

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE BOROUGH  
OF HIGHTSTOWN, NEW JERSEY  
HELD ON WEDNESDAY, SEPTEMBER 28, 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 Robert Hung, Chair showed that those present and absent were as follows:

PRESENT: Allen Keith LePrevost, Executive Director, Robert Hung, Chair; Carole Nelson, Vice Chair; Thomas Eden, Esther Velázquez, Eva Teller

ALSO PRESENT:

Sherry Cavanaugh, Hightstown Housing Authority Administrative Assistant

Skye Gilmartin, Liaison to Hightstown Borough Council

ABSENT: James M. Eufemia, Katherine Patten

APPROVAL OF MINUTES: Regular Meeting Minutes of August 24, 2011

Meeting Minutes of August 24, 2011 ~ Motion to Approve was made by Commissioner Nelson, seconded by Commissioner Teller. The motion passed unanimously.

Executive Director's Report

Keith commented on an article sent by Commissioner Velázquez regarding the Asbury Housing Authority. He asked that all Commissioners look at the article and remember that the Board is responsible for the financial stability of the Housing Authority.

Keith is reviewing all expenditures of the Housing Authority and looking for ways we can spend our money wisely. Keith updated the Board as to current state of affairs with regard to cell phones.

Bathroom Project ~ Keith is in discussion with the Architect and the contractor as to some minor changes with the plans. The bathrooms are scheduled to be started in October.

Maintenance Manager~ Keith received 12 resumes in response to the Maintenance Manager position, Keith has decided to develop Charles Schilling's current position into a full time maintenance position instead of hiring at this time.

General Maintenance ~ Keith has updated the way we refurbish apartments, using a check list and working with the current maintenance staff to make the apartments crisp and clean.

Operations ~ The Housing Authority has our new Yardi software in place. We will be inputting all tenant information from applications to move outs. The new software will save hours of office time and is much more efficient. It will make the tenant files much more accurate. We also will be able to track the work orders and the expenses related to work orders.

Keith has solicited bids for the Website. Keith was impressed with the vendor that manages the Princeton Housing Authority website and they seemed to be the most cost effective giving us more options including e-mail addresses. Keith will have a full report ready for the next Board Meeting.

Accounting Systems ~ Keith has changed the way we are operating our accounting systems; we are inputting invoices creating a payables list and are now using our accounting software to its full capacity.

Property Updates ~ Keith solicited bids to get some of the larger trees trimmed. He would like go with Timberwolf Tree Service to trim the trees. Keith also solicited bids for property maintenance. Wanting to beautify our property here, he compared our current lawn service with another local property maintenance company "Growing Concern". For less money we can have the property maintained in a more professional matter.

Commissioner Nelson moved that we move ahead and hire Timberwolf to trim to trees. Commissioner Velázquez seconded the motion. A vote was taken the motion carried unanimously,

Commissioner Nelson moved that we contract our Property maintenance with Growing Concern effective January 1, 2012 and let them begin immediately per diem; Commissioner Teller seconded a vote was taken and the motion carried unanimously.

Skye Gilmartin , the Hightstown Housing Authority's Borough Council Liaison, advised the Board and Staff the meeting of the Borough Council where Keith will be formally welcomed by Borough Officials is on hold due to the damage done at the Municipal Building from the flood. Keith asked Skye to let the Borough Council know that we have a meeting room available to the Council or any other Commissions for their meetings.

Sherry reminded everyone that the Housing Authority will be hosting a picnic for tenants, Commissioners and staff to welcome Keith and as a way of uniting the HHA Community. The picnic will be held on Saturday October 15, 2011 with a rain date of Sunday October 16, 2011.

**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.**

Respectfully Submitted by:

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Sherry Cavanaugh, Administrative Assistant

