

**HOUSING AUTHORITY OF THE BOROUGH OF PRINCETON
MINUTES OF THE MONTHLY MEETING
NOVEMBER 15, 2011**

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, DeGeorge, Swain, Pannell, Sipprelle and LHA AED Parsons

Absent: Levy

Guests: Barbara Trelstad (Borough Liaison), Crystal Knapp (reporter)

Opening Statement

A motion to open the meeting was made by Mr. DeGeorge 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, November 15, 2011 at 5:45 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 October 26, 2011 board meeting was made by Mr. DeGeorge and seconded by Ms. Swain. All were in favor.

III. Approval of Payment of Bills

Copies of the October 2011 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills was made by Mr. DeGeorge and seconded by Ms. Swain. 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 October 2011, for active tenants, were \$8,895.43. The report also indicates that \$1,349.99 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$50,784.99. The Aged Accounts Receivable schedule indicates that of the \$8,895.43 due from current residents, \$6,611.43 (74.32%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.04% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective November 15, 2011, was provided to all commissioners. The report indicates that there are seven vacant apartments. The report also indicates that zero apartments have been leased since the last board meeting and there are four known upcoming vacancies.

HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of October 31, 2011, which indicates the Princeton Housing Authority's reporting rate is 100.00%.

Tenant Affairs/Issues Discussions at Board Meetings

Mr. Parsons provided commissioners with a copy of resolution 10/03-2 which was proposed in 2003 but no action was taken. After discussion it was decided that Mr. Parsons will forward the current tenant grievance procedure/policy to the commissioners for review. The commissioners will propose language they would like to be included in the Tenant Affairs at Board Meeting Policy and the topic will be put on the agenda again in December.

CFP Project Updates

Mr. Parsons informed the board that the fire rated stairwell in the Pannell Learning Center should be completed within the next week. In the Pannell Learning Center, the bathroom renovations will be completed next followed by the fire alarm system installation. The Redding Circle security camera system installation has been completed and Mr. Parsons will conduct the aim/focus of the cameras with the contractor next week.

Princeton Senior Resource Center MOU – Resolution 2011-17

Commissioners were provided with a letter to the PHA from the PSRC Executive Director, Susan Hoskins, in addition to the proposed Memorandum of Understanding between the PHA and PSRC. After discussion, a motion to approve the MOU between the PHA and PSRC for the period of July 1, 2011 – June 30, 2012 was made by Mr. DeGeorge and seconded by Ms. Swain. All were in favor. (See resolution 2011-17)

V. Unfinished Business - None

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

Respectfully submitted,

Scott E. Parsons