

HOUSING AUTHORITY OF THE BOROUGH OF PRINCETON
MINUTES OF THE MONTHLY MEETING
APRIL 17, 2012

The members of the Board of Commissioners, Housing Authority of the Borough of Princeton, met in regular session at the Henry F. Pannell Learning Center, 2 Clay Street, Princeton, NJ.

The meeting was called to order by Chair Newlin and upon roll call, those present and absent were:

Present: Commissioners Newlin, Pannell, Brooks, Levy, Marks, Attorney Cochran and LHA AED Parsons

Absent: Commissioners McGowen and Sipprelle

Guests: Barbara Trelstad (Borough Liaison)

Opening Statement

A motion to open the meeting was made by Mr. Marks and seconded by Ms. Brooks. All were in favor.

The following is an accurate statement concerning the providing of notice of this meeting.

Adequate notice to the public of the time, date, and place of this regular meeting of the Board of Commissioners of the Housing Authority of the Borough of Princeton to be held on Tuesday, April 17, 2012 at 6:30 p.m. at the Henry F. Pannell Learning Center, 2 Clay Street, Princeton, New Jersey was given by:

1. Posting notice of the same in the Borough of Princeton, Borough Hall, One Monument Drive, Princeton, New Jersey, on the bulletin board reserved for notices of public meetings, at least 48 hours in advance of the meeting; and
2. Providing notice to and causing to be published in the Princeton Packet, the official newspaper of the Borough of Princeton, notice hereof; and
3. Filing notice hereof with the Clerk of the Borough of Princeton at Borough Hall, One Monument Drive, Princeton, New Jersey.

This announcement of the Board of Commissioners' compliance with the notice provisions of the Open Public Meetings Act shall be duly entered in the minutes of this meeting.

I. Public Comment Period

None

II. Approval of Minutes

A motion to approve the minutes of the March 28, 2012 board meeting was made by Ms. Brooks and seconded by Mr. Pannell. All were in favor.

III. Approval of Payment of Bills

Copies of the March 2012 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills was made by Mr. Levy and seconded by Mr. Marks. All were in favor.

IV. New Business/Reports

Presentation of 6/30/11 Audit Report – Tony Polcari

Tony Polcari provided a presentation of the 6/30/2011 audit report and answered several questions from the board members. Mr. Polcari indicated that the PHA has positioned itself in a very positive position where it has been able to achieve a high performing PHAS score but not lose subsidy to the HUD recaptures.

Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of March 2012, for active tenants, were \$10,541.46. The report also indicates that \$7,652.99 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$47,759.45. The Aged Accounts Receivable schedule indicates that of the \$10,541.46 due from current residents, \$7,364.96 (69.87%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.25% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective April 17, 2012, was provided to all commissioners. The report indicates that there are zero vacant apartments. The report also indicates that one apartment has been leased since the last board meeting and there is one known upcoming vacancy.

Financial Statements

Financial Statements for the 9 months ending March 31, 2012 were provided to the commissioners. The financial statements indicate a \$12,879 surplus through March. Through 75% of the budget year, the PHA has expended 82.78% of the budget. The Maple/Franklin financial statements indicate a \$4,190 surplus through March. Balance sheets were also provided for both the Public Housing Program and Maple/Franklin.

HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of March 31, 2012, which indicates the Princeton Housing Authority's reporting rate is 100.00%.

Tenant Affairs Policy (Resolution 2012-4)

Attorney Cochran presented a resolution for the Tenant Affairs Policy that was discussed and approved at the March board meeting. A motion to approve the Tenant Affairs Policy resolution was made by Mr. Marks and seconded by Mr. Levy. All were in favor.

One Strike Policy Revision (Resolution 2012-5)

Based on the discussion at the March board meeting, Attorney Cochran presented revised wording to the One Strike Policy wording. A motion to approve the policy with the revised wording was made by Ms. Brooks and seconded by Mr. Marks. All were in favor.

CFP Project Updates (Pannell, Boilers, Playground, Piping)

Mr. Parsons provided an update on the various CFP projects. The Pannell Center is complete. The Architect/Engineer is reviewing the boiler submittals from the contractor to determine if they meet the specification as set forth in the bid documents. The Architect/Engineer is putting together the bid package and drawings for the Spruce Circle pipe replacement. Mr. Parsons informed the board that he met at Redding Circle with Barbara Trelstad and Malcolm Roach to look at the current playground and the general layout of the site. Ms. Trelstad indicated that she thought the current playground was sufficient with the exception of potentially adding swings. There was also agreement that the site does not provide a suitable location to add a basketball court.

Approval of FY2012 Capital Fund Program Annual Statement (Resolution 2012-6)

A copy of the 2012 Capital Fund Annual Statement was provided to all commissioners. A motion to approve the annual statement was made by Mr. Levy and seconded by Mr. Marks. All were in favor.

Approval of 2013 State Budget (Resolution 2012-7)

The FYE June 30, 2013 budget was provided to the commissioners and presented by Mr. Parsons. After discussion, a motion to approve the budget was made by Mr. Levy and seconded by Ms. Brooks. All were in favor.

Affordable Housing Task Force Meeting Minutes

A copy of the April 11 meeting minutes were provided to all commissioners.

Letter to Borough-Hospital Site Rezoning Request

The letter to Mayor Moore and the Planning Board requesting the Borough to uphold the 20% affordable requirement on the hospital site will be emailed to both Mayor Moore and the Planning Board due to the short amount of time before the Planning Board's next meeting.

Princeton Housing Authority Alternate Name

After discussion, a motion to approve Attorney Cochran to register with the State of NJ "Princeton Housing Authority" as HABOP's alternate name was made by Mr. Marks and seconded by Ms. Brooks. All were in favor.

V. Unfinished Business – None

A motion to adjourn the meeting was made by Mr. Levy and seconded by Ms. Brooks. All were in favor.

Respectfully submitted,

Scott E. Parsons