

HOUSING AUTHORITY OF THE BOROUGH OF PRINCETON
MINUTES OF THE MONTHLY MEETING
September 13, 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 and liaison Trelstad

Guests: None

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 Tuesday, September 13, 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

Approval of the minutes of the July 19, 2011 meeting was tabled until the October meeting.

III. Approval of Payment of Bills

Copies of the July 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.

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

Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of August 2011, for active tenants, were \$13,367.15. The report also indicates that \$290 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$23,745.22. The Aged Accounts Receivable schedule indicates that of the \$13,367.15 due from current residents, \$10,095.53 (75.52%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.56% of the annual tenant charges.

Vacancy Report

The vacancy report, effective September 13, 2011, was provided to all commissioners. The report indicates that there are four vacant apartments. The report also indicates that three 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 August 31, 2011, which indicates the Princeton Housing Authority's reporting rate is 99.51%.

Management Assessment Submission – Resolution 2011-9

After review, a motion to approve the Management Assessment submission to HUD for the fiscal year ending 6/30/11 was made by Ms. Swain and seconded by Mrs. Sippelle. All were in favor. (See resolution 2011-9)

Audit Contract for FYE 6/30/11- Resolution 2011-10

A motion to approve awarding the FYE 6/30/11 audit contract to Polcari & Company was made by Mr. DeGeorge and seconded by Mr. Pannell. All were in favor. (See resolution 2011-10)

Fee Accounting Contract for FYE 6/30/12 – Resolution 2011-11

A motion to approve awarding the FYE 6/30/12 Fee Accounting to Hymanson, Parnes & Giampalo was made by Ms. Swain and seconded by Mr. Pannell. All were in favor. (See resolution 2011-11)

Fire Alarm Contract – Resolution 2011-12

A motion to approve awarding the contract for the fire alarm system installation in the Henry F. Pannell Learning Center to J.W. Kennedy Fire Protection, LLC was made by Mr. DeGeorge and seconded by Ms. Sippelle. All were in favor. (See resolution 2011-12)

Fire Rated Stairwell Contract – Resolution 2011-13

A motion to approve awarding the contract for the fire rated stairwell installation in the Henry F. Pannell Learning Center to Agia Mason, Inc. was made by Mr. DeGeorge and seconded by Ms. Sippelle. All were in favor. (See resolution 2011-13)

Bathroom Renovations – Resolution 2011-14

A motion to approve awarding the contract for the bathroom renovations in the Henry F. Pannell Learning Center to Prime Finishing, LLC was made by Mr. DeGeorge and seconded by Ms. Sippelle. All were in favor. (See resolution 2011-14)

Spruce Circle Boiler Replacement Contract

Mr. Parsons informed the board that after further review and discussion, a determination was made to reject all the boiler replacement bids because the prices exceeded both the pre-bid estimate and budget amounts by a considerable amount. The bid documents will be reviewed to see if anything can be changed to reduce costs prior to re-bidding the project.

Intergovernmental Service Contract

This item was tabled until the board can further review the contract and available options.

New Health Benefit

Mr. Parsons informed the board of the new health benefit law that recently went into effect that will require all employees to contribute, at a minimum, 1.5% of their base salary toward employer provided health benefit costs.

V. Unfinished Business - None

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

Respectfully submitted,

Scott E. Parsons
Executive Director