

HOUSING AUTHORITY OF THE BOROUGH OF PRINCETON
MINUTES OF THE MONTHLY MEETING
MAY 17, 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, May 17, 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

Shakira Merrill, 16 Redding Circle, addressed the board to inform them that she received a notice to cease from the PHA for an incident she was not involved in and claims that the E.D., Mr. Parsons, is harassing her. Ms. Merrill also informed the board that she was evicted for non-payment of rent but claimed the consent order documents were forged. Mr. Parsons explained to the board that Ms. Merrill did receive a notice to cease for a noise disturbance/fighting that occurred on May 7 at 1:30am. Ms. Merrill received the notice only after receiving verification from the Princeton Township Police Department that she was involved in the disturbance. Mr. Parsons also informed the board that Ms. Merrill was evicted for non-payment of rent several months ago and is currently on a hardship stay of eviction through July 31, 2011. Mr. Parsons also vigorously defended the accusations from Ms. Merrill that she was wrongly evicted and informed the board that Ms. Merrill had her chance in front of the Judge on three separate occasions. The board suggested that Ms. Merrill consult her attorney regarding her eviction claims and have him talk to the PHA attorney.

II. Approval of Minutes

A motion to approve the minutes of the April 19, 2011 board meeting was made by Mr. Levy and seconded by Mr. DeGeorge. All were in favor.

III. Approval of Payment of Bills

Copies of the April 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 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 2011, for active tenants, were \$9,865.67. The report also indicates that \$3,686.34 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$21,076.61. 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 30 tenants with an outstanding balance of \$25 or higher. The Aged Accounts Receivable schedule indicates that of the \$9,865.67 due from current residents, \$8,085.29 (81.95%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.24% of the annual tenant charges.

Vacancy Report

The vacancy report, effective May 16, 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 no known upcoming vacancies.

Financial Statements

Financial statements for the 9 months ending March 31, 2011 were provided to the commissioners. The financial statements indicate a \$93,940 deficit through March. Through 75% of the budget year, the PHA has expended 73.68% of the budget; however, HUD Operating Subsidy and Rental Income are a combined \$123,908 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 April 30, 2011, which indicates the Princeton Housing Authority's reporting rate is 100.00%.

Task Force Meeting

A copy of the minutes to the April 20 Affordable Housing Task Force meeting were distributed to all commissioners.

PHADA Website

In 2010 Mr. Parsons submitted information about and pictures of the PHA Karin Court development to the Public Housing Authorities Directors Association. Mr. Parsons provided commissioners with print outs of the PHADA website which is currently featuring pictures of Karin Court.

Evelyn's Memorial Bench

A decision was made at the April board meeting that a real wood memorial bench will be used. Ms. Trelstad will provide Mr. Parsons with the name of the engraving/plaque company that the Borough has used for their memorial stones.

PYA Update

Mr. Parsons informed the board that the YMCA will be taking over the after-school program from PYA for the 2011-2012 school year. All indications are that this change will provide a more structured and stable foundation for the program moving forward. Mr. Parsons also provided commissioners with a copy of his email to Clayton Marsh, and his response, regarding reports that PYA members were spreading false information about the PHA and PYA program to Redding Circle residents.

Security Camera Install Update

Mr. Parsons informed the board that the security camera installation has just completed on Clay Street and the system just needs to be connected to the dvr and office computer system. The Redding Circle installation is scheduled to begin next week.

PCH 2010 Annual Report

Mr. Parsons provided all commissioners with a copy of the PCH 2010 Annual Report.

PHA Audit Report – FYE 6/30/10

Mr. Parsons provided all commissioners with a copy of the PHA 6/30/2010 Audit Report which was an unqualified report (clean) with no findings or recommendations.

PHADA Articles – 2011 Funding and PHAS

Mr. Parsons provided all commissioners with articles from PHADA explaining the 2011 HUD funding and the PHAS interim rule. HUD cuts to the 2011 Capital Fund Program, approximately 18%, will result in the PHA realizing a \$47,000 reduction in Capital fund in 2011. The 2010 CFP grant was \$259,641 and the projected 2011 CFP grant will be \$212,906. The PHAS article explains all the changes to the way Public Housing Authorities will be evaluated moving forward. The PHA will be evaluated based on the new criteria beginning with the FYE 6/30/2011 even though the indicators and thresholds were not know until March 2011.

Clay Street Block Party – August 28

Mr. Parsons informed the board that the second annual block party, organized by the PHA, Princeton Human Services and the Borough Police Department, is tentatively scheduled for August 28 from 2pm-6pm on Clay Street.

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