

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
January 19, 2016**

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, Attorney Cochran and LHA AED Parsons.

Absent: Commissioners Pannell and Levy

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, January 19, 2016 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 December 15, 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 December 2015 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for December was made by Mr. McGowen and seconded by Ms. Brooks. All were in favor.

IV. New Business/Reports

Reorganization of Board Members – Nominations

The meeting was turned over to Attorney Cochran for nominations for the 3 board positions. A motion to nominate Mr. Newlin as the Chairperson was made by Ms. Brooks and seconded by Ms. Sippelle. All were in favor. A motion to nominate Ms. Sippelle as the Vice-Chairperson was made by Ms. Brooks and seconded by Ms. Logan. All were in favor. A motion to nominate Mr. Pannell as Treasurer was made by Ms. Brooks and seconded by Ms. Sippelle. All were in favor. The meeting was turned back over to Mr. Newlin following the elections.

Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of December 2015, for active tenants, were \$18,198.13. The report also indicates that \$3,072.00 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$28,682.13. The Aged Accounts Receivable schedule indicates that of the \$18,198.13 due from current residents, \$12,962.13 (71.23%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.99% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective January 14, 2016, was provided to all commissioners. The report indicates that there are five vacant apartments. The report also indicates that three apartments have been leased since the last board meeting and there is one known upcoming vacancy.

Financial Statements

Financial Statements for the 5 months ending November 30, 2015 were provided to the commissioners. The financial statements indicate a \$154,378 surplus through November. Through 42% of the budget year, the PHA has expended 33.99% of the budget. The Maple/Franklin financial statements indicate a \$2,264 deficit through November. 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 December 31, 2015, which indicates the Princeton Housing Authority's reporting rate is 100%.

RAD Conversion Update

Mr. Parsons informed the board that the Environmental Review draft has been completed but the report is not finalized yet. HUD has granted an extension until 1/31/16 to complete uploading all the required documents. Mr. Parsons also indicated that while preparing the documents for the RAD conversion he noticed that the PHA has not received an updated cooperation/PILOT agreement since the towns have merged. Mr. Liverman suggested reaching out to Kathy Monzo regarding updating the agreement due to the consolidation of the towns.

John Street Shop

Mr. Parsons informed the board that submittal of the Environmental Review and completion of a couple forms appear to be the only remaining items in order to get clearance/approval from HUD to transfer the property to the municipality.

Bertha Logan Certificate of Completion – Rutgers

Ms. Logan was presented with her certificate of completion from Rutgers for the required commissioner training.

Alvin McGowen Reappointment to Board

All commissions were provided with a copy of the letter from the municipality reappointing Mr. McGowen to the PHA board for a five year term expiring on December 31, 2020.

Report from Redevelopment Sub-Committee

Mr. McGowen reported to the board that a meeting with Rich Gittleman (PCH), Toby and Mayor Lempert is set up for later in the month to discuss the town's affordable housing plan.

Tony Polcari – FYE 6/30/15 Audit Presentation (2016-1)

Mr. Polcari presented the audit report and explained the change in accounting for pension liabilities based on GASB 68 and the effect it has on the PHA's financial statements. Mr. Polcari also pointed out that the PHA is operating with a positive cash flow which not many housing authorities have been able to do in today's economic environment (reductions in HUD funding).

A motion to certify that each commissioner has personally reviewed the annual audit report and specifically the sections entitled General Comments and Recommendations, was made by Mr. McGowen and seconded by Ms. Sippelle. All were in favor. All commissioners also signed the Local Authorities Group Affidavit Form – Audit Review Certificate during the board meeting.

V. Unfinished Business

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