

HOUSING AUTHORITY OF THE BOROUGH OF PRINCETON
MINUTES OF THE MONTHLY MEETING
MAY 15, 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, Sippelle, McGowen, Attorney Cochran and LHA AED Parsons

Absent: Commissioner Levy

Guests: Barbara Trelstad (Borough Liaison) and Lance Liverman(Township Liaison)

Opening Statement

A motion to open the meeting was made by Mr. McGowen and seconded by Mr. Marks. 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, May 15, 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 April 17, 2012 board meeting was made by Ms. Brooks and seconded by Mr. Marks. Mr. McGowen abstained and all others were in favor.

III. Approval of Payment of Bills

Copies of the April 2012 check registers were provided to all commissioners. Mr. Marks requested that the bills be sorted by type or vendor rather than by check number. Mr. Parsons will provide additional reports at the next board meeting. After discussion, a motion to approve the payment of bills was made by Mr. McGowen and seconded by Mr. Marks. 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 April 2012, for active tenants, were \$10,184.07. 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 \$46,895.06. The Aged Accounts Receivable schedule indicates that of the \$10,184.07 due from current residents, \$6,944.99 (68.19%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.21% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective May 9, 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 is one known upcoming vacancy.

Financial Statements

Financial Statements for the 10 months ending April 30, 2012 were provided to the commissioners. The financial statements indicate a \$9,996 surplus through April. Through 83% of the budget year, the PHA has expended 91.70% of the budget. The Maple/Franklin financial statements indicate a \$2,271 surplus through April. 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 April 30, 2012, which indicates the Princeton Housing Authority's reporting rate is 100.00%.

CFP Project Updates (Boilers, Piping)

Mr. Parsons explained that the boiler contractor has to date failed to submit boilers that are equal to the ones specified by the Housing Authority and his contract may need to be terminated. The pipe replacement job at Spruce Circle is currently out to bid.

Other Maintenance Projects

Mr. Parsons informed the board that all the community rooms have been renovated and a new fence has been installed along the Witherspoon street property line at Maple Terrace. Approximately 100 feet of sewer main at Spruce Circle will need to be replaced because the bottom of the pipe has completely rotted away. This was discovered when the line was being cleaned/jetted due to a backup.

Princeton Human Services-Youth Summer Employment Request

Princeton Human Services requested that the Housing Authority help fund 4 positions, for youth ages 14-17, to participate in the Summer Employment Program. Eight of the twenty nine applicants for the program are Housing Authority residents. After discussion, a motion to approve the Housing Authority funding 4 students was made by Ms. Brooks and seconded by Mr. Marks. All were in favor.

Annual Inspections

Mr. Parsons informed the board that the Housing Authority annual apartment/site/system inspections began yesterday and will continue through Thursday. All tenants were notified of the inspections on May 2nd.

PCH 2011 Annual Report

As requested by PCH, a copy of their Annual report was provided to all commissioners.

Fire at Spruce Circle

Mr. Parsons informed the board that there was a fire at Spruce Circle yesterday, apparently caused by the disposal of a cigarette but, that caused damage to two units and an outside deck area. One of the tenants was displaced for one night but the fire official allowed them to return to the unit the next day. The insurance company has been contacted and a property damage contractor has already been on-site to evaluate the damage and arrange for clean-up and repairs. Mr. Parsons brought up the idea of creating a no smoking policy for the Housing Authority to avoid these potential risks in the future. After discussion, it was determined that Mr. Parsons will email a sample no smoking policy to the commissioners to review for further discussion.

Mission

Mr. Marks brought up the question as to what the mission of the PHA is for the next 3 to 5 years; whether it is to maintain the current housing stock or to grow/expand. Discussion on this matter referenced the Maple/Franklin site and the different possibilities that may be available for redevelopment. The board agreed that they should set up a meeting, or a retreat, to discuss the PHA plans moving forward.

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