

**PRINCETON HOUSING AUTHORITY  
MINUTES OF THE MONTHLY MEETING  
November 18, 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, Sippelle, McGowen, Logan, Brooks, Levy Attorney Cochran and LHA AED Parsons.

Absent: Commissioner Pannell and Liaison Liverman

Guests: None

### **Opening Statement**

A motion to open the meeting was made by Ms. Brooks and seconded by Mr. Levy. 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 18, 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**

Ciara Corbeil introduced herself as a Princeton University student working on a project about affordable housing and just present to observe the meeting. The board welcomed Ms. Corbeil and Mr. Parsons indicated that he would contact Ms. Corbeil the next day to answer questions she may have.

Tameka Walden-Johnson, a Clay Street resident, addressed the board regarding her eviction and lockout from her apartment. Ms. Walden-Johnson apologized for not attending the two court dates that were set regarding her nonpayment of rent and requested that the board allow her stay as a resident. Larry and Fern Spruill and Patty Yates also attended the meeting in support of Ms. Walden-Johnson. After hearing everyone speak, Mr. Newlin indicated that the board will discuss the matter in closed session and get in touch with Ms. Walden-Johnson tomorrow.

## **II. Approval of Minutes**

A motion to approve the minutes of the October 21, 2014 meeting was made by Mr. McGowen and seconded by Ms. Logan. Mr. Levy abstained and all others were in favor.

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

Copies of the October check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for October was made by Ms. Sippelle and seconded by Mr. Levy. All were in favor.

## **IV. New Business/Reports**

### YMCA (PYA) Presentation

This agenda item was tabled until the next board meeting.

### Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of October 2014, for active tenants, were \$19,281.16. The report also indicates that \$920.97 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$26,643.13. The Aged Accounts Receivable schedule indicates that of the \$19,281.16 due from current residents, \$12,031.10 (62.40%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 2.18% of the annual tenant charges where the HUD guideline is 1.5% or less. There was an extensive discussion on the rent collection process and the possibility of offering credit/financial counseling. Mr. Parsons will reach out to Kate Hall to see if she would be able to help put tenants in contact with counseling agencies as they get behind in their rent.

### Vacancy Report

The vacancy report, effective November 14, 2014, was provided to all commissioners. The report indicates that there are three vacant apartments. 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 4 months ending October 31, 2014 were provided to the commissioners. The financial statements indicate a \$58,315 surplus through October 31. Through 33% of the budget year, the PHA has expended 29.18% of the budget. The Maple/Franklin financial statements indicate a \$2,819 deficit through October. 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, 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 issues with one tenant that prohibits the PHA from completing the annual recertification.

### 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 RAD Contingent Approval Letter

All commissioners were provided with a copy of HUD's RAD Approval Letter. Mr. Parsons explained that the letter indicates that HUD has determined that our application is eligible but is not a commitment by HUD to convert our public housing units to RAD. A commitment may be made if HUD receives authority to increase the number of units that can convert assistance through RAD.

#### Roof Replacement at Redding Circle Family

Mr. Parsons informed the board that the roof replacement job is almost complete at Redding Circle. Unfortunately, due to damaged plywood that needed to be replaced, the maintenance garage roof was removed from the contract due to financial constraints.

#### FYE 6/30/14 HUD PHAS Score Report

All commissioners were provided with the PHAS Score Report which indicates the PHA has been designated a High Performer for the 4<sup>th</sup> year in a row. Mr. Parsons indicated that through his research only 30% of NJ Housing Authorities are considered High Performers and that the entire agency should be proud of this accomplishment.

#### John Street Shop

Mr. Parsons informed the board that he received notice that the Princeton Council is going to discuss the John Street Shop matter on Friday.

#### 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.

An email was provided to the commissioners which indicated that the PCH Executive Committee recommended that the MOU be forwarded to the Board of Trustees for consideration at the 12/4/14 board meeting.

#### Executive Session

A motion to enter into Executive Session to discuss the Tameka Walden-Johnson case was made by Mr. McGowen and seconded by Ms. Sippelle. All were in favor.

At 7:32 pm a motion to exit Executive Session was made by Ms. Brooks and seconded by Mr. McGowen. All were in favor.

### **V. Unfinished Business**

None

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

Respectfully submitted,

Scott E. Parsons