

HOUSING AUTHORITY OF THE BOROUGH OF PRINCETON
MINUTES OF THE MONTHLY MEETING
JUNE 19, 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, Brooks, Marks, Sipprelle, McGowen, Attorney Cochran and LHA AED Parsons

Absent: Commissioner Levy and Liaison Liverman

Guests: Barbara Trelstad (Borough Liaison)

Opening Statement

A motion to open the meeting was made by Ms. Brooks 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, June 19, 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 May 15, 2012 board meeting was made by Ms. Sipprelle and seconded by Mr. Pannell. All were in favor.

III. Approval of Payment of Bills

Copies of the May 2012 check registers were provided to all commissioners. Mr. Parsons provided the check register information in several formats so the board could determine which format they prefer. It was decided that Mr. Parsons will sort the check registers by vendor and by general ledger account number going forward. Ms. Sipprelle brought up the idea that the PHA should make an effort to employ

PHA residents when possible. Mr. Parsons explained that there are two residents that are on the payroll that perform various maintenance related jobs. Mr. Parsons also explained that the PHA attempts to get contractors, on the larger jobs, to hire qualified residents as indicated in the section 3 requirements. After discussion, a motion to approve the payment of bills was made by Mr. Marks and seconded by Mr. McGowen. 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 May 2012, for active tenants, were \$10,537.36. 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 \$53,873.35. The Aged Accounts Receivable schedule indicates that of the \$10,537.36 due from current residents, \$7,822.86 (74.24%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.25% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective June 13, 2012, was provided to all commissioners. The report indicates that there is one vacant apartment. The report also indicates that zero apartments have been leased since the last board meeting and there are zero known upcoming vacancies.

Financial Statements

Financial Statements for the 11 months ending May 31, 2012 were provided to the commissioners. The financial statements indicate a \$39,743 surplus through May. Through 92% of the budget year, the PHA has expended 98.85% of the budget. The Maple/Franklin financial statements indicate a \$4,482 surplus through May. Balance sheets were also provided for both the Public Housing Program and Maple/Franklin.

HUD 50058 Delinquency Report

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

CFP Project Updates (Boilers, Piping)

Mr. Parsons explained that the boiler replacement contract for Spruce Circle needs to be terminated, resolution to follow in the next agenda item. The PHA received no response for the Spruce Circle pipe replacement and has gone back out to bid/re-advertised.

Termination of Boiler Contract (Resolution 2012-8)

A motion to terminate the boiler contract with Brian Patterson Mechanical Contracting, Inc. due to repeated failure to comply with the bid specifications was made by Mr. Pannell and seconded by Ms. Sippelle. All were in favor.

Adoption of State Budget (Resolution 2012-9)

A motion to adopt the previously approved State Budget for the fiscal year 7/1/12-6/30/13 was made by Mr. Marks and seconded by Ms. Brooks. All were in favor.

Tenant Affairs Policy

Due to conflicts/duplication with the existing Tenant Grievance Procedure, Mr. Parsons requested that the Tenant Affairs Policy, which was created in April 2012, be abandoned. Mr. Parsons requested that the existing Tenant Grievance Procedure be utilized and the members of the board of commissioners can serve as the hearing officers for the tenant grievances. All commissioners were in favor of making this

change but wanted to wait for commissioner Levy to have a chance to voice his opinion. This matter will be tabled until the July Board meeting.

Maple/Franklin Bathrooms & Kitchens

Mr. Parsons explained to the board that some of the more costly repairs/renovations that would normally have taken place have been put on hold due to the uncertainty of the future of the Maple/Franklin development. If the anticipated timeline for redeveloping the site is 3+ years, Mr. Parsons indicated that the bathrooms should be renovated. After discussion, Mr. Parsons was given approval to move forward with the necessary actions to contract for the bathroom renovations. Mr. Parsons will first advertise for A&E proposals and bring the results to a future board meeting for approval.

There was also further discussion on the Maple/Franklin proposed redevelopment. Mr. Newlin will reach out to Mayor Moore to set up a meeting with Princeton University, Bob Durkee, regarding their previous commitment to “cause to be built” a turn key affordable/low income development on the hospital parking lot site which would then be turned over to the Housing Authority.

Executive Session

A motion to enter into executive session to discuss a tenant issue of personal nature was made at 8:15pm by Mr. McGowen and seconded by Ms. Sippelle. All were in favor.

A motion to exit executive session at 8:38pm was made by Mr. McGowen and seconded by Ms. Brooks. All were in favor.

V. Unfinished Business – None

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

Respectfully submitted,

Scott E. Parsons