

**HOUSING AUTHORITY OF THE BOROUGH OF PRINCETON**  
**MINUTES OF THE MONTHLY MEETING**  
**JANUARY 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, Sipprelle, Brooks, Attorney Cochran and LHA AED Parsons

Absent: Commissioners Levy and McGowen

Guests: Barbara Trelstad (Borough Liaison), Lance Liverman (Township Liaison) and three members of the press

### **Opening Statement**

A motion to open the meeting was made by Mr. Newlin 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 Housing Authority of the Borough of Princeton to be held on Tuesday, January 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. 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**

Chair Newlin welcomed new commissioner, Reverend Deborah Brooks, and informed the board that the reorganizational meeting/officer elections will be held at the February board meeting in order to give the new board a chance to get to know each other.

Lance Liverman stated that he has read the media coverage of the PHA and has spoken with Chair Newlin. He stated that he has known the PHA for many years and knows they have strived to do the correct and honorable things. Mr. Liverman also offered to provide any help he can and thought it was important for the Township to have representation on the PHA board due to the upcoming consolidation.

Ms. Trelstad informed the board that there was a misunderstanding and David Schrayner will be serving on the Affordable Housing Board, not the PHA Board.

## **II. Approval of Minutes**

Approval of the December 20, 2011 minutes was tabled due to lack of quorum of board members that were present at the December 20<sup>th</sup> meeting.

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

Copies of the December 2011 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills was made by Mr. Pannell and seconded by Ms. Brooks. All were in favor.

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

### Welcome to New Commissioners & Current Affairs

A brief overview of the PHA operations and current affairs was provided in addition to several documents including excerpts from the most recent audit report, copy of the executed Management Service Agreement and related NJDCA approval, and Rutgers Housing Authority course information. A copy of the PHA's letter to the Mayor and Borough Council regarding several questions/accusations pertaining to the Management Service Agreement in addition to a response letter from Barbara Trelstad were also provided to all commissioners.

### Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of December 2011, for active tenants, were \$11,338.02. The report also indicates that \$7,605.99 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$49,541.01. The Aged Accounts Receivable schedule indicates that of the \$11,338.02 due from current residents, \$8,883.78 (78.35%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.33% of the annual tenant charges where the HUD guideline is 1.5% or less.

### Vacancy Report

The vacancy report, effective January 11, 2012, was provided to all commissioners. The report indicates that there are seven vacant apartments. The report also indicates that two apartments have been leased since the last board meeting and there are two known upcoming vacancies.

### Financial Statements

Financial Statements for the five months ending November 30, 2011 were provided to the commissioners. The financial statements indicate a \$138,885 surplus through November. Mr. Parsons explained that the major contributors to the surplus include rental income, fraud recovery and operating subsidy being higher than budgeted and the utilities being under budget through November. Mr. Parsons also explained that a significant portion of the utility budget consists of natural gas which will increase dramatically during the heating season. Through 42% of the budget year, the PHA has expended 40.17% of the budget. The Maple/Franklin financial statements indicate a \$189 deficit through November.

### HUD 50058 Delinquency Report

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

### Tenant Affairs/Issues Discussions at Board Meetings

Chair Newlin provided a summary of tenant grievance issues and it was decided to table this matter to a future meeting.

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

Mr. Parsons provided a summary of the current capital fund projects. The Pannell Center fire rated stairwell is complete, the fire alarm system is partially installed and the bathroom renovations are scheduled to begin shortly. The security system installation is virtually complete. The Spruce Circle boiler replacement job is out to bid with bids due on February 2. The Redding Circle playground upgrades have been put off until the spring after the boiler replacement job is complete.

NJPHAJIF Fund Commissioner Appointment (Resolution 2012-1)

A motion to appoint TiNesha Hemphill as the NJPHAJIF fund commissioner for the 2012 fund year was made by Ms. Brooks and seconded by Ms. Sippelle. All present were in favor.

Maintenance Equipment Auction (Resolution 2012-2)

A motion to approve auctioning off several pieces of maintenance equipment, as detailed in the resolution, was made by Ms. Brooks and seconded by Mr. Pannell. All present were in favor.

Minutes of Affordable Housing Task Force Meeting

Minutes to the January 11, 2012 task force meeting were provided to all commissioners.

**V. Unfinished Business - None**

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

Respectfully submitted,

Scott E. Parsons