

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
April 17, 2018**

The members of the Board of Commissioners of the 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 at 6:15 p.m. by Chairperson Newlin and upon roll call, those present and absent were:

Present: Commissioners Newlin, Sipprelle, Logan, Pannell, Tuck-Ponder and Weiss,
Attorney Cochran; Liaison Liverman
Absent: Commissioner McGowan

Opening Statement

A motion to open the meeting was made by Ms. Sipprelle 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, April 17, 2018 at 6:15 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, 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 the meeting.

I. Public Comment Period

Ms. Bates expressed her concerns about continuing reports that mice have been sighted in various locations along Clay Street, most recently in the Henry F. Pannell Learning Center. Tenant Nellie Gregoris advised that she had experienced a seasonal mouse problem, but that PHA maintenance personnel had laid traps and that her problem was resolved.

The rodent issue was discussed later in the meeting during the report on unit vacancies, but is being recorded here inasmuch as it involved additional public comment. Commissioner Pannell, also a tenant and the retired Supervisor of Maintenance at PHA, reported that Clay Street had never experienced a rodent problem until a certain residence was demolished on Lytle Street which was completely infested with mice. Since that time, residents of Clay Street have repeatedly experienced mouse infiltration. Increased activity has been also noted following the demolition of the old hospital on Witherspoon Street. Current maintenance supervisor Kelly reported that his staff had responded to every reported incident of mice infiltration, but several members of the public expressed the opinion that tenants are reluctant to report the presence of mice as a result of a societal view that mice are linked to personal uncleanliness. Maintenance supervisor Kelly stated that he will be certain to follow up with the complaints raised and to specifically inquire of Clay Street residents whether they have seen mice in or near their units with the aim of targeting extermination efforts. If necessary, he advised that he would enlist the assistance of Western Pest which is under contract for general pest control in an attempt to eradicate the mouse problem.

Tenant Advisory Council President, Patty Ann Yates reported that a number of tenants had discarded refuse, including washers, dryers and mattresses in the rear of their units which, in addition to being a safety hazard, she believed served to prolong or exacerbate the rodent problem. She asked the Board to press the staff to assess more fines on offending tenants to deter the improper disposal of refuse. The Board responded that such fines were largely ineffective as a deterrent and did nothing to resolve the problem. Instead, the Board asked Ms. Yates, in her capacity as Advisory Council President, to coordinate a date within the next month for a staff/tenant "clean up" day on Clay Street where PHA maintenance vehicles would be available to collect and cart away all of the trash and refuse collected. The Board suggested that the "clean up" day could be concluded with a community barbeque for all tenants participating.

Ms. Yates also brought up the issue of the insects on Clay Street. Since the last meeting, the insects in question had been identified as coming from an alder tree on another property owner's lot. Maintenance supervisor Kelly reported that these insects tend to live in alder trees and swarm to certain preferred spots. These bugs are harmless, but nonetheless a nuisance. Western Pest advised that it knew of nothing to eradicate them. Several people advised that Cooper Pest had successfully treated these insects in Princeton. Supervisor Kelly stated that he would consult Cooper Pest to address the problem.

II. Approval of Minutes.

A motion to approve the minutes of the March 27, 2018 regular meeting was made by Mr. Weiss and seconded by Ms. Sippelle. All were in favor. A motion to approve the minutes of the March 27, 2018 executive session meeting was made by Ms. Sippelle and seconded by Mr. Weiss. All were in favor. A motion to approve the minutes of the April 4, 2018 special meeting was made by Ms. Logan and seconded by Mr. Weiss. All were in favor.

III. Approval of Payment of Bills.

Copies of the March, 2018 check registers were provided to all Commissioners. A motion to approve the payment of the bills was made by Ms. Logan and seconded by Ms. Sippelle. All were in favor.

IV. New Business reports

Tenant Balances:

The tenant balance report was reviewed and noted to be higher than typically acceptable. Attorney Cochran reported that there were seven “nonpayment of rent” cases through March that were scheduled for court and PHA generally sees the tenant balances reduced significantly as income tax refunds are received by the tenants.

