

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
March 15, 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, attorney Cochran and LHA AED Parsons.

Absent: Commissioner Levy

Guests: Ed Truscelli and Rich Gittleman

Opening Statement

A motion to open the meeting was made by Ms. Sipprelle and seconded by Mr. Pannell. 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, March 15, 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, as amended, of the February 16, 2016 board meeting was made by Ms. Sipprelle and seconded by Mr. Pannell. All were in favor.

III. Approval of Payment of Bills

Copies of the February 2016 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for February was made by Ms. Logan and seconded by Mr. McGowen. 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 February 2016, for active tenants, were \$9,359.23. 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 \$18,805.23. The Aged Accounts Receivable schedule indicates that of the \$9,359.23 due from current residents, \$6,764.23 (72.27%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.03% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective March 11, 2016, was provided to all commissioners. The report indicates that there are three vacant apartments. The report also indicates that one apartment has been leased since the last board meeting and there are two known upcoming vacancies.

Financial Statements

Financial Statements for the 7 months ending January 31, 2016 were provided to the commissioners. The financial statements indicate a \$145,181 surplus through January. Through 58% of the budget year, the PHA has expended 51.67% of the budget. The Maple/Franklin financial statements indicate a \$5,265 deficit through January. Balance sheets were also provided for both the Public Housing Program and Maple/Franklin. Year-end financial statements were provided for Karin Court.

HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of February 29, 2016, which indicates the Princeton Housing Authority's reporting rate is 100%.

Proposed NJ Transit Bus Shelter (2016-3)

A motion to approve the execution of an agreement for the installation of a NJ Transit bus shelter next to the Pannell Center driveway was made by Ms. Logan and seconded by Ms. Sippelle. All were in favor.

2016 Capital Fund Grant

Commissioners were provided with a copy of the 2016 Capital Fund Program ACC award in the amount of \$217,366. Mr. Parsons indicated it would most likely be used toward the Redding Circle senior roof replacement.

YMCA Letter

A letter to Mr. Newlin, from the YMCA, explaining the changes in the agreement between the Princeton YMCA and YWCA was shared with the board.

RAD Conversion Update

Mr. Parsons informed the board that additional information requested from HUD was provided and the documentation is currently being reviewed by HUD.

John Street Shop

All required documentation has been provided to HUD regarding the proposed disposition. The application is currently under review by HUD.

Report from Redevelopment Sub-Committee

Mr. Truscelli and Mr. Gittleman from PCH were invited to the meeting to discuss the next steps in moving forward with a redevelopment of Maple/Franklin and to make sure everyone is on the same page. During the discussion, Mr. Truscelli indicated that the funding source will dictate the form of entity type of the new organization/non-profit. Parts of the next steps are to discuss the goals such as total number of units and income mix desired. It was also suggested that we may want to hire a consultant to conduct a feasibility study of the property before going any further with developers/architects, etc. The sub-committee will set up a meeting with PCH to discuss moving forward with a feasibility study.

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