

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
September 20, 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, Sippelle, Brooks, Attorney Cochran and LHA AED Parsons.

Absent: Liaison Liverman

Guests: None

Opening Statement

A motion to open the meeting was made by Ms. Sippelle and seconded by Ms. Brooks. 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, September 20, 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 July 19, 2016 board meeting was made by Ms. Brooks and seconded by Ms. Sippelle. All were in favor.

A motion to approve the minutes of the July 19, 2016 Executive Session was made by Ms. Brooks and seconded by Ms. Logan. All were in favor.

III. Approval of Payment of Bills

Copies of the July and August 2016 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills was made by Ms. Sippelle and seconded by Mr. Pannell. 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 August 2016, for active tenants, were \$20,231.46. The report also indicates that \$0 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$27,927.46. The Aged Accounts Receivable schedule indicates that of the \$20,231.46 due from current residents, \$16,350.55 (80.82%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 2.06% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

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

Financial Statements

The FYE 6/30/16 unaudited FDS was provided to the commissioners. An internal PHAS score report was also provided. Based on the FDS submitted to HUD, along with the physical inspection results, it is anticipated that the PHA will receive a total score of 92 and continue to be designated as a high performing housing authority.

HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of August 31, 2016, which indicates the Princeton Housing Authority's reporting rate is 100%.

RAD Conversion Update - RCC

All commissioners were provided with a copy of the RAD Conversion Commitment (RCC). Mr. Parsons indicated that the RCC will need to be amended to reflect the PHA's exemption from Choice Mobility and to correct the utility allowances schedule.

RAD Notices to Residents

A copy of the RAD lease termination notice was provided to all commissioners. Mr. Parsons explained that despite trying to write the notice in a way that would not alarm/panic residents, many residents called the office in a panic after receiving the notice.

HUD Correspondence Regarding Mixed Families

Mr. Parsons explained that this item was addressed at the previous board meeting and was placed on the agenda again accidentally.

Correspondence with Redding Circle Resident Council

Commissioners were provided with a letter from the Redding Circle Senior Resident Council and the response letter from Mr. Parsons.

Correspondence with Princeton Schools - HFPLC

Commissioners were provided with emails between Mr. Parsons and Superintendent, Steve Cochrane, regarding the overcrowding of the PreK classes and the possibility of utilizing the Pannell Center to run one of the PreK classes. The board approved further communication with the school in order to negotiate terms of a lease agreement. Some ideas that were discussed regarding compensation for use of the space included providing new computers for the center and providing free wifi/hot spots for all PHA sites.

John Street Shop Property Transfer

Commissioners were provided with a copy of HUD's release of the Declaration of Trust for the property. The property has been signed over to the municipality; therefore the transaction has been completed.

Report from Redevelopment Sub-Committee

Commissioners Levy and McGowen reported on the progress to date. They reported that a developer has completed a basic study and determined that the development would obtain a perfect LIHTC score based on the rating system. The developer also completed a proforma income statement and 20 year cash flow schedule. The initial proforma includes 54 units in total consisting of townhomes over flats. Ownership and management responsibilities need to be negotiated with PCH and a developer. There was also a discussion as to what each party (PHA & PCH) is bringing to the table to make the redevelopment a reality and what the ultimate responsibilities/roles of each party will be.

RAD RCC Resolution (2016-11)

A motion to approve the execution and submission of the RCC to HUD in order to complete the RAD conversion was made by Ms. Sippelle and seconded by Mr. Pannell. All were in favor.

Audit Contract FYE 6/30/16 (2016-12)

A motion to approve the agreement for audit services to Polcari & Company, CPA in the amount of \$9,448 was made by Ms. Brooks and seconded by Mr. McGowen. All were in favor.

PSRC MOU Renewal (2016-13)

A motion to approve the renewal of the MOU with the PSRC, in the amount of \$14,000, was made by Ms. Sippelle and seconded by Ms. Brooks. All were in favor.

Use of HFPLC for Immigrant Meetings

Chair Newlin reported that there was a recent meeting held at the municipal building regarding immigrant issues. There was a request to utilize the Pannell Center for the meeting but the building was in the process of being organized and getting a "facelift" for the startup of the afterschool program. Mr. Newlin thinks it would be a good idea to offer the use of the Pannell Center for future meetings to improve the attendance.

Executive Session

At 7:46pm a motion to enter into executive session to discuss possible litigation was made by Mr. McGowen and seconded by Ms. Sippelle. All were in favor.

At 8:10pm a motion to exit executive session was made by Mr. McGowen and seconded by Ms. Brooks. All were in favor.

V. Unfinished Business

None

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

Respectfully submitted,

Scott E. Parsons