

**MINUTES OF THE REGULAR MEETING OF THE HIGHTSTOWN HOUSING  
AUTHORITY BOARD OF COMMISSIONERS OF THE HOUSING  
WEDNESDAY, May 16, 2012 AT 4:00 P.M.**

**Call to Order:** Chairperson Katherine Patten called meeting to order at 4:05 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 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 James Eufemia, Commissioner Thomas Eden, Commissioner Carole Nelson and Commissioner Robert Hung.
- **Also Present:** Sherry Cavanaugh, Hightstown Housing Authority Administrative Assistant
- **Absent:** Commissioner Eva Teller, Vice Chair,

**Approval of Minutes:** Regular Meeting Minutes of April 18<sup>th</sup>, 2012

Commissioner Velázquez moved the minutes which were seconded by Commissioner Eufemia with comments. Formatting will be addressed by Commissioner Velázquez and Mr. LePrevost. The motion was unanimously approved.

**Committee Reports:**

- **Buildings and Construction:** None
- **By-Laws and Policy**  
The By-Laws Committee met and recommended changes to the existing By-Laws. The revisions were discussed during the discussion described below.
- **Development:** None
- **Finance:** None
- **Personnel**  
Chairperson Patten announced that the Personnel Committee will meet during the month to prepare the Executive Director's annual performance review and begin salary negotiations.

**Resolutions:**

**Resolution 2012-9 To approve the Hightstown Housing Authority's Mission Statement, Statement of Values and Statement of Goals**

The resolution was moved for approval by Commissioner Eden and seconded by Commissioner Eufemia. Commissioner Velázquez commented on the formatting and will work with the Executive Director to reformat these documents. The Mission Statement and Values Statement were discussed. The Board of Commissioners reached consensus on all three documents. A roll call vote was taken and the Resolution 2012-9 was approved unanimously.

### **Discussion Items:**

- **Proposed By-Laws Revisions:** The By-Laws and Policy Committee has worked on revising and modernizing our By-Laws that were originally adopted in the early 1960's. Additions to the By-Laws include detailed job descriptions for each position on the Commission, details on the committee structure and function and the order of business at the regular and special meetings. Commissioner Velázquez suggested we put a paragraph break in the middle of the Secretary/Treasurer description and Commissioner Eufemia discussed the possibility of moving the meeting time to a later hour in the day. Both ideas were taken under consideration.
- **Redevelopment Action Strategy Plan:** The Board discussed the plan that has been proposed by the Greater Hightstown/East Windsor Improvement Project (GHEWIP) at a recent Hightstown Borough Planning Board meeting. The discussion focused on the Housing Authority's participation in the redevelopment effort. It was recommended by the Commissioners that Mr. LePrevost continue speaking with the Mayor regarding this issue and keep the Commissioners informed of their conversations.
- **Storm Water Management Grant:** Mr. LePrevost discussed a proposed use of a grant that is available to the Hightstown Environmental Commission. This grant is from Sustainable Jersey and Public Service for public projects to protect, enhance and educate the public on a variety of issues. Mr. LePrevost would like to propose 4 or 5 solutions to alleviate storm water runoff from the Housing Authority site. He noted all of our gutter and downspouts discharge directly onto the ground at the base of the building causing erosion, foundation decay, water in the basements and crawlspaces and ponding. The solutions would include installation of rain barrels and soaker hoses, drywells, rain gardens, a cistern for irrigation, removal of some concrete walks and installing pervious paving materials and replacement of parking areas with pervious pavement. He noted there would be permanent educational monuments at each solution, references to our website where detailed plans and educational materials would be located and we would hold public events to publicize our efforts. This will also tie in directly with our town's efforts to pass one of the most progressive Storm Water Ordinances in the State of New Jersey. The commissioner endorsed the idea and wished Mr. LePrevost good luck with his efforts.

### **Executive Director Report:**

Mr. LePrevost discussed the following items:

- We remain at 100% occupancy with no indication of anyone moving.
- One of the required courses Mr. LePrevost must take is the "PHM" course and exam. The course is normally \$1100 dollars plus airfare, hotels, meals and transportation. The cost is normally around \$3000. He found through our insurance company, they offer the PHM course over the internet. The total cost is \$550. He is about half way through the course and will finish this month.
- One of our residents has planted a garden in an empty space of property on Academy Street.
- Two families have moved out this past month and those apartments were re-rented and occupied in 10 days.
- Phillips McDade has been scheduled to shut down the boilers and perform regular maintenance and service.
- Phillips McDade is replacing a failed Lochinvar pump in building 1.

- The large maple tree in the center courtyard has 2 large dead limbs which are primary limbs to the tree. We need to remove the tree in its entirety. Mr. LePrevost has received 2 quotes on removing the tree and removing the stump. The cost is \$1205 for Growing Concern who will remove the grindings and replace with top soil and seed, or Timber Wolf who will just cut the tree and grind the stump for \$2650.00. Mr. LePrevost recommends that we hire Growing Concern to remove the tree.
- Mr. LePrevost has been working with a company that will perform our 5 year energy audit. It is an Energy Performance Contractor that will design a total plan for our community to bring it up to modern energy standards. He will keep the Board up to date on its findings.
- Mr. LePrevost recommends that the Housing Authority office leases a new copier for the office. Our current copier maintenance agreement is due at a total cost of \$1147.00 per year. A new copier that will have feature we do not have such as scanning to file, faxing and printing from any of the 3 computers. The cost for the new machine is \$135 per month, which is \$40 dollars per month more than just our maintenance agreement, and it would add the features that would benefit the office.

### **Financial Update: April, 2012**

Mr. LePrevost reported that in review of the financial reports for the period of January 1, 2012 to April 30, 2012, the Hightstown Housing Authority completed the month with positive results. Highlights include:

#### Income:

- Residential income is over budget due to occupancy and correctly charging rents.
- Excess utilities are under budget, but will come in line as we move to the summer months.
- Interest income remains under budget due to the low interest rate environment.
- Operating Subsidy is over budget due to the HUD funding YTD. We have received 6 months worth of operating subsidy, so HUD may adjust our funding down later in the year.

#### Expenses:

- Staff training remains over budget due to the upfront cost of the Rutgers courses and the addition of 2 online classes. One is for Mrs. Cavanaugh to learn the fine points of the Recertification process and the other is for the PHM certification for me.
- Salaries and wages remain under budget due to the upcoming 3 payroll month.
- Gas remains over budget due to the winter season. That cost will significantly drop over the coming months.
- Water is under budget. Mr. LePrevost will keep an eye on this number. With the bathroom renovations we have been installing all low flow fixtures which could account for the reduction in water usage.
- Maintenance supplies are over budget due to the completion of work orders and refurbishing of apartments.
- Pension expense is well over budget due to the annual payment to the state that was made last month.

**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 June 20th, 2012 at 4:00 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