

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE BOROUGH
OF HIGHTSTOWN, NEW JERSEY
HELD ON WEDNESDAY, NOVEMBER 16, 2011 AT 4:00 P.M.**

Chairman Robert W. Hung called meeting to Order.

OPEN PUBLIC MEETING 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.

The Roll Call by Sherry Cavanaugh showed that those present and absent were as follows:

PRESENT: Allen Keith LePrevost, Executive Director, Commissioner Robert Hung, Chair; Commissioner Carole Nelson, Vice Chair; Commissioner Katherine Patten, Commissioner Eva Teller, Commissioner Thomas Eden

ALSO PRESENT:

Sherry Cavanaugh, Hightstown Housing Authority Administrative Assistant
Janina Mielnicka, Hightstown Housing Authority Director of Administration

ABSENT: Commissioner Esther Velazquez, Commissioner James M. Eufemia

APPROVAL OF MINUTES: Regular Meeting Minutes of October 19, 2011

Meeting Minutes of October 19, 2011 ~ Motion to Approve was made by Commissioner Eden, seconded by Commissioner Teller. The motion passed unanimously.

Executive Director's Report

- Continued to address overcrowding and troubled apartments.
- Our Website is up and running. I am working on populating the various areas of the site and would appreciate your feedback.
- I have completed 3 of the required 10 courses, and have 2 more in the beginning of December, including the PHM course which is a full week.
- The maintenance staff has been busy working on turning over vacant apartment units. We have two new residents this month, one in building 3 apartment 10 and one in building 5 apartment 12. Janina and I are working on insuring we are at or close to 100% by year end.
- We have enacted our "No Cash" policy that will begin fully on January 1. We have already noticed all of our tenants and the response is generally positive. This move will be positive for safety, but also for accounting accuracy.
- Our new lawn service company has begun by treating all the lawn with a fall fertilizer and an application for the broadleaf weeds. They have also begun the process of cleaning up all the leaves. That process will continue through the month of December.
- We have not made any progress with the generators. I am researching and will be putting out a request for new service companies.
- Our outside service painting contractor is working out well.
- The contractors have completed the "mock up" unit in building 2, apartment 6. We worked out several issues with the contractor, and have released them to begin the first 3 units this week.
- Our Yardi Beacon software is being used and this is the final month of running the manual and computer systems side by side. We will be fully implemented on December 1.

- Verizon FIOS has been installed in the office. I consolidated all of our phone, cable and internet services into one bundle, changing our monthly cost from around \$700 per month to \$318.00. This change over was not without problems, we were without internet for a couple days and the phone lines went down for 1 day.
- To Do List:
 - o Research the NJ Electric Choice program.
 - o Research the NJ Natural Gas Choice program.—Savings from these program historically save approximately 10% overall. This cost could save us approximately \$18 thousand per year.
 - o Developing a plan for the refurbishing of the boiler room spaces to ensure compliance with REAC and improve overall appearance and functionality.
 - o Refurbish maintenance space under building 1 to become the new temperature controlled maintenance space. This will free up space in the admin office and the maintenance garage.
- Begin the process of Disaster Planning.
- Begin the review of the Tenant handbook and tenant selection plans

Financial Update and Budget Preview

The enclosed financials include:

- Statement of Cash Flows for the current period (September 1 to October 31) and year to date.
- Income Statement for the current period (September 1 to October 31) and year to date.
- Budget to Actual Income Statement for the current period (September 1 to October 31) and year to date.

Statement of Cash Flows:

- The statement shows a slight decrease in cash which is mainly due to the payment of the annual PILOT agreement with the Municipality
- Income Statement for the Current Period (VS Budget)
- The last 2 months have shown an increase in cash flow. This is mainly due to decreases in expenses ranging from salaries and wages to maintenance costs.
 - The income remains under budget. This is due to vacancies and the underpayment of 3 tenants. Those situations will be corrected by the first of the year.

Proposed Budget:

- I have prepared a proposed budget for the 2012 calendar year that I believe fairly demonstrates our projected revenue and expenses. Pete and I have been reviewing the budget and preparing the final format for submission to the state. The final version will be presented at the December meeting. Highlights include:
 - o A modest increase in the revenue from tenants. This will be made up from higher occupancy and accurate payments from all tenants.
 - o Decreases in both CFP used to offset salaries and Interest income to realistic levels.
 - o Salaries and wages are projected to increase 3% for the year. Associated costs including pension, FICA expense will increase as well.
 - o Telephone and sundry administrative expenses will decrease in line with our new vendors.
 - o Operating subsidy is being budget at 85% of the projected federal funding worksheet.
 - o We have increases some of our contract maintenance costs. These costs include semiannual gutter cleaning and contract painting of apartments.

Resolution # 11- 18 The Board of Commissioners have resolved to approve the presented Budget for 2012. A roll call vote was taken:

Commissioner Hung – aye
Commissioner Eden- aye
Commissioner Nelson- aye

Commissioner Patten- aye
Commissioner Teller- aye

Commissioner Velazquez- absent

Commissioner Eufemia- absent

Motion carried unanimously with the Commissioners that were present. The Budget will now be sent to the DCA for approval and then back to the Housing Authority to be adopted.

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 of the Public came forward.

Meeting was moved to Executive Session.

Next meeting is scheduled for December 14, 2011 at 4:00 pm.

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director

