

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
MARCH 1, 2013**

The members of the Board of Commissioners, Housing Authority of the Borough of Princeton, met in regular session at the Redding Circle Senior Community Room, 100 Redding Circle, Princeton, NJ.

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

Present: Commissioners Newlin, Pannell, Brooks, McGowen, Sipprelle, Trelstad, Attorney Cochran and LHA AED Parsons

Absent: Commissioner Levy

Guests: Liaison Liverman

Opening Statement

A motion to open the meeting was made by Ms. Trelstad and seconded by Ms. Sipprelle. 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 Friday, March 1, 2013 at 6:30 p.m. at the Redding Circle Senior Community Room, 100 Redding Circle, 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.

Reorganization of Board Members

Attorney Cochran requested nominations for the position of Chair of the Board of Commissioners. Mr. Newlin was the only nomination made. A motion to approve Mr. Newlin as the Chair through December 31, 2013 was made by Mr. Pannell and seconded by Ms. Brooks. All were in favor.

Chair Newlin requested nominations for the position of Vice Chair of the Board of Commissioners. Mr. Levy was the only nomination made. A motion to approve Mr. Levy as the Vice Chair through December 21, 2013 was made by Mr. Pannell and seconded by Ms. Trelstad. All were in favor.

Chair Newlin requested nominations for the position of Treasurer of the Board of Commissioners. Mr. Pannell was the only nomination. A motion to approve Mr. Pannell as the Treasurer through December 31, 2013 was made by Ms. Brooks and seconded by Ms. Sipprelle. All were in favor.

I. Public Comment Period

None

II. Approval of Minutes

A motion to approve the minutes of the September 18, 2012 board meeting was made by Mr. McGowen and seconded by Ms. Sippelle. All were in favor.

A motion to approve the minutes of the November 20, 2012 board meeting was made by Ms. Sippelle and seconded by Ms. Brooks. All were in favor.

A motion to approve the minutes of the December 18, 2012 board meeting was made by Mr. McGowen and seconded by Ms. Brooks. All were in favor.

III. Approval of Payment of Bills

Copies of the December and January check registers were provided to all commissioners.

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

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

IV. New Business/Reports

FYE 6/30/12 Audit Report Presentation

Due to the meeting date change, this item has been re-scheduled to be on the agenda for the March 19 board meeting.

Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of January 2013, for active tenants, were \$11,697.19. The report also indicates that \$30,198.67 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$47,599.86. The Aged Accounts Receivable schedule indicates that of the \$11,697.19 due from current residents, \$7,120.08 (60.87%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.34% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective February 22, 2012, was provided to all commissioners. The report indicates that there are five vacant apartments. The report also indicates that five apartments have been leased since the last board meeting and there are two known upcoming vacancies.

Financial Statements

Financial Statements for the 6 months ending December 31, 2012 were provided to the commissioners. The financial statements indicate a \$101,227 surplus through December. A good portion of the surplus is due to natural gas cost being low because we have not yet completed the heating season in addition to the operating income being higher than budgeted. Through 50% of the budget year, the PHA has expended 45.68% of the budget. The Maple/Franklin financial statements indicate a \$8,739 deficit through December. Balance sheets were also provided for both the Public Housing Program and Maple/Franklin.

A Balance Sheet and Statement of Operations was also provided for Karin Court for the twelve months ending 12/31/12. The statements indicate a deficit of \$104,281 for the year.

HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of January 31, 2013, which indicates the Princeton Housing Authority's reporting rate is 100%.

CFP Updates

Mr. Parsons informed the board that the Spruce Circle pipe replacement has been completed, the Maple/Franklin bathroom renovation contract is included in the agenda for approval and the Spruce Circle boiler replacement contract should begin immediately after the heating season ends.

PHAJIF Fund Commissioner Renewal (Resolution 2013-1)

A motion to appoint TiNesha Hemphill as the PHA fund commissioner for the NJPHAJIF was made by Mr. McGowen and seconded by Ms. Sippelle. All were in favor.

Awarding of Contract – M/F Bathroom Renovations (Resolution 2013-2)

A motion to approve awarding the Maple & Franklin bathroom renovations to Bayshore General Contractors, Inc. was made by Ms. Trelstad and seconded by Ms. Sippelle. All were in favor.

ROSS Grant - Enable

Mr. Parsons informed the board that he has requested a meeting with Kelly Peterson from HUD Newark and representatives from Enable, the awardee of the ROSS grant, to discuss ongoing concerns. Mr. Parsons indicated that he has been unable to obtain any information/reports from Enable regarding how many residents have been served and in what capacity they have been served. Mr. Parsons has repeatedly requested information and has received promises of reports but has received absolutely no reports or information from Enable since the grant was awarded.

Affordable Housing Task Force

Mr. Parsons informed the board that he attended the task force meeting on February 28th. TiNesha has been attending the meetings for the past year or so but now that the group is becoming more active Mr. Parsons has begun attending again. The main issue that was discussed was the possibility of creating one common application or pre-application that can be used by PCH, PHA and Princeton Affordable Housing. Mr. McGowen indicated that he attends the task force meetings as a representative of the Affordable Housing Board and the PHA should consider having another commissioner attend the meetings due to this conflict of interest.

V. Unfinished Business – None

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

Respectfully submitted,

Scott E. Parsons