

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
May 17, 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, Levy, McGowen and LHA AED Parsons.

Absent: Commissioners Brooks and Pannell, Attorney Cochran and Liaison Liverman

Guests: None

Opening Statement

A motion to open the meeting was made by Mr. McGowen and seconded by Ms. Sipprelle. 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, May 17, 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

Dosier Hammond stated that he commends the Housing Authority on the work they do and he wishes luck on future projects and he hopes to work with the PHA in the future.

Wilma Solomon stated that she is a member of Not in Our Town and had questions about Princeton preference and if the PHA utilizes a preference system.

Barbara Fox stated she was just at the meeting as a visitor.

II. Approval of Minutes

A motion to approve the minutes of the April 19, 2016 board meeting was made by Ms. Sippelle and seconded by Ms. Logan. All were in favor.

III. Approval of Payment of Bills

Copies of the April 2016 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for March was made by Ms. Logan and seconded by Ms. Sippelle. 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 2016, for active tenants, were \$9,690.38. The report also indicates that \$3,471.00 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$17,879.38. The Aged Accounts Receivable schedule indicates that of the \$9,690.38 due from current residents, \$7,811.73 (80.61%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.07% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective May 10, 2016, was provided to all commissioners. The report indicates that there are four vacant apartments, three apartments have been leased since the last board meeting and there are three known upcoming vacancies.

Financial Statements

Financial Statements for the 9 months ending March 31, 2016 were provided to the commissioners. The financial statements indicate a \$142,163 surplus through March. Through 75% of the budget year, the PHA has expended 69.72% of the budget. The Maple/Franklin financial statements indicate a \$53 deficit through March. 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 April 30, 2016, which indicates the Princeton Housing Authority's reporting rate is 99.02%. The two delinquent files have already been addressed and the HUD report is inaccurate. It appears that the PIC system may no longer be supported as the HUD contract for supporting the system has expired.

RAD Conversion Update

A copy of the HUD RAD letter indicating that our application meets the criteria for converting to RAD was provided to all commissioners. Commissioners requested that a pro/con list regarding converting to RAD be compiled.

John Street Shop Property Transfer (2016-6)

HUD requested that a second resolution be passed regarding the transfer of the John Street shop property to the municipality. A motion to transfer the property to the municipality, for the reasons detailed in the resolution, was made by Ms. Logan and seconded by Mr. Levy. All were in favor.

Princeton Consolidated Cooperation Agreement (2016-7)

A motion to approve the updated and consolidated Cooperation Agreement with the Municipality of Princeton was made by Mr. McGowen and seconded by Ms. Sippelle. All were in favor.

Staff Summer Hours

The office staff has requested that the current Summer Hours policy be revised to reflect a 35 hour work week during Monday-Friday rather than a 30 hour work week Monday-Thursday. The office hours from July 1-Labor Day would be 8am-4:45pm, Monday-Thursday with the office being closed on Fridays. With these hours the staff would be assessable to the residents earlier in the morning and also later in the afternoon which could be helpful for residents that work. After discussion the board agreed to give it a try. Mr. Parsons will discuss with the staff and will prepare a formal resolution for the next meeting if there is still a desire to make the revision.

John Street Shop

All commissioners were provided with the letter from HUD approving the John Street shop property transfer to the municipality. There are specific conditions regarding the transfer of property which must be met and must be recorded in the legal documents supporting the transfer. The board decided to increase the use restriction of the property to 99 years instead of the minimum requirement of 30 years.

Report from Redevelopment Sub-Committee

Commissioner Levy indicated that we are in a waiting period until the Mount Laurel numbers are released. He also reported that PCH was given \$5,000 from the municipality to go toward funding a feasibility study for a PCV expansion. In addition, Mr. Levy indicated that 9% and even 4% LIHTC's are very competitive and our delay in moving forward earlier has hurt with financing options. The next step is to meet with PCH to discuss moving forward in the most effective way possible.

Chair Newlin stated that he was approached with a potential opportunity for 31/33 Lytle Street that he thinks should be explored. The proposal included the PHA requesting from the municipality to use a small sliver of the land currently planned for expansion of the Mary Moss Playground in order for Habitat for Humanity to be able to build two affordable housing structures instead of one. After discussion, the board agreed that a meeting to discuss can be set up with Habitat for Humanity but this proposal should not be in any way tied to our commitment to transfer the John Street shop property to the municipality. Commissioner McGowen did not think it was a good idea for the Housing Authority to get involved with this proposal.

V. Unfinished Business

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

Respectfully submitted,

Scott E. Parsons