

**PRINCETON HOUSING AUTHORITY  
MINUTES OF THE MONTHLY MEETING  
February 16, 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, Pannell, Brooks, Liaison Liverman and LHA AED Parsons.

Absent: Commissioner Levy and Attorney Cochran

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, February 16, 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**

One member of the public was present but no comment was made.

### **II. Approval of Minutes**

A motion to approve the minutes of the January 19, 2016 board meeting was made by Ms. Brooks and seconded by Ms. Sipprelle. All were in favor.

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

Copies of the January 2016 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for January was made by Ms. Brooks 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 January 2016, for active tenants, were \$18,536.22. 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 \$28,582.22. The Aged Accounts Receivable schedule indicates that of the \$18,536.22 due from current residents, \$13,896.22 (74.97%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 2.03% of the annual tenant charges where the HUD guideline is 1.5% or less.

#### Vacancy Report

The vacancy report, effective February 10, 2016, was provided to all commissioners. The report indicates that there are two vacant apartments. The report also indicates that three apartments have been leased since the last board meeting and there are two known upcoming vacancies.

#### Financial Statements

Financial Statements for the 6 months ending December 31, 2015 were provided to the commissioners. The financial statements indicate a \$159,941 surplus through December. Through 50% of the budget year, the PHA has expended 42.21% of the budget. The Maple/Franklin financial statements indicate a \$5,235 deficit through December. 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 January 31, 2016, which indicates the Princeton Housing Authority's reporting rate is 100%.

#### YMCA After School Program MOU (2016-2)

A motion to renew the MOU for the 2015-2016 school year was made by Mr. McGowen and seconded by Ms. Logan. All were in favor.

#### RAD Conversion Update

Mr. Parsons informed the board that all the required documentation has been uploaded to the HUD website and submitted. HUD is currently reviewing the submission.

#### John Street Shop

Mr. Parsons informed the board that Environmental Review has been submitted to HUD and now only the RROF form needs to be submitted to HUD following a notice to the public and after the required comment period has expired.

#### Report from Redevelopment Sub-Committee

Mr. McGowen reported to the board that Toby and Rich Gittleman met with the Mayor regarding Maple/Franklin. During the meeting it was discovered that the Mayor was not aware of the M/F plan that the PHA sent to Lee Solow for inclusion in the Affordable Housing Master Plan. Mr. McGowen stated

that PCH was included in the plan but they are not currently prepared to expand with 40 more units at PCV, and they were surprised it was included in the plan. The Mayor indicated neighbors are upset about the potential redevelopment and Toby assured her a park was part of our proposal/concept. The Mayor stated that PHA should wait until June to move forward, when the fair share plan is expected to be approved.

Mr. Newlin reported that he met with Mr. Parsons, Mr. Liverman and Jenny Crumiller to discuss the M/F redevelopment. Ms. Crumiller has been in contact with the organized neighborhood group who would like to see a portion of the parking lot remain as open space or a park. She suggested that the PHA set up a meeting with the group to go over the ideas/plan for redevelopment. Mr. McGowen stated that there is going to be a public park across the street at the Avalon Bay site and there is a park on John Street. It was decided that it is too early in the process to meet and that a developer should come meet with the board before the board meets with the neighbors.

PCH will be invited to the next board meeting to discuss how we move forward and to identify the roles and responsibilities of each entity.

## **V. Unfinished Business**

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

Respectfully submitted,

Scott E. Parsons