

**PRINCETON HOUSING AUTHORITY  
MINUTES OF THE MONTHLY MEETING  
APRIL 16, 2013**

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, McGowen, Levy, Trelstad, Attorney Cochran and LHA AED Parsons

Absent: Commissioners Brooks and Sipprelle

Guests: None

### **Opening Statement**

A motion to open the meeting was made by Mr. Levy and seconded by Mr. Pannell. 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 Princeton Housing Authority to be held on Tuesday, April 16, 2013 at 6:30 p.m. at the Henry F. Pannell Learning Center, 2 Clay Street, Princeton, New Jersey was given by:

1. Providing notice of the same to the Municipality of Princeton, 400 Witherspoon Street, Princeton, New Jersey, for posting 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 Princeton Housing Authority, notice hereof; and
3. Filing notice hereof with the Clerk of the Municipality of Princeton at 400 Witherspoon Street, 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 1, 2013 meeting, with corrections, was made by Ms. Trelstad and seconded by Mr. McGowen. All were in favor.

A motion to approve the minutes of the March 19, 2013 meeting, with corrections, was made by Ms. Trelstad and seconded by Mr. McGowen. All were in favor.

### **III. Approval of Payment of Bills**

Copies of the March check registers were provided to all commissioners.

After discussion, a motion to approve the payment of bills for March was made by Ms. Trelstad and seconded by Mr. Pannell. All were in favor.

### **IV. New Business/Reports**

#### Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of March 2013, for active tenants, were \$9,962.49. The report also indicates that \$31,008.67 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$46,406.16. The Aged Accounts Receivable schedule indicates that of the \$9,962.49 due from current residents, \$6,919.68 (69.46%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.16% of the annual tenant charges where the HUD guideline is 1.5% or less.

#### Vacancy Report

The vacancy report, effective April 10, 2013, was provided to all commissioners. The report indicates that there are four vacant apartments. The report also indicates that three apartments have been leased since the last board meeting and there are three known upcoming vacancies.

#### Financial Statements

Financial Statements for the 9 months ending March 31, 2013 were provided to the commissioners. The financial statements indicate a \$72,937 surplus through March. Through 75% of the budget year, the PHA has expended 72.64% of the budget. The Maple/Franklin financial statements indicate a \$7,860 deficit 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, 2013, which indicates the Princeton Housing Authority's reporting rate is 100%.

#### CFP Updates

Mr. Parsons informed the board that the projected start date of the Maple/Franklin bathroom renovations is May 1 but the parking (material trailer and dumpster) issue has not been resolved with the municipality. Lance said he will look into what can be done to accommodate our request.

#### 2013 HUD Funding

Mr. Parsons provided an article from PHADA regarding the 2013 budget which was finally resolved. The operating subsidy will be prorated at 82% for 2013

#### Annual Plan Resolution (2013-4)

Mr. Parsons provided copies of the 2013 Annual Plan and 5 Year Action Plan. After review, a motion to approve the Annual Plan was made by Ms. Trelstad and seconded by Mr. Pannell. All were in favor.

#### Annual Budget Approval (2013-5)

The PHA budget for the fiscal year 7/1/13-6/30/14 was presented to the commissioners. A motion to approve the budget was made by Mr. McGowen and seconded by Mr. Levy. All were in favor.

### Personnel Policy Revision – Health Benefits

The board discussed the issue of the health benefits currently provided to PHA employees. Mr. Parsons recommended, as a cost saving measure, to change the Personnel Policy to indicate that the PHA will cover the cost of the health insurance for the employee, but not dependents. There was also a discussion regarding the ability for the PHA to allow employees with other health insurance to opt out of the PHA provided insurance. The proposed changes along with a resolution will be presented at the next board meeting.

### Summer Employment Program Funding Request

The PHA received from Princeton Human Services a request to fund 5 summer employment position that will be filled by PHA residents. The request was for \$5,075. Mr. Parsons informed the board that he believes there is no issue with funding these positions this year but it may become an issue in the future due to potential funding cuts. The board discussed the possibility of organizing fund raising events to supplement the PHA budget moving forward. Several commissioners, in addition to Liaison Liverman, stated that they would be interested in being involved. After discussion, the board agreed that the summer employment program is very successful and beneficial to our residents. A motion to approve the request was made by Ms. Trelstad and seconded by Mr. Levy. All were in favor.

### PHA Office Location

Mr. Parsons presented to the board reasons why he and other employees believe the PHA administrative office should be moved from Clay Street to Redding Circle. After discussion it was determined that Mr. Parsons will provide the board with a budget, floor plans, etc. for the proposed move. The presentation will be made at the next board meeting.

### Enable-Ross Grant

Mr. Parsons informed the board that the Enable employee that was stationed at Redding Circle has been terminated. Enable has interviewed and hired a new employee that will start on May 1. Mr. Parsons will be meeting with representatives from Enable, along with the new employee, to make sure a MOU is put in place and everyone is on the same page.

### Karin Court Audit Report

Mr. Parsons provided all commissioners with copies of the Karin Court 2012 Audit Report.

### Interest in Eligibility Form

Commissioner McGowen informed the board that the Affordable Housing Board/Task Force has put together an Interest in Eligibility Form. The intention would be for this form to be used to help guide low/affordable housing applicants to the correct agency. The actual applications used by each agency would remain unchanged.

## **V. Unfinished Business – None**

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

Respectfully submitted,

Scott E. Parsons