

HOUSING AUTHORITY OF THE BOROUGH OF PRINCETON
MINUTES OF THE MONTHLY MEETING
APRIL 19, 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, Levy and E.D. Parsons

Absent: None

Guests: Barbara Trelstad (Borough Liaison)

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, April 19, 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. Providing 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 February 24, 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 February and March 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 March 2011, for active tenants, were \$8,615.53. The report also indicates that \$2,605.34 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$18,089.47. A Tenant Delinquency report that indicates the number and % of tenants delinquent in paying their rent was also provided to all commissioners. In total, there were 31 tenants with an outstanding balance of \$25 or higher. The Aged Accounts Receivable schedule indicates that of the \$8,615.53 due from current residents, \$5,759.53 (66.85%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 13.13% of the monthly rental charges.

Vacancy Report

The vacancy report, effective March 13, 2011, was provided to all commissioners. The report indicates that there are five vacant apartments. The report also indicates that five apartments have been leased since the last board meeting and there are three known upcoming vacancies.

The vacancy report, effective April 14, 2011, was provided to all commissioners. The report indicates that there are five vacant apartments. The report also indicates that four apartments have been leased since the last board meeting and there are four known upcoming vacancies.

Financial Statements

Financial statements for the 8 months ending February 28, 2011 were provided to the commissioners. The financial statements indicate a \$73,614 deficit through February. Through 67% of the budget year, the PHA has expended 64.61% of the budget; however, HUD Operating Subsidy and Rental Income are a combined \$106,337 under the budgeted amounts due to the 2011 HUD subsidy amounts not being finalized and being prorated at 92% along with the high number of apartment turnovers and associated lost rental income.

HUD 50058 Delinquency Report

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

Approval of Annual Plan-Resolution 2011-4

After discussion, a motion to approve form HUD-50077 for the 2011-2012 Annual PHA Plan was made by Ms. Swain and seconded by Mr. DeGeorge. All were in favor.

Approval of State Budget – FYE 6/30/12 – Resolution 2011-5

After discussion, a motion to approve the resolution approving the FYE 6/30/12 State Budget, which indicates a \$5,574 surplus, was made by Mr. DeGeorge and seconded by Mr. Pannell. All were in favor. The State budget will be presented for adoption after it is approved by the State.

Karin Court Audit Report

Mr. Parsons presented a brief overview of the 12/31/10 Karin Court audit report. The audit report did not indicate any findings and shows that Karin Court is operating with a positive cash flow but with an operating deficit due to depreciation and amortization.

Bed Bug Equipment

Mr. Parsons informed the board that bed bugs are becoming an increasing problem within our housing developments. Between October 2010 and March 2011, the PHA has spent nearly \$8,000 for the treatment of bed bugs with the problem appearing to be on the rise. Mr. Parsons presented the board with some information regarding heat treatment equipment that the PHA could purchase and conduct the treatments in-house. The heat treatment would eliminate the need to utilize potentially hazardous chemicals and eliminate the need for the PHA to rely on resident cooperation in preparing the apartment in the proper way. Failure of the resident to properly prepare the apartment will result in failed treatment when utilizing chemical treatments. The heat treatment equipment has also been known to be an effective treatment for roaches and termites. The PHA could purchase the equipment and bring the company in-house to perform training with our maintenance staff. After certified, the PHA could also offer bed bug treatment services to other agencies in the area in an effort to recoup the cost of the equipment and to supplement the PHA's operating income. The cost of the equipment designated for apartments, hotels and single-family homes ranges from \$32,000 to \$55,000. Mr. Parsons will monitor the problem and conduct more research in order to make a recommendation to the board.

Future of PYA

Commissioners were provided with copies of several emails and letters regarding PYA and their current financial crisis which is threatening the future of the after school program. In light of this financial crisis, PYA has requested financial support from the PHA for the 2011-2012 school year. After a lengthy discussion, the board agreed that the PHA could not commit any financial support to PYA at this time without knowing what changes are being made to PYA that will enable them to become a viable organization moving forward. The PHA has committed a considerable amount of financial support by agreeing to make any and all physical improvements to the buildings as required by the State. At this time, while waiting for a plan of action/restructuring plan from PYA, the PHA will contact the YMCA in an effort to set up a contingency plan in the event PYA is unable to provide services for the 2011-2012 school year.

Evelyn's Memorial Bench

After doing more research, Mr. Parsons found that the engraved benches he is able to locate are all made of a synthetic material. The board agreed that they would like to see a real wood bench used for the memorial. After further discussion, the idea of having an engraved stone placed next to the bench was presented. Barbara Trelstad said that she would find out some information from the Borough regarding engraved benches and stones.

Main Office Location

Mr. Parsons informed the board that he is considering moving the main office location to the Redding Circle Learning Center since PYA is no longer utilizing the building. Mr. Parsons stated that if the office was moved to Redding Circle, we would be located on site with almost half of our residents and would double the amount of square feet that current office offers. The office staff having a presence at Redding Circle could also reduce the number of resident incidents that occur at Redding Circle. Possible uses for the current office would be to have half of the building used as a satellite office and the other half be turned into a laundry facility or rented office space. Mr. Parsons brought the idea to the board to see if there were any objections and there were none at this time. Mr. Parsons will wait to find out the future of the PYA program and the likelihood that they will return to the Redding Circle site before presenting a formal request to the board.

Redding Circle Playground

Based on resident requests to improve the playground at Redding Circle over the past couple of years we have included a line item in our current Capital Fund to upgrade the playground. Mr. Parsons provided a copy of the notice that was delivered to each Redding Circle Family requesting a list of recommendations or items they would like to see included in the playground upgrade. Out of 40 families, only two responded with any input.

Security Camera Install – Started 4/11/11 on Clay Street

Mr. Parsons informed the board that the security camera installation started 4/11/11 on Clay Street. There have been no issues to date and we have received nothing but compliments from residents about the contractors. The Clay Street installation should be completed in 3 to 4 weeks.

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