

HOUSING AUTHORITY OF THE BOROUGH OF PRINCETON
MINUTES OF THE MONTHLY MEETING
JULY 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, Marks, Sipprelle, Attorney Cochran and LHA AED Parsons

Absent: Commissioner Levy, Brooks, McGowen and Liaison Liverman

Guests: Barbara Trelstad (Borough Liaison)

Opening Statement

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

None

II. Approval of Minutes

A motion to approve the minutes of the June 19, 2012 board meeting was made by Mr. Marks and seconded by Mr. Pannell. All were in favor.

III. Approval of Payment of Bills

Copies of the June 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 Ms. Sippelle. 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 June 2012, for active tenants, were \$9,126.58. The report also indicates that \$7,652.99 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$49,175.57. The Aged Accounts Receivable schedule indicates that of the \$9,126.58 due from current residents, \$6,593.90 (72.25%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.08% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective July 17, 2012, was provided to all commissioners. The report indicates that there are zero vacant apartments. The report also indicates that one apartment has been leased since the last board meeting and there are three known upcoming vacancies.

HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of June 30, 2012, which indicates the Princeton Housing Authority's reporting rate is 99.52%. Mr. Parsons indicated that staff is aware of the 1 delinquent file and the correction has already been completed.

Awarding of Boiler Contract (Resolution 2012-10)

A motion to approve Resolution 2012-10, awarding a contract to PJM Mechanical Contractors, Inc. for boiler plant replacement at Spruce Circle, was made by Mr. Marks and seconded by Ms. Sippelle. All were in favor.

Rejection of Spruce Circle Plumbing Bids (Resolution 2012-11)

A motion to reject all bids for site piping replacement at Spruce Circle, due to the lowest bid substantially exceeding the cost estimate, was made by Mr. Marks and seconded by Ms. Sippelle. All were in favor.

Write off of Vacated Tenant Balances (Resolution 2012-12)

A motion to approve the write off of \$7,652.99 in vacated tenants accounts receivable was made by Ms. Sippelle and seconded by Mr. Marks. All were in favor.

Termination of Boiler Contract – Ammended (Resolution 2012-13)

At the June 2012 board meeting, Resolution 2012-8 was approved to terminate the boiler contract with Brian Patterson Mechanical Contracting, Inc. due to their failure to provide a boiler equivalent to the specifications. A motion to approve payment to Brian Patterson Mechanical Contracting, Inc. for the cost of the permit along with the release of their payment/performance bond was made by Mr. Marks and seconded by Mr. Pannell. All were in favor.

Intergovernmental Service Agreement

After discussion, a copy of the current agreement will be emailed to all commissioners and this item will be put on the September 2012 agenda for renewal of the agreement.

Tenant Affairs Policy

After discussion, it was agreed that the Tenant Affairs Policy should be abandoned. A resolution to abandon the policy will be presented at the September 2012 meeting.

Maple/Franklin Redevelopment

Commissioner Marks provided a summary of the Redevelopment Discussion Points calculations he provided. There was discussion about the total number of low income units that could be provided and the importance of having as many as possible while still maintaining a financially feasible mix between market and low income units. There was also discussion regarding the average monthly rent on the low income units and the per unit month expenses.

V. Unfinished Business – None

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

Respectfully submitted,

Scott E. Parsons