

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
November 17, 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, Logan, Sipprelle, McGowen, Brooks, Liaison Liverman and LHA AED Parsons.

Absent: Commissioners Pannell and Levy and Attorney Cochran

Guests: None

Opening Statement

A motion to open the meeting was made by Mr. McGowen 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, November 17, 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

Dosier Hammond attended the meeting but did not have any comment.

II. Approval of Minutes

A motion to approve the minutes of the October 20, 2015 board meeting was made by Ms. Sipprelle and seconded by Ms. Logan. All were in favor.

III. Approval of Payment of Bills

Copies of the October 2015 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for October was made by Mr. McGowen 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 October 2015, for active tenants, were \$14,630.13. The report also indicates that \$3,273.00 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$23,410.13. The Aged Accounts Receivable schedule indicates that of the \$14,630.13 due from current residents, \$12,096.22 (82.68%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.58% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective November 12, 2015, was provided to all commissioners. The report indicates that there are three vacant apartments. The report also indicates that no apartments have been leased since the last board meeting and there are four known upcoming vacancies.

Financial Statements

Financial Statements for the 3 months ending September 30, 2015 were provided to the commissioners. The financial statements indicate a \$108,492 surplus through September. Mr. Parsons indicated that the surplus is inflated because the heating season has not occurred yet which will result in high natural gas expenses. Through 25% of the budget year, the PHA has expended 19.63% of the budget. The Maple/Franklin financial statements indicate a \$4,121 surplus through September. 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 October 31, 2015, which indicates the Princeton Housing Authority's reporting rate is 100%.

RAD Annual Plan Significant Amendment (2015-19)

Mr. Parsons indicated that a similar resolution passed last month was lacking some of the required wording, thus a new resolution was has been presented. A motion to approve the RAD related significant amendment to the Annual and 5-Year Plan was made by Ms. Logan and seconded by Ms. Brooks. All were in favor.

John Street Shop

A copy of the Tax Assessor's valuation of the property was provided to commissioners. Mr. Parsons indicated that the value show on the report was much higher than he was anticipating. The report was sent to HUD to accompany the application for disposal.

Report from Redevelopment Sub-Committee

Mr. McGowen spoke about the preliminary proposal for affordable housing at Maple/Franklin and the parking lot, a copy of which was provided to all commissioners and was emailed to the municipality for inclusion in the affordable housing master plan. The discussion included topics of partnering with PCH, LIHTC and the town's affordable housing obligation. Liaison Liverman indicated that the

Maple/Franklin development is not on the list that is being included in the affordable housing master plan. There was some discussion as to why the municipality asked the PHA for a proposal if it was not going to be included in the master plan. The board will follow up with the appropriate municipal staff members.

V. Unfinished Business

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

Respectfully submitted,

Scott E. Parsons