

**PRINCETON HOUSING AUTHORITY  
MINUTES OF THE MONTHLY MEETING  
October 21, 2014**

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, Sippelle, McGowen, Logan, Brooks, Attorney Cochran and LHA AED Parsons.

Absent: Commissioner Levy and Liaison Liverman

Guests: None

**Opening Statement**

A motion to open the meeting was made by Ms. Sippelle and seconded by Mr. Pannell. 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, October 21, 2014 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 September 16, 2014 meeting was made by Ms. Sippelle and seconded by Mr. McGowen. All were in favor.

### **III. Approval of Payment of Bills**

Copies of the September check registers were provided to all commissioners. Mr. Parsons explained the changes in the trash collection and that the PHA should realize a savings of approximately \$37,000/year due to the changes. After discussion, a motion to approve the payment of bills for September was made by Mr. McGowen 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 September 2014, for active tenants, were \$19,027.84. The report also indicates that \$340.48 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$26,533.32. The Aged Accounts Receivable schedule indicates that of the \$19,027.84 due from current residents, \$13,107.77 (68.89%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 2.14% of the annual tenant charges where the HUD guideline is 1.5% or less.

#### Vacancy Report

The vacancy report, effective October 16, 2014, was provided to all commissioners. The report indicates that there are four vacant apartments. The report also indicates that four apartments have been leased since the last board meeting and there is one known upcoming vacancy.

#### Financial Statements

Financial Statements for the 2 months ending August 31, 2014 were provided to the commissioners. The financial statements indicate a \$71,758 surplus through August. Mr. Parsons indicated it was too early in the fiscal year to be concerned with the surplus as most of it will be eliminated due to natural gas expenses for heating throughout the winter months. Through 17% of the budget year, the PHA has expended 12.08% of the budget. The Maple/Franklin financial statements indicate a \$5,366 surplus through August. 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 September 30, 2014, which indicates the Princeton Housing Authority's reporting rate is 99.51%. Mr. Parsons indicated that the one delinquent file is due to legal reasons so it may appear delinquent on the report for several months.

#### HUD Monitoring Review Report

All commissioners were provided a copy of HUD's Federal Labor Standards Monitoring Review Report which indicated that there were no findings. The report stated that the PHA's overall labor standards system and performance was found to be satisfactory, there are no findings and the staff was knowledgeable and applied federal labor standards properly for its covered projects.

#### HUD Subsidy

All commissioners were provided with a copy of HUD's Explanation of Calendar Year 2014 Final Obligations. The final operating subsidy proration for 2014 ended up being 88.79%.

### John Street Shop

Mr. Parsons informed the board that he received correspondence from the town that the estimate to demolish the shop is approximately \$30,000 with an additional \$20,000 for asbestos removal. The town's proposal is for the PHA to contribute up to 50% of the cost of demolition and turn the property over to the town. The hope for the board is that the PHA could donate the shop/property to the town in exchange for a different piece of property. This exchange would allow the town to expand the Mary Moss Park and potentially allow the PHA to expand/increase its stock of low income housing which is desperately needed in Princeton. The town has recently received a grant of approximately \$700,000 to upgrade the Mary Moss Park so the timing of this potential exchange seemed perfect. Mr. Parsons will contact the town to find out where the asbestos is located, as it was the PHA's belief that there was no asbestos in the building, and to discuss the potential land swap further. The PHA does not believe it is in its best interest to contribute to the demolition cost of the building and get nothing in return for the property.

### Report from Redevelopment Sub-Committee (Resolution 2014-12)

There was no update on the Karin Court partnership agreement with Valley National Bank at this time.

Mr. McGowen provided an overview of the proposed MOU with PCH for the purpose of increasing the number of low income/affordable housing units in Princeton. After discussion with the board, and minor changes to the MOU, a motion to approve the MOU (with changes) was made by Ms. Brooks and seconded by Ms. Sippelle. All were in favor.

### Municipality's Task Force

Mr. McGowen discussed the Municipality's task force which will be meeting to discuss the potential uses for township owned land/property and if any of it should be used for affordable housing. Mr. McGowen indicated that the PHA board needs to appoint one PHA member to the Task Force. Since it appears that Mr. Levy may be appointed to the Task Force as a resident/community member, the board decided to appoint Rev. Dr. Brooks to the Task Force. Ms. Brooks accepted the appointment and all were in favor.

## **V. Unfinished Business**

None

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