Vacancy Report:

The vacancy report showed 7 units currently vacant, two as a result of the death of the tenant and three as a result of internal transfers. Mr. Kelly advised that several of the units were in the process of being leased.

Financial Statements:

Current financial statements were provided and reviewed by the Board.

HUD 50058 Delinquency Report:

All Commissioners were provided with a copy of the current HUD 50058 Delinquency Report which indicated that the Princeton Housing Authority’s reporting rating was 100%.

RAD Conversion Update:

The RAD Conversion report was provided and reviewed by the Board. The scheduling of a closing will await the thorough review of PHA consultant, Diane Johnson, who will also meet with the Board to review changes in operation following the RAD conversion. The Princeton preference was still being examined by HUD with no response. A request was made for a demographic analysis of the existing waiting list.

Resident Council Update:

An update report was provided indicating the Resident Council had been successfully enrolled in the National Association and that staff would cooperate in assisting Ms. Yates in opening a bank account for the Council.

Report on 2018 HUD Subsidy Proration:

A letter from HUD was provided in the Commissioners’ package detailing recent actions which will result in a proration of the next monthly HUD subsidy which will be made up at a later time. The Board chose to await counsel’s consultation with Mr. Parsons about the meaning and effect of this action. Attorney Cochran will discuss the issue with Mr. Parsons and report to the Board.

Extra Expense Insurance Coverage/2018 Summer Youth Employment Program:

The Board was provided with information about expanding insurance coverage to cover the cost of relocating tenants in the event of a fire. All generally agreed that the benefit to be obtained through greater coverage was worth the small increase in policy premium. The Board was provided with information about the 2018 Summer Youth Employment Program which PHA has supported for many years. All generally agreed that PHA should fund the same number for 2018 as it did for 2017. Because both expenditures require the adoption of a formal resolution, a formal vote was tabled until the next meeting.

Karen Court Tax Return:

The 2017 federal tax return for Karin Court Associates, LP was reviewed and approved. Chairperson Newlin signed the necessary form to permit the return to be e-filed with the IRS.

FYE 6/30/19 Budget:

The Board received a copy of the FYE 6/30/19 State budget in its package. Ms. Sippelle advised that she had not had a sufficient opportunity to thoroughly review it and that in the absence of Mr. Parsons, she had grave reservations of proceeding with its adoption. After a general discussion amongst the Board members, it was agreed that Board members would review the budget and email any questions they had to Attorney Cochran by noon on April 18, 2018 for forwarding to Mr. Parsons for reply. The Board then agreed to hold a special meeting on Sunday, April 22, 2018 to act upon the budget, the extra insurance and the 2018 summer youth employment program.

One of the budget issues that the Board did address was the large amount in the budget for accrued and unused "paid time off" for employees. Ms. Sippelle noted that this could become an increasingly larger contingent liability which could be especially dangerous following the conversion to RAD funding. The Board agreed to examine the issue and others and to take action shortly to adopt a "use it or lose it" policy for paid time off going forward.

Report from Redevelopment Sub-Committee

Although not in attendance, Mr. McGowan advised prior to the meeting that there was nothing to report from the Sub-Committee at this time other than the fact that he and Mr. Ed Truscelli of PCH were discussing and refining the PHA/PCH memorandum of cooperation.

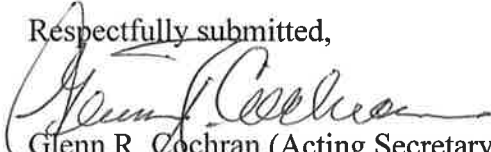
Other New Business:

Commissioner Pannell questioned the removal of the "adult size" tables and chairs from the second floor of the Learning Center. He stated that the residents often used the second floor on evenings and especially weekends for a variety of meetings and events and that the absence of suitable tables and chairs effectively precluded the residents using the Learning Center. He requested that inquiry be made of the YMCA to return them and to reinstall them.

V. Unfinished Business:

There being no further regular business, a motion to adjourn the meeting was made at 8:00 p.m. by Mr. Weiss and seconded by Ms. Logan. All were in favor.

Respectfully submitted,



Glenn R. Cochran (Acting Secretary)