

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
June 21, 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, Levy, McGowen, Pannell, Brooks, Liaison Liverman and LHA AED Parsons.

Absent: Attorney Cochran

Guests: None

Opening Statement

A motion to open the meeting was made by Ms. Brooks and seconded by Mr. McGowen. 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, June 21, 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

Barbara Fox stated that she is impressed with the work of the PHA board and requested that the office summer hours be modified to have one early morning and one late evening each week. This request was based on the proposed summer hour changes that were discussed at the previous meeting.

Dosier Hammond asked the board if anything has been determined with the Mount Laurel or Fair Share results. Mr. McGowen indicated that the matter is still with the court and numbers have not been determined.

II. Approval of Minutes

A motion to approve the minutes of the May 17, 2016 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 May 2016 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for May was made by Ms. Brooks and seconded by Ms. Logan. 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 May 2016, for active tenants, were \$11,207.73. The report also indicates that \$3,471.00 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$19,038.73. The Aged Accounts Receivable schedule indicates that of the \$11,207.73 due from current residents, \$9,660.82 (86.20%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.24% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective June 15, 2016, was provided to all commissioners. The report indicates that there are four vacant apartments, one apartment has been leased since the last board meeting and there are two known upcoming vacancies.

Financial Statements

Financial Statements for the 10 months ending April 30, 2016 were provided to the commissioners. The financial statements indicate a \$126,016 surplus through April. Through 83% of the budget year, the PHA has expended 79.44% of the budget. The Maple/Franklin financial statements indicate a \$3,358 surplus through April. 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 May 31, 2016, which indicates the Princeton Housing Authority's reporting rate is 100.00%.

RAD Conversion Update

The only outstanding item that remains to be completed is testing of soil where underground oil storage tanks used to exist at Redding Circle and Clay Street. This testing has been contracted and is expected to occur on July 7. A RAD pro/con list was presented and discussed. Mr. Parsons also indicated he had attended a RAD seminar and will forward the power point presentation as it was very good at explaining the entire conversion from beginning to end.

NJ State Budget Adoption FY 7/2016-6/2017 (2016-8)

A motion to adopt the FYE 6/30/17 State budget was made by Ms. Logan and seconded by Ms. Brooks. All were in favor.

Administrative Assistant

Mr. Parsons informed the board that the current Administrative Assistant left the authority on June 10 for another job and only provided 3 day notice of leaving. A copy of the advertisement for employment was provided. The opportunity is being advertised in the Princeton Packet, online and has been provided to the Princeton Human Services department in addition to local churches for posting.

Staff Summer Hours

Mr. Parsons informed the board that staff has decided to withdraw their request for revised summer hours and will continue with the policy as is.

Personnel Policy Revision

Mr. Parsons explained that over the past two years the PHA has encountered employees resigning without the proper two week notice that is customary and expected, and referenced in the Personnel Policy. The lack of notice turns a difficult situation even more difficult due to the small staff size of the PHA and the amount of time that is needed in order to advertise, interview and hire a new employee. After discussion, a revision to the Personnel Policy will be presented at the next board meeting whereas employees that provide less than two week notice will be penalized by withholding (not paying) accrued vacation time in an amount equal to the lack of time provided (days less than two weeks).

John Street Shop Property Transfer

Emails from/to HUD regarding the transfer/deed/release of declaration of trust were provided to commissioners. Once all documents (deed and release) are completed they will be submitted to HUD for approval.

Report from Redevelopment Sub-Committee

Commissioner Levy indicated that he met with Scott, Alvin, Ed and Rich and determined that another meeting should be set up with the Mayor and request \$5,000 toward a preliminary assessment/feasibility study of the Maple/Franklin and parking lot property. A meeting has been set up for June 28.

Scott also met with Tom Caruso from Habitat for Humanity regarding the property at 31/33 Lytle Street. After a lengthy discussion where many options were explored for increasing the affordable homes on the property from 1 to 2, it was determined that it was not possible without utilizing at least half of the lot the municipality is planning to use for the park/playground expansion. Due to the restricted nature of the funds used to purchase the property, it is unlikely that anything but a park can be placed there without the municipality having to return the funds.

Executive Session

A motion to enter into executive session to discuss possible litigation was made by Mr. McGowen and seconded by Ms. Logan. All were in favor.

A motion to exit executive session, at 7:41pm, was made by Ms. Brooks and seconded by Mr. McGowen. All were in favor.

V. Unfinished Business

Mr. Pannell asked Liaison Liverman if the municipality could trim the red maple on Clay Street since the PHA does not have a bucket truck. Mr. Liverman will see what can be done.

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

Respectfully submitted,

Scott E. Parsons