

**MINUTES OF THE HIGHTSTOWN HOUSING AUTHORITY BOARD OF  
COMMISSIONERS OF THE HOUSING  
WEDNESDAY, September 9<sup>TH</sup> 2015 AT 7:00 P.M.**

**Call to Order:** Executive Director, Keith LePrevost called meeting to order at 7:00 P.M. Mr. LePrevost was asked to run the meeting due to a Commissioner Eufemia and Nelson absence.

**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 Keith LePrevost showed that those present and absent were as follows:

- **Present:** Allen Keith LePrevost, Executive Director, Commissioner Pascale Emmanuel, Commissioner Christopher Moraitis, and Commissioner Yolanda Swiney. Commissioner Brent Rivenburgh
- **Also Present:** Resident Edwin Figueroa, Monique Dubois
- **Absent:** Commissioner Eufemia, Commissioner Valesques, and Commissioner Nelson.

**Approval of Minutes:** Regular Meeting Minutes of: July, 2015. Motioned by Commissioner Rivenburgh, Seconded by Commissioner Moraitis. Approved by the board. The Executive session minutes were postponed to the October meeting.

**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.

Edwin Figueroa spent several minutes complaining about the rules and the enforcement of the rules. Keith explained to the board that Edwin has received a notice recently regarding a kid's swimming pool and beach umbrella on his 3<sup>rd</sup> floor balcony. He feels the rules are too strict and he should be able to have more personal freedoms. Edwin also complained the staff does not do any snow removal, he has to get out and clean the snow from the entire complex. Edwin also complained that when he moved in, he had a friend living in the apartment with them, Keith did not allow this and threatened to evict the entire family. Keith explained the apartment is for the tenant's family only, and others cannot just move in.

Monique commented her experience here is much different at the complex. Yolanda told Edwin he needs to be more specific on what he is telling the board. Keith explained we need to maintain continuity on the complex so that everyone is safe. Brent agreed that an umbrella on the third floor is a liability and should not be used. He continued the rules are there to protect everyone in the complex. Edwin continued to argue his point. Keith asked the board to move on.

Monique told Edwin that Keith is following the direction of the board, and enforcing the rules and regulations of the community. Edwin complained about the cameras being intrusive on the resident's privacy.

**Committee Reports:**

**Keith** discussed the Community Service policy and the Inspector General's recent report and HUD's new guidance. Keith began enforcement of the policy 4 years ago, gradually ramping up enforcement over the year. HUD is beginning to enforce the rule, which means we need to make sure our files are complete. We have redone our standard documents, and created standard forms for each of our participants. Our goal is for people comply, and we are helping people come into compliance. The penalties for noncompliance for the tenant is non-renewal of the lease, and for the housing authority it could be loss of subsidy. Keith does not think this needs to be approved as a resolution, as it is required by HUD and the IG.

**Keith** discussed the disposition policy. He explained we have a number of pieces of equipment that have not been used in a number of years. Keith pulled the policy from the PHADA policy manuals. Keith encouraged the board to look at the policy, and he will prepare it as a resolution for the next meeting. Yolanda questioned whether we can just donate the items, Keith explained we can to another nonprofit housing provider.

**Keith** discussed he had a meeting with the IRS, our W-2's were listed as us having an 403-B plan, where we actually have a 457 plan. The IRS audited our pension plan over the last 3 years, and came up with the finding that we do not have an active emergency withdraw policy. This policy will set in place a procedure for emergency withdraws from our plan.

**Keith** discussed the need to begin doing some long term capital planning. We are in the fortunate situation to have more cash on hand than the Government feels we should have. We are moving into a new round of sequestration and with sequestration comes recapture. If we have a plan to address our capital needs with the excess funds, HUD will leave the funds with us.

**Resolutions:**

- **Resolution 2015-9 to approve the Air Conditioner/Excess utility policy.** Keith explained the reasoning for the policy, and how the prorated fees will be implemented. Pascale moved to approve, Brent seconded, approved as read.

**The meeting was disrupted by a resident issue involving the police. Keith adjourned the meeting at 8:15PM.**

**Discussion Items:****Executive Director Report:**

**Announcements: The next meeting is scheduled for October 21<sup>st</sup>, 2015 at 7:00 pm.**

**Adjournment:** The meeting was adjourned by a motion made at 8:15PM.

Respectfully Submitted by:

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Allen Keith LePrevost, Executive Director