

**HOUSING AUTHORITY OF THE BOROUGH OF PRINCETON
MINUTES OF THE MONTHLY MEETING
FEBRUARY 24, 2011**

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, DeGeorge, Swain, Pannell, Levy and E.D. Parsons

Absent: None

Guests: None

Opening Statement

A motion to open the meeting was made by Ms. Swain and seconded by Mr. DeGeorge. 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 Thursday, February 24, 2011 at 5:45 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. Proving 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 April 13, 2010 board meeting was made by Ms. Swain and seconded by Mr. DeGeorge. All were in favor.

A motion to approve the minutes of the October 26, 2010 board meeting was made by Mr. DeGeorge and seconded by Ms. Swain. All were in favor.

A motion to approve the minutes of the November 16, 2010 board meeting was made by Mr. DeGeorge and seconded by Ms. Swain. All were in favor.

III. Approval of Payment of Bills – October 2010

Copies of the November 2010, December 2010 and January 2011 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 Ms. Swain. 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 January 2011, for active tenants, were \$11,745.23. The report also indicates that \$3,018.34 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$22,081.67. A Tenant Delinquency report that indicates the number and % of tenants delinquent in paying their rent was also provided to all commissioners. In total, there were 32 tenants with an outstanding balance of \$25 or higher. The Aged Accounts Receivable schedule indicates that of the \$11,745.23 due from current residents, \$8,958.50 (76.27%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 17.53% of the monthly rental charges.

Vacancy Report

The vacancy report, effective February 11, 2011, was provided to all commissioners. The report indicates that there are seven vacant apartments. The report also indicates that one apartment has been leased since the last board meeting and there are six known upcoming vacancies.

Financial Statements

Financial statements for the 7 months ending January 31, 2011 were provided to the commissioners. The financial statements indicate a \$53,839 deficit through January. Through 58% of the budget year, the PHA has expended 56.70% of the budget; however, HUD Operating Subsidy and Rental Income are a combined \$88,375 under the budgeted amounts.

HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of January 31, 2011, which indicates the Princeton Housing Authority's reporting rate is 100.00%.

New Maintenance Position

In a follow up to previous conversations, Mr. Parsons presented the board with a resolution to modify the existing organizational structure by eliminating one Maintenance Mechanic position and creating the position of Work-Order Manager/Maintenance Mechanic. A job description for the new position was also

provided. A motion to approve the organizational structure change was made by Mr. DeGeorge and seconded by Ms. Swain. All were in favor. (See resolution 2010-13)

Holiday Bonuses

As previously discussed, the board approved providing each employee with a \$400 bonus to be paid in December 2010.

Evelyn Voorhees-Bench at Spruce Circle – Type & Wording

After discussion, the board determined that the memorial bench to be placed at Spruce Circle should be made of wood and be engraved with “In Memory of Evelyn Voorhees – Her Life, Her Legacy, Her Love”.

E.D. Evaluation Committee

The entire board will enter into executive session following the remainder of the regular meeting to discuss the performance appraisal and contract for Mr. Parsons.

Reorganization of Board Members

A decision was made to keep the current slate of officers until a point when the board is fully staffed. The board is currently short two members.

Waiting List Opening 1/10/11-1/15/11

Mr. Parsons informed the board that the entire waiting list was opened for a one week period of time, 1/10/11-1/15/11. This information was advertised in the local newspaper and posted on the PHA website. The PHA continues to have an average wait for a vacant apartment of approximately 2 years.

Minutes of Affordable Housing Task Force Meeting 1/20/11

Commissioners were provided with minutes to the task force meeting which was attended by members of PCH, Princeton Borough and PHA.

PYA Creative Friday Information/Shortage

Due to a funding shortfall, PYA is in need of approximately \$5,000 in order to continue the Creative Friday program through the end of the school year. When other community contributions are factored in, PYA remains \$2,000 short for the remainder of the year. A motion to approve a \$2,000 contribution to PYA to support PHA resident students for the remainder of the school year was made by Mr. DeGeorge and seconded by Mr. Pannell. All were in favor. (See resolution 2011-2)

Recapture of Public Housing Reserves

Mr. Parsons provided commissioners with a copy of the Casterline Associates Advisor which speaks to the likelihood that HUD will be recapturing what they consider to be excess reserves from Public Housing Authorities. Commissioners were also provided with a copy of the Federal Register pages related to the new PHAS reserve scoring guidelines. Mr. Parsons indicated that HUD is now changing the method in which Authorities are scored on reserves. In the past, Authorities were encouraged to and rewarded for building reserves of up to and in excess of twelve months. Under the new PHAS scoring, the maximum score will be attained with reserves of four months or more. If four months reserves is the benchmark, and any more would be considered excess, the PHA could potentially lose \$160,000 to recapture. Mr. Parsons expressed his frustration that the PHA could now be penalized for operating in an effective and

efficient manner over the past several years by having our reserves recaptured. Mr. Parsons informed the board that he will be spending down some of the PHA reserves in an attempt to mitigate the potential loss by redirecting some expenses to operations that would normally be paid through our Capital Fund Program.

Purchase of New Vehicles

Mr. Parsons recommended that the PHA purchase two new maintenance vehicles under the State Contract in order to improve the flexibility and efficiency of the maintenance staff. A motion to approve the purchase of the vehicles was made by Mr. DeGeorge and seconded by Ms. Swain. All were in favor. (See resolution 2011-1)

V. Unfinished Business - None

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

Respectfully submitted,

Scott E. Parsons
Executive Director