

**PRINCETON HOUSING AUTHORITY  
MINUTES OF THE MONTHLY MEETING  
October 18, 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, Pannell, Sippelle, Brooks, Liaison Liverman and LHA AED Parsons.

Absent: Commissioners Levy and McGowen, and Attorney Cochran

Guests: None

**Opening Statement**

A motion to open the meeting was made by Ms. Sippelle and seconded by Ms. Logan. 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, October 18, 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 September 20, 2016 board meeting was made by Ms. Brooks and seconded by Mr. Pannell. All were in favor.

A motion to approve the minutes of the September 20, 2016 Executive Session was made by Ms. Brooks and seconded by Ms. Sippelle. All were in favor.

**III. Approval of Payment of Bills**

Copies of the September 2016 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills was made by Ms. Logan 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 September 2016, for active tenants, were \$17,868.14. 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 \$25,715.14. The Aged Accounts Receivable schedule indicates that of the \$17,868.14 due from current residents, \$14,032.14 (78.53%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.84% of the annual tenant charges where the HUD guideline is 1.5% or less.

### Vacancy Report

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

### Financial Statements

Financial Statements for the 2 months ending August 31, 2016 were provided to the commissioners. The financial statements indicate a \$91,239 surplus through August. Through 17% of the budget year, the PHA has expended 12.44% of the budget. The Maple/Franklin financial statements indicate a \$5,495 surplus through August. 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 September 30, 2016, which indicates the Princeton Housing Authority's reporting rate is 99.51%. Mr. Parsons indicated that one tenant file was not permitted to be submitted due to pending legal action.

### RAD Resident Meetings

A copy of the RAD resident meeting notice was provided to all commissioners. Mr. Parsons stated that the Spruce Circle and Redding Circle meetings were very well attended but there was very low attendance at the Clay Street meeting. A summary of the program was provided to the residents and then they were provided time to ask any questions they had.

### Clay Street Office - Laundromat

Mr. Parsons informed the board that the idea of converting the old Clay Street office into a laundromat was brought up by a couple of residents during the RAD resident meeting. There was discussion about how many units have washer and dryer hookups and how many do not. There was also discussion about if a proposed laundromat would be open to the public or just residents, how it would be monitored and if the residents actually desire a laundromat on site. Surveys will be sent to the Clay Street residents to determine how much of a demand there is for a laundromat.

### New Jersey Families Study

A copy of the NJ Families Study brochure/notice was provided to the commissioners. These brochures/notices were hand delivered by the Housing Authority to the 8 residents that have children within the required age range.

### Correspondence with Princeton Schools & Library

Mr. Parsons reported that he participated in the Special Meeting of Council on October 13 that was intended for 2017 goal setting and planning for youth, health and social services. During the meeting there was mention of libraries and schools working with housing authorities to provide Wi-Fi to residents. Being that the PHA board of commissioners has previously discussed looking for opportunities to provide free Wi-Fi to residents, Mr. Parsons followed up with the library and school district to see how we could work together to achieve such a goal. Emails were provided to the commissioners which indicate that the school district has a

program that pays for 4 years of free internet service through a hotspot as well as a Chromebook for those students who may need one. Further discussion will be had with the school and library in addition to surveying the residents to determine who may need a Chromebook, Wi-Fi or both.

Report from Redevelopment Sub-Committee (M/F & KC)

There was no report other than to share that the consultant that was being utilized does not want to officially come on board as a consultant because he does not want to be excluded from the ability to become the developer of the property. There will be a search for a new consultant.

Mr. Newlin reported that he attended the NAHRO conference and there was discussion that we may want to see if the hospital would be interested in partnering to provide a clinic at the redeveloped Maple/Franklin site. The hospital has previously rejected putting a clinic in town and instead offers to pay for transportation to the hospital in certain cases.

**V. Unfinished Business**

None

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

Respectfully submitted,

Scott E. Parsons