contractor and gone over process and procedures. We will be starting on the senior side first, and then the family buildings.
- We have completed the process of installing the LED lighting. All 7 residential buildings and the office exteriors have been done. Our electric bills for January and February are amongst the lowest ever received based on both KWH and dollar cost. We need more months' worth of data to confirm our actual savings from the changes we have made.
- I have continued the process of completing the GPNA for the Housing Authority. All 100 units have been re-examined and the data has been refined in the GPNA to include exact purchase dates on all capitol items. I have begun the process of reviewing the site and building exteriors for input into the GPNA.
- All the boiler rooms have been equipped with new controls and we are seeing results. Our fuel consumption per degree day (DD) has dropped since the installation of the controls. We need more months of data to confirm our findings, but these first few months have proved positive.
- We have been notified of a REAC inspection by HUD. This is a full property inspection that will take place on March 21<sup>st</sup>. We have been working for the last 2 weeks reviewing our units, public and secure spaces. Our goal is to achieve a score of 90/100 or better to earn High Performing status which will provide us with up to a 5% boost to our Capital Funding.
- The snow has been a challenge this winter for the staff, equipment and supplies. All have held up well and we will be sending all of our equipment out to be serviced in the spring.
- The well baby project is being bid, and final numbers will be coming in this week. We will assemble a team of contractors to complete the project this year.
- As requested, we have purchase and installed a "Suggestion Box" for the residents in the lobby. This was advertised in the newsletter and hopefully residents will use it.
- I have received an estimate from AL Duryea monuments on our sign idea. The cost will be approximately \$5000 installed on a proper foundation that the HA staff will install. It is an expensive item that we should consider carefully.
- We had our annual State of NJ boiler inspection this past month. The inspector complimented us on the overall condition of our boiler rooms- the cleanliness, and overall condition. He commented that every boiler room should look like this and that I should commend my staff. I had the staff completely clean, paint the walls, epoxy the floors and install new lighting this winter to bring the rooms to modern standards. I am glad it is paying off.

#### **Financial Update: February, 2014**

In review of the financial reports for the period of February 1 to February 28, 2014, the Hightstown Housing Authority completed the month with positive results. Despite having one of the coldest February's on record, our costs were below budget. Highlights include:

Income:

- Residential income has come in slightly below budget due to incomes of new residents.
- Laundry income is now up to budgeted levels.

- Subsidy income is now above budget due to the Federal 2014 budget.

Expenses:

- Salaries are within our budgeted levels.
- Staff training is over budget due to one registration for a Rutgers courses.
- Sundry Administrative and Travel are over budget due to the cost of attending the PHADA conference, software license renewals for the accounting and tenant management systems.
- Gas is slightly over budget for the month, but under budget for the year.
- Electric is under budget for the year. We are beginning to reap the rewards from our Energy management projects. The January and February electric bills are the lowest bills ever received in January and February (going back 8 years), both in KWH usage and dollars paid.
- Boiler contract costs are over budget and will stabilize over the coming months. 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.
- Electrical Contract costs are over budget due to the installation of new lighting.

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.

Belinda Brown (tenant) and her mother, Martha Swanson attended the meeting. The commented how impressed they were with the meeting and the board of Commissioners. They thanked the board for the work that has been done on the community and how the HA has never looked better. They are very happy.

**Announcements:** The next meeting is scheduled for April, 16<sup>th</sup>, 2014 at 7:00 pm.

**Adjournment:** The meeting was adjourned by a motion made at 8:15pm.

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director