

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
March 21, 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, Logan, Brooks, Sippelle, Levy (via telephone) Attorney Cochran and LHA AED Parsons.

Absent: Commissioners Pannell, McGowen and Liaison Liverman

Guests: None

Opening Statement

A motion to open the meeting was made by Ms. Brooks and seconded by Ms. Sippelle. 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, March 21, 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

There were members of the public in attendance without comment.

II. Approval of Minutes

A motion to approve the minutes of the December 20, 2016 minutes was made by Ms. Brooks and seconded by Ms. Logan. All were in favor.

A motion to approve the minutes of the February 21, 2017 minutes was made by Ms. Logan and seconded by Ms. Sippelle. All were in favor.

III. Approval of Payment of Bills

Copies of the February 2017 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. 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 February 2017, for active tenants, were \$20,411.67. The report also indicates that \$3,473.31 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$28,765.98. The Aged Accounts Receivable schedule indicates that of the \$20,411.67 due from current residents, \$12,937.67 (63%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 2.12% of the annual tenant charges where the HUD guideline is 1.5% or less. Mr. Parsons pointed out that there is 1 resident that has since been evicted but is still accounting for \$6,980 of the outstanding rent balance. The amount due escalated quickly because the tenant was at ceiling rent and there were delays involved in getting the case through the court system. This amount will transfer to the vacated tenant balances next month.

Vacancy Report

The vacancy report, effective March 21, 2017, was provided to all commissioners. The report indicates that there are six vacant apartments, four apartments have been leased since the last board meeting and there are no known upcoming vacancies.

Monthly Financial Statements

Financial Statements for the 8 months ending February 28, 2017 were provided to the commissioners. The financial statements indicate a \$102,839 surplus through February. Through 67% of the budget year, the PHA has expended 64.83% of the budget. The Maple/Franklin financial statements indicate a \$16,592 surplus through February. Balance sheets were also provided for both the Public Housing Program and Maple/Franklin.

Karin Court Audit Report

A copy of the 12/31/16 audit report was provided to each commissioner. Mr. Levy had several comments/questions regarding the report as follows:

Why doesn't Karin Court pay the interest payable due to the PHA? Why is there a separate audit for Karin Court and the PHA? Can VNB donate its interest in Karin Court Associates to the Housing Authority to reduce the exit taxes/cost? Notes 15 and 19 should be revised because Karin Court is beyond the initial 15 year LIHTC compliance period. Mr. Parsons explained that the partnership agreement was set up with the intention that the interest would never actually be paid to the PHA. Additionally, the funds are protected from HUD recapture if they are kept in Karin Court while they would be subject to potential recapture if held in the PHA's Public Housing program. Mr. Parsons explained that there is a separate audit for Karin Court because it is a separate entity (Limited Partnership) and has a different year end than the PHA. Mr. Parsons stated that after the RAD conversion is completed he intends on requesting the PHA year-end be changed to December 31 to coincide with Karin Court. Mr. Parsons recently had a conversation with the RAD consultant in which the idea of VNB donating its interest in Karin Court to a non-profit created by the PHA was discussed. This idea will be discussed with the appropriate representatives at VNB. Mr. Parsons will discuss Notes 15 and 19 with the auditor.

HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of February 28, 2017, which indicates the Princeton Housing Authority's reporting rate is 100%.

RAD Conversion Update

HUD has approved the AFHMP but the PHA is still waiting for HUD's decision on retaining the local Princeton preference and a clarification from HUD regarding rent caps and eligibility requirements/changes identified in revision 3 of the RAD rules.

There was also discussion about inviting the residents of each development to future board meetings to meet the commissioners, discuss the future of the PHA under the RAD program, discuss the PHA's 5 year capital improvement plan and obtain feedback from the residents as to what they would like to see changed/improved. An outline will be put together including the capital improvement needs vs. resources, site improvement/beautification and resident participation. Since each development will have different concerns/issues, residents will be invited to the meetings one development at a time. The Clay Street residents will be invited to the April meeting.

Princeton Charter School

An email regarding the Charter School was provided to all commissioners. Mr. Newlin explained that the Charter School held two informational sessions at the Pannell Center, and Redding Circle, for PHA residents and no tenants showed up. While the Charter School issue has become a political battle in town, Mr. Newlin stated he believes it is important for the PHA residents to be aware of every opportunity available to them and their children as the achievement gap continues to be an issue within the Princeton public school system. Mr. Newlin met with 3 Charter School representatives and let them know he will assist in getting the information out to PHA residents with children in the appropriate age range. The deadline to apply for the Charter School lottery is within the next few weeks. The PHA will distribute a notice to residents to make them aware of their options and offer the opportunity to tour the school.

Clay Street Parking Correspondence

Commissioners were provided with emails and letters between the Clay Street Resident Council and the Municipality of Princeton regarding street cleaning, parking permit and parking fee issues. Mr. Parsons commented that he thought the letter from the Resident Council was well thought out, accurate and included reasonable requests. A special council meeting is scheduled for May 20, at 400 Witherspoon Street, to discuss parking issues throughout the town.

Karin Court Rent Structure

Mr. Parsons explained that the gross rents for units 6-10 Karin Court have not been increased since the development was placed in service in 1999 and with continued subsidy cuts it is something that should be considered. The current gross rent for these 3 bedroom units is \$818, with a \$218 utility allowance, bringing the contract rent to \$600. The NJHMFA allows for these units to have a maximum gross rent of \$1,296 which would calculate to a contract rent of \$1,078 after the utility allowance if factored in. Mr. Parsons stated that he is not suggesting the rent be increased to the maximum allowable, but increased somewhere between the current level and the maximum allowable. A proposed rent structure will be presented at a future board meeting. Mr. Levy left the meeting following this topic on the agenda.

PU Gameday Program

Upon request, Mr. Parsons provided commissioner information regarding the Princeton Tigers Gameday Program. The PHA will not participate in the program as it would not serve a purpose or provide a benefit for the PHA.

YMCA After-School Program MOU (2017-3)

A motion to approve renewal of the MOU was made by Ms. Brooks and seconded by Ms. Sippelle. All were in favor. The YMCA will be invited to a future board meeting to discuss programming and PHA participation in the programs.

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

There were no updates at this time.

V. Unfinished Business

None

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

Respectfully submitted,

Scott E. Parsons