

HOUSING AUTHORITY OF THE BOROUGH OF PRINCETON
MINUTES OF THE MONTHLY MEETING
July 19, 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 DeGeorge, Swain, Pannell, Levy, Sipprelle and E.D. Parsons
Chair Newlin arrived during the approval of payment of bills

Absent: Liaison Trelstad

Guests: None

Opening Statement

A motion to open the meeting was made by Ms. Swain and seconded by Mr. Levy. 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, July 19, 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. Providing 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 May 17, 2011 board meeting was made by Mr. Levy and seconded by Mr. Pannell. Mrs. Sipprelle abstained, Mr. Newlin was absent and all others were in favor.

III. Approval of Payment of Bills

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

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

IV. New Business/Reports

YMCA After-School Presentation

Kate Bech and Kevin Walsh from the Princeton YMCA presented to the board the events that led to the YMCA absorbing the Princeton Young Achievers Program and plans for moving forward with the after-school program in 2011 and the future. Part of the presentation included a request for funding assistance for the initial year that the YMCA is taking over the program. Both the YMCA and the PHA are hopeful that the YMCA will be successful in receiving grant money and/or local support/donations to reduce or eliminate the cost to the PHA in future years. After discussion, a motion to approve providing \$10,000 in support to the YMCA efforts at the Pannell Learning Center for the 2011-2012 after-school program was made by Mr. DeGeorge and seconded by Ms. Swain. All were in favor.

Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of June 2011, for active tenants, were \$5,606.63. The report also indicates that \$3,547.34 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$15,959.07. 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 28 tenants with an outstanding balance of \$25 or higher. The Aged Accounts Receivable schedule indicates that of the \$5,606.63 due from current residents, \$4,260.63 (75.99%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals .70% of the annual tenant charges.

Vacancy Report

The vacancy report, effective June 17, 2011, was provided to all commissioners. The report indicates that there are four 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 11 months ending May 31, 2011 were provided to the commissioners. The financial statements indicate a \$107,064 deficit through May. Through 92% of the budget year, the PHA has expended 89.27% of the budget; however, HUD Operating Subsidy and Rental Income are a combined \$153,194 under the budgeted amounts due to the 2011 HUD subsidy amounts not being finalized and being prorated at 92% along with the high number of apartment turnovers and associated lost rental income.

HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of June 30, 2011, which indicates the Princeton Housing Authority's reporting rate is 100%.

Adoption of State Budget – Resolution 2011-6

After review, a motion to approve the adoption of the fiscal year end 6/30/12 NJ State Budget was made by Mr. DeGeorge and seconded by Ms. Swain. All were in favor. (See resolution 2011-6)

Audit Review Certificate – Resolution 2011-7

A motion certify that each PHA commissioner has personally reviewed the annual audit report for the fiscal year ending 6/30/2010, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations" was made by Mr. DeGeorge and seconded by Mr. Levy. Ms. Sipprelle abstained as she was not a board member when the 6/30/10 audit was completed and presented to the board. All others were in favor. (See resolution 2011-7)

Write Off Vacated Tenant Balances – Resolution 2011-8

A motion to approve the write off of 6 vacated tenant receivables in the total amount of \$3,257.34 was made by Mr. DeGeorge and seconded by Ms. Swain. All were in favor. (See resolution 2011-8)

Web Site Updates

Mr. Parsons provided all commissioners with a print out of the PHA web site to show the recent additions and improvements that have been made. In the spirit of transparency, the PHA website now includes sections with budget and audit report information for the past three years in addition to agendas and minutes beginning in January 2011. The website also includes a section where current residents can look up their current rent balance and transaction history by providing certain identifying information and a section that applicant's can look up their current status on the waiting list.

Security Camera Install Update

Mr. Parsons informed the board that the security system installation is well under way at Redding Circle and the system on Clay Street has already been useful in identifying individuals in several incidents.

NAHRO-HUD Operating Subsidy Offset Update

Mr. Parsons provided commissioners with two articles, one from NAHRO and one from PHADA, regarding the operating reserve offset implementation plans and the effect the offset will have based on HA size.

Clay Street Block Party – August 21 2-6pm

Mr. Parsons informed the board that the second annual block party, organized by the PHA, Princeton Human Services and the Borough Police Department, has been scheduled for August 21 from 2pm-6pm on Clay Street. All commissioners are encouraged to attend.

New Commissioner

Although introductions were made and Mrs. Sipprelle was welcomed to the board at the beginning of the meeting, Mr. Parsons provided commissioners with a copy of the letter from the NJ DCA informing the PHA of Mrs. Sipprelle's appointment.

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