

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
November 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, Brooks, Levy (by phone) and LHA AED Parsons.

Absent: Commissioners Pannell and McGowen, Attorney Cochran and Liaison Liverman

Guests: None

Opening Statement

A motion to open the meeting was made by Ms. Brooks 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, November 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

Dosier Hammond stated that now more than ever Princeton is in need of more affordable housing and he will help however possible with future developments, including the Franklin lot.

Larry and Fern Spruill addressed the board along with Amber Strachn, a PHA resident. Ms. Spruill stated that it has taken the PHA too long, over a month, to get back in touch with Ms. Strachn regarding the issues related to the Notice to Cease she received (related to an alleged incident in addition to a banned individual being a frequent guest at her apartment) and whether the ban can be lifted on the individual. Chair Newlin provided information from the meeting held with Liaison Liverman, Commissioners Sipprelle and Newlin, Mr. Parsons and TiNesha Hemphill regarding the issues. Chair Newlin stated that we need to drill down on the facts and get back to the two residents after the facts are received. Chair Newlin also stated that if the banned individual was not on the site the entire situation would not have happened at all. Chair Newlin explained that the PHA choose to look at the entire situation before proceeding any further. The next step is to meet with both residents to come to a resolution. There were claims by the Spruill's that the PHA staff treats everyone as a number and not a person, that staff divides tenants instead of bringing them together and that nobody is watching the store...office can do whatever they want. During the discussion it was agreed

that the Notice to Cease only needed to indicate that there is a banned individual being a frequent guest of Ms. Strachn and did not need to reference the alleged incident with the other resident. After a lengthy discussion it was determined that in order to make an informed decision on whether the ban should be lifted or not, the PHA will need to run a background check on the banned individual. The Spruill's and/or Ms. Strachn will contact the banned individual and have him get in touch with TiNesha at the PHA office in order to provide the proper authorizations needed to run a background check. After the background check is reviewed a meeting will be set up with the two residents to determine an acceptable solution for all involved.

Chair Newlin also suggested that perhaps a "Meet the Commissioners" night should be set up at each site so the residents can get to know the commissioners and their role at the PHA.

II. Approval of Minutes

Approval of the minutes of October 18, 2016 was tabled until the December meeting.

III. Approval of Payment of Bills

Copies of the October 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 October 2016, for active tenants, were \$16,661.17. The report also indicates that \$576 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$25,857.17. The Aged Accounts Receivable schedule indicates that of the \$16,661.17 due from current residents, \$14,626.26 (88%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.71% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective November 10, 2016, was provided to all commissioners. The report indicates that there are three vacant apartments, three apartments have been leased since the last board meeting and there are three known upcoming vacancies.

Financial Statements

Financial Statements for the 3 months ending September 30, 2016 were provided to the commissioners. The financial statements indicate a \$84,456 surplus through September. Through 25% of the budget year, the PHA has expended 21.57% of the budget. The Maple/Franklin financial statements indicate a \$7,608 surplus through September. 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 October 31, 2016, which indicates the Princeton Housing Authority's reporting rate is 100%.

RAD Conversion Update – RCC/Closing

Mr. Parsons reported that the RAD conversion still has a couple outstanding items needed before closing. One of the outstanding items is having the Affirmative Fair Housing Marketing Plan approved by HUD. Due to the outstanding items, the closing will most likely be pushed back to January.

Housing Initiatives of Princeton Program

Mr. Parsons provided a brief description of the HIP transitional housing program. The PHA was approached by HIP to see if the PHA would be willing to consider revising its admission policy and preferences in order

to facilitate a cooperative effort in assisting families that are graduating from the HIP program. Chair Newlin asked if HIP would be willing to select families for admission to their program from the families that are near the top of the PHA waiting list. If HIP families are selected from the PHA waiting list these families will be much better prepared to be good tenants after receiving HIP's supportive services and graduating from their program. Mr. Parsons will convey the idea to HIP and offer them the opportunity to address the commissioners and discuss further at a future board meeting.

Princeton 2017 Goal Setting Meeting Minutes

A copy of the minutes from the September 28th meeting was provided to commissioners.

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

Mr. Parsons provided a summary of the meeting with PCH and a new potential consultant. Toby would like to move forward assuming the consultant provides a proposal with an acceptable price. It also needs to be discussed as to what each entity to the non-profit/LLC (PHA/PCH/Developer) is bringing to the table and the strengths of each entity. A meeting will be set up after December 1 to discuss the setup of the non-profit/LLC and to set the framework moving forward.

V. Unfinished Business

None

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

Respectfully submitted,

Scott E. Parsons