

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
July 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, Levy, McGowen, Pannell, Brooks and LHA AED Parsons.

Absent: Commissioner Sippelle, Liaison Liverman and 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, July 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 June 21, 2016 board meeting was made by Ms. Logan and seconded by Mr. Pannell. All were in favor.

A motion to approve the minutes of the June 21, 2016 Executive Session was made by Ms. Brooks and seconded by Mr. Levy. All were in favor.

III. Approval of Payment of Bills

Copies of the June 2016 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills 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 June 2016, for active tenants, were \$10,898.88. 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 \$18,138.88. The Aged Accounts Receivable schedule indicates that of the \$10,898.88 due from current residents, \$9,709.88 (89.09%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.21% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective July 12, 2016, was provided to all commissioners. The report indicates that there are four vacant apartments, four apartments have been leased since the last board meeting and there are two known upcoming vacancies.

Financial Statements

Financial Statements for the 11 months ending May 31, 2016 were provided to the commissioners. The financial statements indicate a \$152,979 surplus through May. Through 92% of the budget year, the PHA has expended 86.51% of the budget. The Maple/Franklin financial statements indicate a \$5,838 surplus through May. 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 June 30, 2016, which indicates the Princeton Housing Authority's reporting rate is 99.51%. The one delinquent file involves a tenant that passed away thus creating a change in the head of household that was not identified to HUD. This file has already been corrected which should result in a 100% reporting rate next month.

RAD Conversion Update - UST

All commissioners were provided with an email string which indicated that the oil tank soil samples for Redding Circle and Clay Street all came back clean. The report will be completed within the next two weeks, but this is very good news.

Vacated Tenant Balances Write Off (2016-9)

A motion to approve the write off of uncollectible vacated tenant balances in the amount of \$3,471 was made by Mr. McGowen and seconded by Ms. Brooks. All were in favor.

Personnel Policy Revision (2016-10)

A motion to revise the Personnel Policy to encourage resigning/retiring employees to provide at least two week notice of such was made by Mr. McGowen and seconded by Ms. Brooks. All were in favor.

Administrative Assistant – Dan Gonzalez

Mr. Parsons informed the board that the vacant position has been filled by Dan Gonzalez. Mr. Gonzalez was hired on July 6 and has been getting up to speed on the PHA operations very quickly.

Correspondence from YMCA and HUD

Commissioners were provided with a letter from the YMCA thanking the PHA for our support of the Princeton Young Achievers program. Commissioners were also provided with an email from HUD regarding issues with mixed families and one scenario in specific that the PHA has recently encountered.

John Street Shop Property Transfer

Emails from/to HUD regarding the transfer/deed/release of declaration of trust were provided to commissioners. The Deed and Release of Declaration of Trust were submitted to HUD for their approval/sign off on July 18.

Report from Redevelopment Sub-Committee

Commissioner Levy reported that there was a meeting with the Mayor on June 28. Mr. Levy indicated that the presentation was well received and that the Mayor is going to request funding for the preliminary assessment/feasibility study for the Franklin Avenue property. As the proposal stands, PHA, PCH and Princeton would each contribute 1/3 toward the cost of the study.

Letter from NJ Foundation for Open Government

Commissioners were provided with a fax that came in regarding OPRA and OPMA compliance.

Tenant Issues – Evictions

Mr. Parsons provided information to the board regarding an eviction case that is currently in progress due to the threat of physical harm/bodily injury to Mr. Parsons. While individual eviction cases are not usually brought to the board's attention, due to the nature of this case Mr. Parsons felt it necessary to provide details of the case.

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 was made by Mr. McGowen and seconded by Ms. Logan. All were in favor.

V. Unfinished Business

None

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