

HOUSING AUTHORITY OF THE BOROUGH OF PRINCETON
MINUTES OF THE MONTHLY MEETING
FEBRUARY 21, 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, Sippelle, Brooks, Levy, McGowan, Marks, Attorney Cochran and LHA AED Parsons

Absent:

Guests: Mayor Moore, Barbara Trelstad (Borough Liaison), Lance Liverman (Township Liaison), Malcolm Roach (Maintenance Supervisor)

Opening Statement

A motion to open the meeting was made by Mr. Pannell 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, February 21, 2012 at 6:30 p.m. at the Henry F. Pannell Learning Center, 2 Clay Street, Princeton, New Jersey (subsequently moved to the Princeton Medical Center conference room) 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

Maria Juega addressed the board on behalf of a PHA applicant that does not read, write or speak English. Ms. Juega is the contact person for this applicant. Ms. Juega claimed that the PHA was not following its policy in regards to how applicants are selected from the list since her "client" was not given an opportunity to rent the vacant apartment before we moved to the next family on the list. Mr. Parsons explained that letters of apartment availability were sent out to several applicants on January 13, 2012 instructing them to contact our office if they are interested in looking at/renting the apartment. The apartment was shown to several families and was leased to the family closest to the top of the list on January 23, 2012. Ms. Juega did not even respond to the letter until January 26, two weeks after the letter was mailed out, at her own admission, because she does not check the mail on a regular basis. Mr. Parsons stated that it is not reasonable to expect the PHA to wait two weeks to hear from the first family on the waiting list before moving to the next families due to how HUD evaluates housing authority's

ability to keep the vacancy rate/days at a minimum. After further discussion, Mr. Parsons stated that he would speak to the Housing Operations Manager regarding modifying the letter to applicants to include a specific deadline for response before the PHA moves to the next family on the list.

II. Approval of Minutes

A motion to approve the minutes of the December 20, 2011 board meeting was made by Mr. Levy and seconded by Mrs. Sippelle. All were in favor (DeGeorge and Swain approved via email vote)

A motion to approve the minutes of the January 17, 2012 board meeting was made by Mr. Pannell and seconded by Ms. Sippelle. Mr. Levy abstained and all others were in favor.

III. Approval of Payment of Bills

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

IV. New Business/Reports

Election of Officers

A motion to proceed with the election of officers was made by Mr. Marks and seconded by Mrs. Sippelle. All were in favor. Attorney Cochran took control of the meeting accepting the following nominations and votes for the 2012 election of officers.

A motion was made by Mr. Marks and seconded by Mrs. Sippelle to nominate Hank Pannell as Treasurer for the 2012 year. Mr. Pannell accepted and there were no other nominations. A roll call vote indicated all were in favor.

A motion was made by Mr. Pannell and seconded by Mr. Newlin to nominate Toby Levy as Vice Chair for the 2012 year. Mr. Levy accepted and there were no other nominations. A roll call vote indicated all were in favor.

A motion was made by Ms. Brooks and seconded by Mr. Pannell to nominate Leighton Newlin as Chair for the 2012 year. Mr. Newlin accepted and there were no other nominations. A roll call vote indicated that Mrs. Sippelle abstained and all others were in favor.

FYE 6/30/2011 PHAS Score Report

A copy of the Princeton Housing Authority's HUD/PHAS report was provided to all commissioners. The report indicated that the PHA received a score of 94% and has earned the status of a High Performing Housing Authority.

Michael Kelly's visit

Mr. Newlin provided a summary of the recent visit of Michael P. Kelly to the Princeton Housing Authority developments. Mr. Kelly is a well-known, experienced and respected individual in the Public Housing field with more than 25 years in the industry. Mr. Kelly is currently the Administrative Receiver for the Philadelphia Housing Authority. Mr. Kelly visited all of the Princeton Housing Authority sites with several commissioners and staff and provided a presentation of his observations following his tour. Mr. Kelly had nothing but positive observations regarding the Princeton Housing Authority's sites, buildings, quality of apartment conditions, feel of resident satisfaction and overall operations. Mr. Kelly was also very impressed with the PHAS score of 94% (High Performer) due to the fact that HUD is making it more difficult for housing authorities to achieve this designation through changes to the scoring system along with the reduction in funding. Mayor Moore stated that she invited Mr. Kelly to visit the PHA due to his experience and also because he is a Princeton University graduate. Mayor Moore hopes

for a continued relationship between Mr. Kelly and the PHA for data/idea/information sharing in addition to assistance with possible future development. Mayor Moore stated that Mr. Kelly observed a high performing housing authority that is providing a good product.

Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of January 2012, for active tenants, were \$13,436.46. The report also indicates that \$7,509.99 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$51,543.45. The Aged Accounts Receivable schedule indicates that of the \$13,436.46 due from current residents, \$9,315.78 (69.33%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.59% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

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

Financial Statements

Financial Statements for the six months ending December 31, 2011 were provided to the commissioners. The financial statements indicate a \$107,830 surplus through December mainly due to higher than budgeted rental income, operating subsidy, fraud recovery and lower than expected natural gas use due to the mild temperatures. Through 50% of the budget year, the PHA has expended 50.78% of the budget. There was a brief discussion regarding how rents and subsidy are calculated. The Maple/Franklin financial statements indicate a \$1,804 surplus through December.

HUD 50058 Delinquency Report

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

Tenant Affairs/Issues Discussions at Board Meetings

After discussion it was decided that Mr. Parsons will email the current tenant grievance procedure to Attorney Cochran and Mr. McGowan and they will work on developing new/revised policies.

CFP Project Updates (Pannell, Boilers)

Mr. Parsons and Mr. Roach provided a summary of the current capital fund projects. It is hopeful that the Pannell Center renovations will be completed within the next two weeks. Mr. Parsons also explained that through the work of Malcolm, the Architect and Frank from MACK Industries, the bid specifications for the boiler and domestic hot water replacement were revised (following rejecting the previous bids due to the high cost) and the work items were split into two separate portions. The changes that were made, which did not affect the energy efficiency of the project, resulted in a savings of over \$111,000 as the original low bidder was at \$215,980 and after rebidding the work the total cost came to \$104,423. This savings will be extremely beneficial in allowing the PHA to address other areas of concern that would otherwise have to wait at least one more year to be completed.

Awarding of Boiler Replacement Contract (Resolution 2012-3)

A motion to approve awarding the Spruce Circle boiler replacement contract to Brian Patterson Mechanical Contracting, Inc., in the amount of \$76,600, was made by Mr. Levy and seconded by Mrs. Sippelle. Henry Pannell was absent and all others were in favor.

Physical Needs Assessment Report

Due to the change in meeting location, and the size/quantity of report books, Mr. Parsons indicated he will distribute the reports to the commissioners at the next meeting.

Maintenance State of Affairs

Malcolm Roach, Maintenance Supervisor, provided the commissioners with a summary of where the PHA stands with its current projects and plans to upgrade other common areas and community spaces. The board of commissioners also approved Malcolm's appointment to the Princeton Construction Appeals Committee should he desire to take on that responsibility. Mayor Moore stated that she will provide more information as to how often and where they meet in addition to if there is a requirement to be a Princeton resident.

Committees

Mr. Newlin stated that even though many of the commissioners are new and do not have a full understanding yet, all commissioners should give thought to serving on various committees such as personnel, development, grievance, and social services in order to be a more productive and active board.

V. Unfinished Business – None

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

Respectfully submitted,

Scott E. Parsons