

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
December 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, McGowen, Pannell, Logan, Brooks, Levy, Attorney Cochran and LHA AED Parsons.

Absent: Commissioner Sipprelle and Liaison Liverman

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, December 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 October 18, 2016 was made by Ms. Brooks and seconded by Mr. Levy. Mr. McGowen abstained and all others were in favor.

A motion to approve the minutes of November 15, 2016 was made by Ms. Logan and seconded by Ms. Brooks. Mr. McGowen abstained and all others were in favor.

III. Approval of Payment of Bills

Copies of the November 2016 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills was made by Mr. McGowen and seconded by Ms. Brooks. 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 November 2016, for active tenants, were \$18,704.99. The report also indicates that \$476 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$27,168.99. The Aged Accounts Receivable schedule indicates that of the \$18,704.99 due from current residents, \$14,454.08 (77%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.92% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective December 14, 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

Financial Statements for the 4 months ending October 31, 2016 were provided to the commissioners. The financial statements indicate an \$88,066 surplus through October. Through 33% of the budget year, the PHA has expended 30.20% of the budget. The Maple/Franklin financial statements indicate an \$8,958 surplus through October. 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 November 30, 2016, which indicates the Princeton Housing Authority's reporting rate is 100%.

RAD Conversion Update – Closing

Mr. Parsons reported that the RAD conversion is having difficulty reaching closing due to the Affirmative Fair Housing Marketing Plan that has yet to be approved by HUD. The plan was originally submitted to HUD about 1 year ago and has been modified several times at the request of HUD but has still not been approved. One of the items HUD is having issue with is the inclusion of a local preference. HUD seems to want to expand the preference from Princeton to Mercer County. Mr. Parsons will continue to push for the local preference and will report the progress. All commissioners were provided with a copy of the HUD RAD closing extension (until February 28, 2017) in addition to the actual AFHMP and emails between Mr. Parson and HUD regarding the plan and the local preference.

FYE 6/30/16 Audit Report

Mr. Parsons provided each commissioner with a copy of the 6/30/16 audit report for review prior to the auditor presenting the report at the January meeting.

Notice of Waiting List Opening

Mr. Parsons informed the board that the family waiting list will be opened in January 2017, for a limited time only, in order to keep the waiting list manageable and retain reasonable wait times for applicants. A copy of the Notice of Apartment Waiting List Opening was provided to the commissioners.

Resident Survey Results

Mr. Parsons presented the commissioners with the results of the tenant surveys regarding the need for student Chromebook and internet services and also tenant survey results for converting the old Clay Street office into a laundromat. For the Chromebook/internet survey there were 17 responses with varying needs. All the information was provided to the school district, with the consent of the parents, so these families can obtain the equipment/services they need for their children's schooling. For the Clay Street laundromat survey there were 16 responses, all in favor of converting the old office into a laundromat. A copy of the surveys and results was provided to the commissioners. Regarding the laundromat, Mr. Pannell expressed security and

safety concerns about how the laundromat would be opened and closed, if the laundromat would be for residents only (provide a key for residents only) and increased danger to the children on the street from child predators. Mr. Pannell suggested that the laundromat door have two locks, one of which the tenants will have a key marked “do not duplicate” and the other which will be unlocked and locked at opening and closing time by PHA staff or a PHA representative. Mr. Parsons will begin working on a proposal which will include the improvements that need to be made to the building in order to convert it into a laundromat. The proposal will also compare the differences between the PHA purchasing its own laundry equipment versus contracting with a company to provide the machines. If the PHA decides to proceed with the laundromat, policies regarding the hours of operation and method of entry will be well thought out in advance.

HUD Correspondence Regarding Mixed Families

Mr. Parsons informed the board that he has been provided with guidance from HUD regarding mixed families which is contradictory to guidance that was provided by HUD in the very recent past. The new guidance states that mixed families do not need to have a head of household, or other household member, over the age of 18 with eligible status to sign the lease. A mixed family only needs to have one eligible member which can be a minor dependent. HUD has apologized for the confusion their previous guidance may have caused. The PHA has sent letters to the applicants that were removed from the waiting list based on the HUD guidance and has placed the affected families back on the waiting list in their original spots. A copy of the email string with HUD regarding this matter was provided to all commissioners.

Schedule of 2017 Board Meetings (Resolution 2016-14)

A motion to approve the 2017 schedule of board meeting was made by Mr. McGowen and seconded by Ms. Logan. All were in favor.

Appointing 2017 NJPHAJIF Fund Commissioner (Resolution 2016-15)

A motion to appoint TiNesha Hemphill as JIF Fund Commissioner for the 2017 Fund Year was made by Mr. McGowen and seconded by Ms. Logan. All were in favor.

Executive Session

At 7:26pm a motion to enter into executive session to discuss contract negotiations was made by Ms. Logan and seconded by Ms. Brooks. All were in favor.

At 8:42pm 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