

HOUSING AUTHORITY OF THE BOROUGH OF PRINCETON
MINUTES OF THE MONTHLY MEETING
MARCH 28, 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, Sipprelle, Brooks, Levy, Attorney Cochran and LHA AED Parsons
Absent: Commissioner Pannell. Commissioners Marks and McGowen arrived during agenda item 3.
Guests: Barbara Trelstad (Borough Liaison)

Opening Statement

A motion to open the meeting was made by Mr. Levy and seconded by Ms. Brooks. 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 Wednesday, March 28, 2012 at 6:30 p.m. at the Henry F. Pannell Learning Center, 2 Clay Street, Princeton, New Jersey (subsequently moved to the Princeton Medical Center conference room) 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 February 21, 2012 board meeting was made by Ms. Sipprelle and seconded by Mr. Levy. All were in favor (Marks and McGowen absent)

III. Approval of Payment of Bills

Copies of the February 2012 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills was made by Ms. Sipprelle and seconded by Mr. Marks. All were in favor.

IV. New Business/Reports

Presentation of 6/30/11 Audit Report – Tony Polcari

Due to a scheduling change Mr. Polcari had to cancel and will attend the April meeting.

Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of February 2012, for active tenants, were \$11,686.61. The report also indicates that \$7,509.99 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$48,893.60. The Aged Accounts Receivable schedule indicates that of the \$11,686.61 due from current residents, \$8,572.61 (73.35%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.39% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective March 20, 2012, was provided to all commissioners. The report indicates that there is one vacant apartment. The report also indicates that seven apartments have been leased since the last board meeting and there is one known upcoming vacancy.

Financial Statements

Financial Statements for the 8 months ending February 29, 2012 were provided to the commissioners. The financial statements indicate a \$50,895 surplus through February. Through 67% of the budget year, the PHA has expended 71.65% of the budget. The Maple/Franklin financial statements indicate a \$1,681 surplus through February. 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 February 29, 2012, which indicates the Princeton Housing Authority's reporting rate is 100.00%.

One Strike and Tenant Affairs Policies

Attorney Cochran provided draft policies for both One Strike and Tenant Affairs. After a lengthy discussion, a motion to approve the draft Tenant Affairs Policy was made by Mr. Marks and seconded by Mr. McGowen. All were in favor. Attorney Cochran will prepare a resolution for approval at the April meeting. It was determined that wording revisions are needed to the One Strike Policy which Attorney Cochran will make and present at the April meeting.

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

Mr. Parsons provided an update on the various CFP projects. The Pannell Center is complete with the exception of a few minor items to complete the fire alarm system, which should be completed within the next two days. The Spruce Circle boiler replacement is in the beginning stages as the PHA is waiting for submittals from the contractor. The Spruce Circle pipe replacement is in the early stages as the architect is putting together the bid package and drawings. Mr. Parsons also provided commissioners with the pre-bid estimates prepared by the contracted architect, Anthony Vandermark, for the Redding Circle playground. Due to the high estimated cost of the playground and basketball court, along with the fact that there are important building and system improvements that are needed at the various complexes, and the HUD Capital Fund dollars have been reduced by over 20% over the past two years, Mr. Parsons recommended that the playground/basketball court renovations be either scaled back or eliminated from the current year work items. Liaison Trelstad stated that the community feels strongly that improvements to the playground are important. Ms. Trelstad stated that she will contact the appropriate people from the Borough to find out if there are other less expensive ways to upgrade the playground since the Borough has upgraded some of their playgrounds recently. She also stated that she will ask the Borough if there is anything they can help us complete that would help defray the cost.

Operating Fund Eligibility Letter from HUD

Mr. Parsons provided a copy of the HUD letter, dated March 2, which explains the Operating Subsidy eligibility for calendar year 2012.

Princeton Recreation Department-PHA Summer Camp Contribution

Mr. Parsons provided commissioners with a copy of a request letter from the Princeton Recreation Department along with emails that were sent between the PRD and PHA. Mr. Parsons agreed to contribute \$3,000, which the PRD will match, to assist PHA children in having the opportunity to attend both day and travel camps during the summer. This contribution is the same amount it has been over the past several years.

Letter from NJDCA and Draft Response

Commissioners were provided with a letter, dated March 8, from the NJDCA regarding the management service agreement between the PHA and LHA, along with a draft response from Chair Newlin, which has since been corrected for two grammatical errors and sent to the NJDCA. The letter from the DCA was requesting a copy of the agreement and the minutes to the meeting when the contract was approved even though the NJDCA already received a copy of and approved the contract.

Karin Court 2011 Audit Report

A copy of the Karin Court 2011 Audit Report was distributed to all commissioners.

Physical Needs Assessment Report

A copy of the Physical Needs Assessment, which is a HUD requirement, was distributed to all commissioners.

HUD ROSS Grant

Mr. Parsons informed the board that over the past month he has been assisting a local nonprofit, Enable, in preparing and submitting an application to HUD for a ROSS Grant. If awarded, the ROSS grant would help provide services and programs to the senior and disabled residents of the PHA. The grant would pay the salary for an Enable employee to be located at our Redding Circle site to assist our residents with services ranging from health screenings to arranging services to allow our residents to safely age in place.

Maintenance State of Affairs

Malcolm Roach, Maintenance Supervisor, provided the commissioners with a summary of where the PHA stands with its current projects and plans to upgrade other common areas and community spaces. The board of commissioners also approved Malcolm's appointment to the Princeton Construction Appeals Committee should he desire to take on that responsibility. Mayor Moore stated that she will provide more information as to how often and where they meet in addition to if there is a requirement to be a Princeton resident.

Discussion – Hospital Site

Mr. Parsons, at the request of Mr. Pannell, informed the board that Mayor Moore stated at a recent council meeting that the PHA is in negotiations with Princeton University regarding the redevelopment of the Maple/Franklin site. The previous statement started a discussion about the hospital site developers request to increase the density of the site but reduce the affordable housing percentage below 20%. There was also a discussion regarding the difference between affordable housing/low income housing and that the population the PHA serves cannot afford "affordable" housing in Princeton. After discussion, a motion to approve drafting a letter to the Mayor and Council of Princeton Borough requesting the Borough to enforce the 20% affordable housing requirement by the developer of the hospital site was made by Mr. Marks and seconded by Ms. Brooks. All were in favor.

V. Unfinished Business – None

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

Respectfully submitted,

Scott E. Parsons