

**PRINCETON HOUSING AUTHORITY  
MINUTES OF THE MONTHLY MEETING  
January 17, 2017**

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, Sippelle, Liaison Liverman, Attorney Cochran and LHA AED Parsons. Commissioner Levy arrived after Agenda Item III.

Absent: None

Guests: Tony Polcari, CPA

**Opening Statement**

A motion to open the meeting was made by Mr. McGowen 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, January 17, 2017 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 thanked the commissioners for the work they did in 2016 and looking forward to 2017 when the COAH lawsuits get settled. Mr. Hammond stated he looks forward to working toward proving more affordable housing in Princeton.

**II. Approval of Minutes**

Approval of the minutes of December 20, 2016 was tabled until the February meeting.

**III. Approval of Payment of Bills**

Copies of the December 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. Sippelle. Mr. Levy was absent for this portion of the meeting and all others were in favor.

## **IV. New Business/Reports**

### Reorganization of Officers

Attorney Cochran took over the meeting and requested nominations for Chairperson. A motion to nominate Mr. Newlin as Chairperson was made by Mr. McGowen and seconded by Ms. Sipprelle. There were no further nominations. All were in favor of Mr. Newlin remaining as the Chairperson.

Mr. Newlin resumed his position as Chairperson and requested nominations for Vice-Chairperson. A motion to nominate Ms. Sipprelle as Vice-Chairperson was made by Ms. Brooks and seconded by Ms. Logan. There were no further nominations. All were in favor of Ms. Sipprelle remaining as the Vice-Chairperson.

Mr. Newlin requested nominations for Treasurer. A motion to nominate Mr. Pannell as Treasurer was made by Mr. Levy and seconded by Ms. Brooks. There were no further nominations. All were in favor of Mr. Pannell remaining as the Treasurer.

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

Mr. Levy reported that he met with PCH and the Mayor. During the meeting Mr. Levy discovered that PCH is moving forward with developing 40 units at PCV and intends to apply for LIHTC's to fund the development. Mr. Levy stated that he was disappointed that we are only now finding out about PCH's intention to apply for LIHTC's as it could have a major negative impact on the likelihood of the Maple/Franklin development also being funded with LIHTC's. Tax credits are losing value since Trump became President and it is unlikely for Princeton to obtain two separate tax credit allocations for two different projects. The parking lot land has not yet been given to the town by the University. It is expected that when the Merwick/Stanzworth development is completed the town will ask for the property to be transferred. The next step is to have a sketch made of the potential Maple/Franklin property. Mr. Newlin asked if it would be possible to combine the PCV and PHA projects into one tax credit application. Mr. Levy thought that was a very good question and will follow up. Mr. Levy had to leave the meeting following this agenda item.

### Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of December 2016, for active tenants, were \$23,648.80. 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 \$31,332.80. The Aged Accounts Receivable schedule indicates that of the \$23,648.80 due from current residents, \$17,025.58 (72%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 2.44% of the annual tenant charges where the HUD guideline is 1.5% or less. Mr. Parsons pointed out that there are 2 residents that are in the eviction process that account for over \$6,000 in outstanding rent balances. These two tenants have fairly high monthly rents so the amount due escalated rather quickly as the cases are going through the legal process.

### Vacancy Report

The vacancy report, effective January 12, 2017, was provided to all commissioners. The report indicates that there are five vacant apartments, one apartment has been leased since the last board meeting and there are three known upcoming vacancies.

### Financial Statements

Financial Statements for the 5 months ending November 30, 2016 were provided to the commissioners. The financial statements indicate an \$115,958 surplus through November. Operating income is over budget and utility costs are under budget which accounts for a majority of the surplus. Through 42% of the budget year, the PHA has expended 37.28% of the budget. The Maple/Franklin financial statements indicate an \$11,163 surplus through November. 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 December 31, 2016, which indicates the Princeton Housing Authority's reporting rate is 100%.

### RAD Conversion Update – AFHMP/Closing

Mr. Parsons reported that HUD is now requiring the AFHMP to be broken out into 4 separate plans, one plan for each property converting to RAD (Clay, Spruce, Redding, Karin Court). The main reason for HUD requesting separate plans for each property is because the properties fall within 3 different census tracts within Princeton. It will take approximately a week to create new AFHMP's for each property to be submitted to HUD for further review.

### Princeton Preference Clarification

Mr. Parsons indicated that the current policy does not define exactly what "Living or Working in Princeton" means. There are many areas that are outside of the actual boundaries of Princeton but still use Princeton mailing addresses. For years we have been limiting the preferences to addresses that fall within the actual Princeton boundaries, but the PHA has been receiving more and more applications from areas outside of Princeton with a Princeton mailing address. The board agreed that the policy should indicate that the preference is limited to the actual boundary of Princeton. A resolution will be prepared for approval at the next board meeting.

### FYE 6/30/16 Audit Report

Mr. Polcari provided a presentation of the FYE 6/30/16 Audit Report. Mr. Polcari explained that they look at the financials and also compliance with program regulations. The audit report indicates that there are no compliance issues and the financial statements are fairly presented. Mr. Polcari pointed out that the PHA's current ratio is 5x when a ratio of 2 is considered good, indicating a healthy financial position. Operating expenses were down approximately \$120,000 with about \$45,000 of that reduction coming from utilities and the remainder from maintenance and administration. Additionally, the PHA HUD PHAS scores will be at the highest level based on the operating results.

Mr. Polcari also presented a Conflict of Interest Policy. Samples were provided to the commissioners and discussed. The commissioners will look to customizing the policy for the PHA and adopting at a future meeting.

## **V. Unfinished Business**

None

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

Respectfully submitted,

Scott E. Parsons