

**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 14, 2012 AT 4:00 P.M.**

Chairperson Katherine Patten declared a quorum has not been reached and no official action can be taken aside from the 2 resolutions where members have e-mailed their votes.

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 Eva Teller, Vice Chair, Commissioner Carole Nelson

Also Present:

Sherry Cavanaugh, Hightstown Housing Authority Administrative Assistant, Larry Quattrone, Borough Council President.

Absent: Commissioner James Eufemia, Commissioner Bob Hung, Commissioner Esther Velázquez

Approval of Minutes: None

Resolutions:

- **2012-14 To approve the construction contract with DNL Inc. for the 21 bathroom renovation.** The motion was unanimously approved with Commissioner Velázquez absent.
- **2012-15 To approve the 2 year extension of the Audit Contract.** The motion was unanimously approved with Commissioner Velázquez absent.

Discussion Items:

Keith reviewed and discussed the ESCO proposals and interview dates. He also reviewed the Baby clinic planning and gave an update on the Homework Help program.

Executive Director Report: Keith discussed the following:

- We are currently at 99% occupancy.
- The environmental commission has won an ANJEC (Association of NJ Environmental Commissions) award and the President of ANJEC would like to give a tour of our storm water project when completed for other EC members around the state as an example of “partnerships” that can be formed to complete environmental objectives. I have also gotten feedback from the Stony brook Millstone Watershed on our project. They would like to feature our project in an upcoming event.
- 4 crawl space covers have been delivered and installed. They will be painted by our painting contractor. I have ordered the next set of 4 doors.

- The policy committee has reviewed the first __ pages of the ACOP plan.
- Grant Status: We will be accepting the award from Sustainable Jersey on November 13th. The projects have been done to date include: The drywell installation, overflow drainage at the office locations and in front of building 1.
- I have spoken with Leo Dauwer and have a proposal for his services. The cost to bring Leo down for a one day “Retreat” is approximately \$2500 dollars. This is very reasonable considering the Martha’s Vineyard conference cost approximately that much per person to attend. I would like to contact other HA’s in our geography and invite them to participate (at a cost) to offset the cost of bringing Leo here.
- I have researched and will be ordering benches to replace 3 of the wooden benches.
- The Baby clinic project will begin this winter. I have reviewed the draft set of plans provided by Anthony and have sent him a 2 page memo with my thoughts and observations.
- Our first meeting was held on the “Homework Help” program. The following has been done as a result of that meeting:
 - Our insurance company has been contacted to insure we are properly covered with the following feedback. As long as we own the space, we are covered.
 - Keith has contacted the families of the 26 children in our demographic age group with the following feedback.
 - Keith has done a capitol needs analysis of the program with the following results:
 - The programmatic start up cost of the program will be less than \$2,500 dollars. That money spent will be for tables, supplies, 2 computers and software.
- Our RFP was advertised nationally with NAHRO and PHADA for Energy Services Companies to bid on our project. Only one proposal was received in our office on November 4th and I am reviewing it with our contract architect. We will be interviewing the ESCO on the 20th of this month.
- The HA weathered the storm very well. Our residents had emergency lighting, heat and hot water throughout the entire complex. All of our emergency systems worked well and responded as expected.
- The sleeper stones and various landscape projects will be done when Public Works has the chance to move them.
- The draft Strategic Plan-2013 has been distributed to the Policy committee. We will be reviewing the plan for presentation to the board at the December meeting.
- We performed our annual apartment inspections this past week, reviewing each and every apartment. The inspection covers all the major components of the

apartment including all the appliances, doors, windows, screens, outlets, switches, faucets, caulking and weather-stripping and smoke detectors. The inspection also covers housekeeping and general conditions. We wrote up 100+work orders from this inspection.

- We are currently treating 3 apartments for bedbugs with good results.
- I will be taking a free, one week class in the HUD offices in Newark this December. The course is devoted to “Green Building” design and renovations in affordable housing. It also features a one day class on Energy Performance Contracting (which we are just beginning) so it is an ideal time to be interacting with the HUD officials that will oversee the process and get the latest information from HUD. Also by attending, HUD will see we are actively involved and will be more open to our requests going forward.

Financial Update: October 2012

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

Income:

- Residential Income remains above budget, and the budget will be adjusted next year to our new “norm”
- Operating subsidy remains above budget and will remain at that level for the balance of the year.

Expenses:

- Administrative salaries are under budget for the year and will finish the year under budget.
- Audit is under budget and will come into budget by year end.
- Laundry token expense is a new line item to track the income/expense of the laundry rooms.
- Water is significantly under budget and will remain under budget for the balance of the year. Water saving measures in the new bathroom design has reduced our overall consumption of water.
- Electric and gas are under budget for the year and will come more into line by year end.
- Fuel is a new line item for gasoline for the truck, tractors and snow equipment.
- Maintenance materials and supplies are over budget and will remain so for the balance of the year. This is due to the new standard we are using to renovate the apartments and the materials needed to accomplish this.
- Electrical maintenance is over budget due to the replacing and repairing all of our emergency outdoor lighting.

- Grounds maintenance is over budget due to the improvements we have made to the property this year.
- Misc. Contract costs are well under budget for the year.
- Boiler contract cost is over budget for the year due to repairs made to pumps during the year.
- PILOT has been paid for the year and will be expensed in December.
- Extraordinary Maintenance is over budget due to the purchase of the crawlspace doors.

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.

Next meeting is scheduled for December 12th, 2012 at 4:00 pm.

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director