

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE BOROUGH  
OF HIGHTSTOWN, NEW JERSEY  
HELD ON WEDNESDAY, October 17, 2012 AT 4:00 P.M.**

Chairperson Katherine Patten called meeting to Order.

**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 Kathy Patten 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 Esther Velázquez, Commissioner James Eufemia, Commissioner Carole Nelson and Commissioner Robert Hung.

**Also Present:**

Sherry Cavanaugh, Hightstown Housing Authority Administrative Assistant

**Absent:**

Commissioner Thomas Eden

**Approval of Minutes:** Regular Meeting Minutes of September 26, 2012

**Resolutions:**

None at this time

**Discussion Items:**

- Commissioner Patten discussed the E-mail resignation letter from Commissioner Eden. Tom is very busy with his work and family commitments and has decided to resign at this time to focus on these things. Commissioner Eufemia motioned to accept the resignation that was seconded by Commissioner Velázquez. The motion was passed. Commissioner Patten will draft a letter for Keith to finalize and forward to Commissioner Eden.
- Commissioner Teller addressed the board and announced she will not be accepting her reappointment at the end of this year. Both work and family commitments are making it more difficult to attend the meetings and give the time and attention the HA deserves.
  - Keith discussed the need to recruit new HA commissioners and that a search is already under way. He feels it is important to seek out new members that have specific talents that would be valuable to the HA.

Keith recommends we should seek out skills such as an attorney, architects, engineers, people with facilities management experience, real estate development and finance. The members will begin the search and get back to Keith to follow up.

- Sequestration- The Fiscal Cliff . Keith discussed the effect sequestration would have on the HA and our ongoing operations. He explained the worst case scenario would mean a 8.6% cut in our funding for 2013, or approximately \$35 thousand dollars. This would be absorbed by reducing the amount of money we would spend in the category “extraordinary maintenance” which was set up to supplement our capital fund.
- Keith discussed the SHARP proposal that has been made by PHADA and NAHRO and is currently being sponsored in the Senate. This would allow small HA’s to be freed from some of the administrative burdens of the Public Housing programs and as a demonstration, move to the multi-family housing division. This would include a onetime capital infusion to fund Reserves for Replacement and a long term section 8 contract for all of our units. This would also allow us to recapitalize the property for long term replacement needs. Keith will keep the board up to date as this proposal develops.

**Executive Director Report:**

- We are currently at 98% occupancy. All of the units have been rented, and will be occupied as soon as they are refurbished.
- We have refurbished 2 apartments for transfer (“right sizing”) families. We have interviewed new prospective families and scheduled the refurbishing of the vacated units for move in. We are maintaining our 2 week turnaround time.
- We have had one family move out unexpectedly. We have filled that vacancy.
- 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 will be given the new ACOP for the Housing Authority in the coming week. .
- Grant Status: We were awarded \$10,000 for our storm water abatement project. We are beginning the process of scheduling the work.
- I have researched and will be ordering benches to replace 3 of the wooden benches.
- The annual budget has been submitted to HUD and to the DCA
- I met with the architect and the prospective bidders for the Senior Bathroom project. The bids are due on October 18<sup>th</sup> and the bid opening is at 11AM. The bathrooms will begin in Early December and finish in mid January. The Baby clinic project will begin in January.
- Our RFP was advertised nationally with NAHRO and PHADA for Energy Services Companies to bid on our project. The site visits occurred on October 4<sup>th</sup> and 5<sup>th</sup>, with interview and selection in November and December. We will be

hiring our contract architectural firm to monitor and advise us in dealing with the energy efficiency upgrades.

- The sleeper stones and various landscape projects will be done in the coming weeks.

### **Financial Update: October 2012**

In review of the financial reports for the period of September 1 to September 30, 2012, the Hightstown Housing Authority completed the month with positive results.

Highlights include:

Income:

- Residential income continues to exceed budget due to occupancy and accurate billings.
- Excess utilities exceed budget due to the A\C charges in September
- Operating subsidy continues to exceed budget. We are currently waiting on our final 3 months of subsidy. We should have that figure by the end of this month.

Expenses:

- Gas is well under budget and that line item for the year is now under budget.
- Staff training is over budget due to the Rutgers Registration cost for the fall.
- Computer supplies are under budget. We have not purchased any new equipment.
- Audit is under budget but will come into budget by year end.
- Dues and memberships are under budget and will come in line by year end.
- Water and Sewer bills are under budget and will continue this way through the end of the year due to the bathroom renovation with water saving features.
- Misc maintenance supplies are over budget due to apartment renovations.
- Electrical contract costs are over budget due to work that was done
- Grounds maintenance is over budget for the year due to additional work being done including removing 2 large dying trees and re-landscaping building 7.
- Pilot expense is under budget and will come into line in October when the PILOT is paid.

### **New Business:**

Commissioner Patten mentioned the RISE holiday party is on December 15<sup>th</sup> this year. The HA holiday party will be on Friday, December 21 from 1-3:30 PM. This date

was chosen because it is the kids last day of school, and it would be a good way to kick off their holiday break.

**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 November 14<sup>th</sup>, 2012 at 4:00 pm.**

The meeting was adjourned by a motion made by Commissioner Hung and seconded by Commissioner Nelson.

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director

