

**HOUSING AUTHORITY OF THE BOROUGH OF PRINCETON**  
**MINUTES OF THE MONTHLY MEETING**  
**October 26, 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 E.D. Parsons

Absent: Commissioner Levy (arrived during the approval of payment of bills)

Guests: Liaison Trelstad, Yina Moore (Mayoral candidate), Crystal Knapp (reporter), Cartasia Merrill (Redding Circle resident), Shakira Merrill (former Redding Circle resident)

### **Opening Statement**

A motion to open the meeting was made by Ms. Swain and seconded by Mr. DeGeorge. 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, October 26, 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**

Yina Moore expressed that she is very interested in Public Housing and would hope that quality services continue to be provided to low income individuals/families and be expanded in the future.

Shakira Merrill, a former resident that was evicted for nonpayment of rent, provided the board members with a written summary of her situation and asked that the board review her situation as she feels that she has not been treated fairly. She also informed the board, when asked, that she has been staying with her mother on Clay Street.

Cartasia Merrill, a current resident that has been evicted for nonpayment of rent but is on a hardship stay of eviction expressed to the board that she has been wrongfully evicted and never received proper notice of her court date.

The board thanked both Shakira Merrill and Cartasia Merrill for coming to the meeting and informed them that they will discuss the matters with the PHA legal counsel and respond to them within 10 days.

## **II. Approval of Minutes**

A motion to approve the minutes of the July 19, 2011 board meeting was made by Mr. DeGeorge and seconded by Ms. Swain. All were in favor (Levy absent)

A motion to approve the minutes of the September 13, 2011 board meeting was made by Mr. DeGeorge and seconded by Mrs. Sippelle. All were in favor (Levy absent)

A motion to approve the minutes of the September 26, 2011 Special Meeting was made by Mr. DeGeorge and seconded by Mr. Pannell. All were in favor (Levy absent)

## **III. Approval of Payment of Bills**

Copies of the September 2011 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills was made by Mr. Levy and seconded by Ms. Swain. All were in favor.

Copies of the August 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**

### Intergovernmental Service Contract – Resolution 2011-16

There was discussion regarding the validity of the resolution that was passed at the September 26, 2011 Special Meeting regarding the Intergovernmental Service Contract between the PHA and the Lakewood Housing Authority. Liaison Trelstad stated that she finds it unusual that a resolution not written or signed until October 7, 2011 could have been approved on September 26, 2011. To eliminate any negative appearance and to provide total transparency, the board decided to put the resolution to a vote again. A motion to approve the Intergovernmental Service Contract was Mr. DeGeorge and seconded by Mr. Levy. All were in favor. (See resolution 2011-16)

### Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of September 2011, for active tenants, were \$12,176.17. The report also indicates that \$2,131.99 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$55,959.43. The Aged Accounts Receivable schedule indicates that of the \$12,176.17 due from current residents, \$9,671.863 (79.43%) 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.

### Vacancy Report

The vacancy report, effective October 26, 2011, was provided to all commissioners. The report indicates that there is one vacant apartment. The report also indicates that four apartments have been leased since the last board meeting and there are five known upcoming vacancies.

### Financial Statements

Financial Statements for the three months ending September 30, 2011 were provided to the commissioners. The financial Statements indicate an \$83,658 surplus through September. Through 25% of the budget year, the PHA has expended 22.26% of the budget. The Maple/Franklin financial statements indicate a \$1,295 deficit through September.

### HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of September 30, 2011, which indicates the Princeton Housing Authority's reporting rate is 100%.

### HUD/REAC Physical Inspection and PHAS Results

Mr. Parsons was very excited to report to the board that the PHA received an 86% of the REAC inspection that was conducted in September, 2011. With the other factors involved in the PHA score (Financial, Management Operations and Capital Fund), Mr. Parsons projected that the final PHA score should be a 94.39 which would be considered a high performer.

### PSRC MOU

This item was tabled as there were some pages missing from the information packets.

### Linda Sipprelle

Mrs. Sipprelle informed the board that she has completed two of the required Rutgers coursed and has found them to be very useful and informative.

## **V. Unfinished Business - None**

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

Respectfully submitted,

Scott E. Parsons  
AED