

**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 18th, 2024 AT 7:00 P.M.**

Chairperson James Eufemia called meeting to Order at 7:00PM

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: showed that those present and absent were as follows:

Present: Allen Keith LePrevost, Executive Director, Commissioner James Eufemia, Chair, Commissioner Brent Rivenburgh, Commissioner Sean McDonnell, Commissioner Anne Studholme, Commissioner Eva Teller.

Also, Present: Kevin Ryan, Meg Rosner

Absent: Commissioner Jameallah Lance

Approval of Minutes: Regular Meeting Minutes of July 17th. The minutes were motioned to be amended to show the correct meeting date by Commissioner Studholme. Minutes were approved as amended.

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.

- **None present, none to report**

Borough Council Liaison Report:

- **None to report**

Committee Report:

Resident Council Report:

- **None to report**

Resolutions:

- **2024-04 To approve the 2025 Budget for filing with the State of NJ**
Keith reviewed the budget that was presented in 3 formats, a monthly excel spreadsheet, the Federal Budget and the State Budget. Full copies of

the budgets were made available electronically to the members, but copies were not printed due to the number of pages.

Discussion Items:

- **Piping Project:** Keith discussed the current project and where we are at the moment. He explained building 3,4 and 5 are completely piped and insulation is well underway. As-built drawings have been drafted and are being finalized. I am having all the valves tagged and numbered so that in the future anyone can easily identify a valve and the associated devices or radiators they control. We are in constant contact with HUD Washington who are pleased with our progress and guarantee us the balance of funding that is needed.
- **Asbestos.** Keith reviewed where we are to date. It has been difficult getting a contractor to do a small job like ours. There is more time in the setup, breakdown and air testing than in the actual removal. We are having the entire crawlspace of the office, garage and maintenance shop completely cleaned and Asbestos free. The cost was very reasonable.

Executive Director Report:

- We are currently 98 % Occupancy. We had one tenant, age 43 died and another person in a studio apartment had a severe stroke and was placed permanently in a nursing facility. We have a new tenant in the 2 bedroom and the Senior one bedroom has recently been completed.
- The infrastructure piping project for the phase including building 3,4 and 5 are complete. The piping work has been completed and tested. The Inspections are done and approved. The insulation contractor has completely insulated the new piping and repaired any existing insulation that was damaged. The contractor has moved over into buildings 1 and 2 and will be on site when the heating system goes online in October. The boiler chemical company is on alert that there is new water in the system, and he will treat and balance the chemicals once the heat is on. We expect some issues with the current radiators and have found a few already. The plumber takes care of any problems. The project went smoothly, without any major disruption for the tenants or staff.
- We have resolved the Asbestos issue. The contractors are working with a company that has given us a fair price on the removal. They have done jobs with them before, and they specialize in small jobs. We have included the office at this time as it will be less expensive now, rather than waiting a year or so or just isolating the work area. This way we will have the DEP clearance as “Asbestos Free”. We are considering installing a small hot water boiler just for the office. This will remove the office from the main piping project, eliminating the underground work and the various tie-ins and repiping that was necessary.

- The new camera equipment has been installed. It is a new Motorola Avigilon system, American made and serviced locally. All but 3 of our existing cameras are hooked up to the system and all are working well. The new system is very user-friendly and intuitive. The good news is the Police are familiar with the system and able to access our systems easily and retrieve whatever data they need. The installation and training went very well and it's a pleasure to use.
- We have been working on the ACOP document and will finish the document this year. Unfortunately, HUD has delayed the rollout of the new changes to at least October of 2025 due to problems with the software. We will be ready well in advance of the official roll out.
- The additional concrete has been removed from in front of Building 1. We have filled the area with new topsoil. The entire area has been fenced off and we will keep it watered until the new grass is well established.
- I have prepared the 2023 PILOT payment which will be made to the Borough of Hightstown and our Attorney escrow account on October 1. The total PILOT is \$42,894.90 of which we will send \$ 31,418.10 to the Borough and \$ 11,408.80 to our Escrow account. As of October 1, we will have \$41,959.14 in the Attorney Escrow account. This is the 5th year we have been doing this, without the Borough agreeing to a Cooperation Agreement.
- I reached out to HUD Washington regarding our Emergency request for funding. Our HUD rep in Washington has received the documents and is signing and moving it forward. He will let me know where we are in the process and when the funding will be available.

Financial Update: July-August 2024

In review of the financial reports for the month of July-August 2024, the Hightstown Housing Authority completed the months with positive results. I have included a variety of reports for your review. Please be advised the payroll is not included in August's statements. (emailed-included in the packet) We were working on the budget and did not complete all the monthly entries.

Income:

- Residential income has come in over budget. Even with the budgeted increase we are still exceeding the amount. We are aggressively going after late payers and those behind on their rent.
- Excess utility is over budget for the period. It has been a very warm summer.
- Interest income is over budget for the period. We are now getting current rates on our accounts and have modified the 2025 budget projections.
- Other Operating receipts are under budget for the period. This comes in line later in the year when the insurance dividends come in.

- Laundry income is slightly under budget for the period.
- Operating Subsidy income is well over budget for the period. We received a large amount of money from HUD to cover the last 3 months of the Federal fiscal year. For the balance of the year, we will be depending on continuing resolutions until HUD and the Federal Government can finalize a budget.

Expenses:

- Administrative salaries are under budget for the period. (adjustment to follow)
- Legal expenses are under budget for the period.
- Staff training is under budget.
- Audit is on budget for the year.
- Telephones are over budget for the period.
- Sundry Administrative is slightly over budget for the period. This account initially gets most of the activity, and the accountant adjusts the amounts to other categories. Much of the overage is due to the purchase of receipt books and a large Staples order. .
- Computer supplies are over budget for the period. We have upgraded on computer and will be upgrading one more machine this year.
- Misc. Maintenance supplies are under budget.
- Water is on budget for the period
- Electric is over budget for the period. An adjustment was made to one account, and A/C's are running nonstop.
- Natural Gas is slightly over budget for the period.
- Maintenance salaries are under budget (adjustment to follow)
- Maintenance materials are slightly under budget for the period. In renovating units, we are purchasing supplies and materials for those units. We have completed 2 units and are focusing on completing all work orders.
- Boiler contract costs are over budget. This number is the annual maintenance renewal.
- Extermination Cost is under budget. We have been dealing with a bed bug problem which we hope is under control.
- Ground maintenance is under budget. All the summer flowers have been planted.
- Blue Cross/Blue shield is under budget.

The enclosed financials include Income Statement for the Current Period- July-August 2024(VS Budget), and General Ledger Cash account for December.

The next meeting will be a 7:00PM on October 16th.

The meeting was adjourned by a motion made by Commissioner Eufemia

Respectfully Submitted by:

Allen Keith LePrevost, Executive Director