

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
May 19, 2015**

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, Pannell, Sipprelle, Logan, McGowen, Brooks, Levy, attorney Cochran and LHA AED Parsons.

Absent: 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 19, 2015 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

None

II. Approval of Minutes

A motion to approve the minutes of the March 17, 2015 board meeting was made by Ms. Sipprelle and seconded by Mr. Pannell. Mr. Levy abstained and all others were in favor.

A motion to approve the minutes of the April 21, 2015 board meeting was made by Ms. Logan and seconded by Ms. Sipprelle. All were in favor.

III. Approval of Payment of Bills

Copies of the April 2015 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for April was made by Ms. Brooks 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 April 2015, for active tenants, were \$9,795.22. The report also indicates that \$3,516.52 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$18,545.74. The Aged Accounts Receivable schedule indicates that of the \$9,795.22 due from current residents, \$8,013.30 (81.81%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.10% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective May 14, 2015, was provided to all commissioners. The report indicates that there are two vacant apartments. The report also indicates that two apartments have been leased since the last board meeting and there is one known upcoming vacancy.

Financial Statements

Financial Statements for the 9 months ending March 31, 2015 were provided to the commissioners. The financial statements indicate a \$65,017 surplus through March. Through 75% of the budget year, the PHA has expended 69.21% of the budget. The Maple/Franklin financial statements indicate a \$10,623 surplus 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, 2015, which indicates the Princeton Housing Authority's reporting rate is 100%.

RAD Conversion

Mr. Parsons explained that it appears that converting to RAD is still financially beneficial to the PHA but a Physical Conditions Assessment (PCA) needs to be performed in order to make a final determination to proceed or not. An RFP will be put out shortly to procure a firm to perform the required PCA. Converting to RAD will not have any effect on the tenants other than benefiting from capital improvements that will be made as a result of the conversion. The PHA will realize reduced HUD oversight, a more steady and reliable income stream, more financing flexibility and elimination of the requirement to require Davis-Bacon Wage Rates for capital improvements after the initial conversion.

A&E Contract Award for Spruce Circle Bathrooms (2015-5)

A motion to approve awarding the contract to Habitech Architects, P.C. in the amount of \$14,355 was made by Mr. McGowen and seconded by Ms. Sippelle. All were in favor.

YMCA Summer Camp MOU (2015-6)

A motion to approve an MOU to partner with the Princeton YMCA to manage the 2015 Summer Learning Camp was made by Ms. Logan and seconded by Mr. Pannell. All were in favor.

John Street Shop (2015-7)

After discussion, a motion to approve the sale of the John Street Shop property to the municipality for the exclusive purpose of expansion of the Mary Moss Playground was made by Mr. McGowen and seconded by Ms. Sippelle. All were in favor.

Report from Redevelopment Sub-Committee

Commissioner Levy provided a summary of the meeting he had with Commissioner McGowen, Mr. Parsons and representatives from LISC. For Karin Court, the best financial approach may be to not buy out Valley National Bank's interest in the partnership and continue with business as usual. For Maple/Franklin, the next step is to contact developers or to put an RFP out for developer partner. LISC is going to provide a list of potential developers. Commissioner McGowen also stated that there will be a meeting at Monument Hall tomorrow at 7pm to discuss the COAH/Mount Laurel process/requirements. He stated that the PHA may want to get involved in the discussions/process early on.

V. Unfinished Business

Chair Newlin stated that he is still talking with Superintendent Cochran regarding the transportation issues for Karin Court and Redding Circle children. He is hopeful that a resolution can be determined before the beginning of the 2016 school year.

Commissioners Brooks and Pannell stated that they met with Community House regarding providing programs in the neighborhood instead of at the High School. They intent to get together with parents of high school students in July to determine the demand and develop programs based on the needs of the tenants.

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

Respectfully submitted,

Scott E. Parsons