

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
May 21, 2013**

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, McGowen, Levy, Brooks, Sipprelle, Trelstad, Attorney Cochran and LHA AED Parsons

Absent: Liaison Liverman

Guests: Malcolm Roach, Maintenance Supervisor

Opening Statement

A motion to open the meeting was made by Ms. Trelstad 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 Princeton Housing Authority to be held on Tuesday, May 21, 2013 at 6:30 p.m. at the Henry F. Pannell Learning Center, 2 Clay Street, Princeton, New Jersey was given by:

1. Providing notice of the same to the Municipality of Princeton, 400 Witherspoon Street, Princeton, New Jersey, for posting 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 Princeton Housing Authority, notice hereof; and
3. Filing notice hereof with the Clerk of the Municipality of Princeton at 400 Witherspoon Street, 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 16, 2013 meeting was made by Mr. McGowan and seconded by Mr. Pannell. All were in favor.

III. Approval of Payment of Bills

Copies of the April check registers were provided to all commissioners.

After discussion, a motion to approve the payment of bills for April was made by Ms. Sipprelle and seconded by Mr. Pannell. 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 2013, for active tenants, were \$12,167.17. The report also indicates that \$31,008.67 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$48,472.84. The Aged Accounts Receivable schedule indicates that of the \$12,167.17 due from current residents, \$8,374.44 (68.83%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.42% of the annual tenant charges where the HUD guideline is 1.5% or less. Mr. Parsons explained that there are two residents that the Housing Authority has not accepted rent payments from (for three months) due to legal proceedings.

Vacancy Report

The vacancy report, effective May 15, 2013, was provided to all commissioners. The report indicates that there are five vacant apartments. The report also indicates that three apartments have been leased since the last board meeting and there are two known upcoming vacancies.

HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of April 30, 2013, which indicates the Princeton Housing Authority's reporting rate is 99.51%.

CFP Updates

Mr. Parsons explained to the board that Bayshore General Contracting is in danger of having their Maple/Franklin bathroom renovation contract terminated due to failure to adhere to the specifications, shoddy workmanship and contract delays. Bayshore GC is currently still working on the mock unit, which is a vacant apartment.

Pannell Center Renovations

Mr. Parsons explained that the air conditioning/water leak has been repaired and all damaged ceiling tiles have been replaced. The entire second story flooring has been replaced, in-house by Malcolm, which not only repaired the damage but improved the overall look of the center.

Personnel Policy Revision – Health Benefits & Waiver (2013-6)

Mr. Parsons proposed changes to the Personnel Policy that would reduce the health insurance provided by the Housing Authority, for future full time employees, from employee and dependents to the employee only. The revision would also allow employees with alternate health coverage to request a waiver of insurance and be paid the lesser of 25% of the amount saved by the Housing Authority or \$5,000. After discussion, a motion to approve the revision to the Personnel Policy was made by Ms. Sipprelle and seconded by Ms. Brooks. All were in favor.

PHA Office Location

Mr. Parsons and Malcolm Roach presented to the board justification for why the PHA administrative office should be moved from Clay Street to Redding Circle. The presentation included a proposed detailed floor plan of the new office space at Redding Circle, the estimated cost of the proposed move, plans for alternative uses for the existing Clay Street office and a detailed list of benefits that will be realized by moving the office, which included several cost saving and revenue generating factors. A letter to the board was also included from TiNesha Hemphill, Housing Operations Manager, since she was not able to attend the meeting. After discussion, the board unanimously agreed that having the office move to Redding Circle would be in the best interest of the Housing Authority. Mr. Parsons stated that the move would be expected to occur within the next 3 to 6 months. Ms. Trelstad suggested that the Mayor/Council be informed of the move out of courtesy. Chair Newlin stated that he would reach out to Lance Liverman

to let him know of the pending move. Ms. Trelstad also suggested that Malcolm makes sure he gets all the required permits for the renovation.

Enable-Ross Grant

Mr. Parsons informed the board that a MOU with Enable has been put in place and they have hired a new employee that is working out of the Redding Circle office. The new employee, Kate Hall, is very experienced and the program has been working much better since she came on board. Communication between Enable and the PHA has improved dramatically.

New Office Employee (Marshell Williams)

Mr. Parsons informed the board that the new Administrative Assistant, Marshell Williams, has been working out great. The entire atmosphere of the office has improved since she was hired. She has prior experience with senior programs and grants which has already been an added benefit she has provided. Mr. Parsons stated that she was initially hired part time but, due to her knowledge and experience, may be offered full time employment at the end of her probationary period.

V. Unfinished Business – None

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

Respectfully submitted,

Scott E. Parsons