

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
April 19, 2016**

The members of the Board of Commissioners, Princeton Housing Authority, 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, Logan, Sipprelle, Pannell, Brooks, Levy (via phone), attorney Cochran and LHA AED Parsons.

Absent: Commissioner McGowen and Liaison Liverman

Guests: None

Opening Statement

A motion to open the meeting was made by Mr. Levy and seconded by Ms. Logan. 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 Princeton Housing Authority to be held on Tuesday, April 19, 2016 at 6:00 p.m. at the Henry F. Pannell Learning Center, 2 Clay Street, Princeton, New Jersey was given by:

1. Providing notice of the same to the Municipality of Princeton, 400 Witherspoon Street, Princeton, New Jersey, for posting 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 Princeton Housing Authority, notice hereof; and
3. Filing notice hereof with the Clerk of the Municipality of Princeton at 400 Witherspoon Street, 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

Tom Pyle introduced himself as a Princeton resident that is interested in public housing and disabled housing. Mr. Pyle stated that his is affiliated with NAMI and wanted to attend the meeting to be more informed about the available housing in the area. Mr. Pyle expressed his concern regarding the need for additional affordable and disabled housing in Princeton.

Cora Sloan and Bobbi Freeman questioned why Ms. Freeman is not being transferred to an available one bedroom apartment at Spruce Circle. Mr. Parsons explained that Ms. Freeman was recently transferred from an upstairs studio apartment to a downstairs studio apartment to accommodate her medical necessity. Ms. Freeman's request to transfer to a one bedroom apartment is considered a convenience transfer (since she is the only household member) and there are two pending medical necessity transfers

that take precedent over any convenience transfer. Ms. Freeman was told to call TiNesha in the office to find out what number she is on the convenience transfer list.

II. Approval of Minutes

A motion to approve the minutes of the March 15, 2016 board meeting was made by Ms. Brooks and seconded by Ms. Sipprelle. All were in favor.

III. Approval of Payment of Bills

Copies of the March 2016 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for March was made by Ms. Sipprelle and seconded by Ms. Logan. 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 2016, for active tenants, were \$10,640.88. The report also indicates that \$3,072.00 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$19,248.88. The Aged Accounts Receivable schedule indicates that of the \$10,640.88 due from current residents, \$7,829.88 (73.58%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.17% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective April 14, 2016, was provided to all commissioners. The report indicates that there are seven vacant apartments, six of which became vacant on 3/31/16. The report also indicates that two apartments have been leased since the last board meeting and there are two known upcoming vacancies.

Financial Statements

Financial Statements for the 8 months ending February 29, 2016 were provided to the commissioners. The financial statements indicate a \$154,351 surplus through February. Through 67% of the budget year, the PHA has expended 59.59% of the budget. The Maple/Franklin financial statements indicate a \$2,003 deficit through February. Balance sheets were also provided for both the Public Housing Program and Maple/Franklin.

HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of March 31, 2016, which indicates the Princeton Housing Authority's reporting rate is 99.02%. The two delinquent files have already been addressed.

Karin Court 2015 Audit Report

A copy of the audit report was distributed to all commissioners. The figures did not change from the internal financial statements that were provided at a previous board meeting.

State Budget Approval 7/1/16-6/30/17 (2016-4)

A motion to approve the State budget, indicating a \$7,001 surplus, for submission to NJDCA was made by Ms. Brooks and seconded by Ms. Logan. All were in favor.

Awarding Contract for Roofing and Siding at Karin Court (2016-5)

A motion to award the contract to the lowest bidder, Unlimited Builders Construction, LLC, in the amount of \$169,500 was made by Ms. Logan and seconded by Ms. Sipprelle. All were in favor.

Rejected Bids for Spruce Circle Bathroom Renovations

Mr. Parsons informed the board that all bids were rejected do to bids coming in significantly higher than the pre-bid estimate and budget. The pre-bid estimate for the proposed work was \$275,000 and the low bid came in at \$388,800. The architects bid review letter was included in the board meeting package. The plan is to re-bid after revising the scope of work as necessary in order to complete the most critical items and stay within the budgeted amount.

Princeton Consolidated Cooperation Agreement

All commissioners were provided with a copy of the draft resolution and cooperation agreement from the municipality. The cooperation agreement has been reviewed and modified by Mr. Parsons and Mr. Cochran several times. The cooperation agreement was in need up updating since the Borough and Township have consolidated and there were separate cooperation agreements between the PHA and each municipality. After the municipality approves the revised/updated cooperation agreement, the PHA will pass a resolution for the same.

NJ Transit Bus Shelter

All commissioners were provided with a copy of the municipality's resolution 16-88 approving the installation of the bus shelter as previously approved by the PHA.

WJ Historical District

Chair Newlin explained a little about the historical district designation and Clay Street's inclusion in the district. Mr. Newlin indicated that he does not believe it will be an issue with the PHA maintenance or capital improvement operations as there will most likely not be any major changes to the developments streetscape and the type 2 historical district is very flexible.

John Street Shop

Mr. Parsons informed the board that the municipality has requested that the PHA sign off on the PSEG service removal request now, prior to HUD's approval of the disposition, because the application process takes approximately 6 weeks. Due to insurance and liability issues, attorney Cochran recommended waiting until HUD approved the disposition and the property has been transferred to the municipality.

Report from Redevelopment Sub-Committee

There has been no activity since the last board meeting and therefore no report.

V. Unfinished Business

A motion to adjourn the meeting was made by Ms. Brooks and seconded by Ms. Logan. All were in favor.

Respectfully submitted,

Scott E. Parsons