

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
December 19, 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, Sipprelle, Logan, McGowen, Levy, Tuck-Ponder (arrived at beginning of agenda item IV), Attorney Cochran, Liaison Liverman and LHA AED Parsons.

Absent: Commissioner Pannell

Guests: Ed Truscelli and Rich Gittleman from Princeton Community Housing

Opening Statement

A motion to open the meeting was made by Ms. Logan 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 19, 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

Elizabeth Bidwell-Bates asked if there has been a determination from HUD regarding continuance of the local preference following the RAD conversion. Mr. Parsons indicated that HUD has not yet provided a decision.

Patty Yates requested assistance for the Clay Street resident council to become a member of the national resident organization. Mr. Parsons stated that he will look into what the requirements are and what the process is and will get back in touch with Ms. Yates following the holidays.

II. Approval of Minutes

A motion to approve the minutes of the November 21, 2017 regular meeting was made by Ms. Sipprelle and seconded by Mr. Levy. All were in favor.

III. Approval of Payment of Bills

Copies of the November 2017 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for November was made by Ms. Logan and seconded by Ms. Sipprelle. All were in favor.

IV. New Business/Reports

Princeton Community Housing – Ed Truscelli & Rich Gittleman

Mr. Truscelli provided a summary of where they/we are now in regards to additional units at PCV and moving forward with the Maple/Franklin redevelopment due to possible misinformation that is being shared. PCH is in the early stages of creating additional units at PCV. They don't know how the units are going to be financed yet as the LIHTC's are not as attractive as they once were. A lot is yet to be determined but they hope to be in front of the zoning board by March-June of 2018. Regarding Maple/Franklin, not much of anything is going on due to lack of site control of the property. Having site control, or an expectation of site control, is key to moving forward and being able to expend funds. Mr. Liverman stated that the municipality just got ownership of the Franklin parking lot within the last couple weeks. PCH remains ready to work together with the PHA when the opportunity exists. It was agreed that both organizations will keep each other up to date on all projects each may have going on independent of the other.

Mr. McGowen stated that there will be a decision on the COAH number and a compliance plan put in place. He believes there will be a short period of time after the COAH number is determined in order to put a plan together for the property and believes we should start working on it now. Items such as discussions on what the management entity will look like could begin now. Ms. Tuck-Ponder stated that we should be proactive and form a sub-committee of PCH and PHA members to define expectations/goals. She also recommended getting the community involved as early as possible in the process. Mr. Newlin stated that he is glad we are in partnership with PCH and perhaps we should let others know of our partnership to do "something" on the Maple/Franklin property...we may have support that we don't realize. Ms. Sipprelle reminded the board of Ms. Crumiller's statement, when she appeared at a previous meeting, that the neighborhood wants a barrier between the proposed development and their property. Ms. Sipprelle found this statement both offensive and racist. The subcommittee will meet in January to start nailing down the specifics.

Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of November 2017, for active tenants, were \$19,624.08. The report also indicates that \$127.99 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$27,837.07. The Aged Accounts Receivable schedule indicates that of the \$19,624.08 due from current residents, \$16,053.08 (82%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.93% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective December 15, 2017, was provided to all commissioners. The report indicates that there are four vacant apartments, two 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, 2017 were provided to the commissioners. The financial statements indicate a \$121,924 surplus through October. Mr. Parsons stated that the surplus is "not real" as the heating season utility expenses have not kicked in yet. Through 33% of the budget year, the PHA has expended 28% of the budget. The Maple/Franklin financial statements indicate a \$15,361

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, 2017, which indicates the Princeton Housing Authority's reporting rate is 100%.

RAD Conversion Update

Mr. Parsons stated that nothing has changed since last month. HUD is still reviewing the HAP, rent schedule and management certification. In addition, the local preference has still not been approved by HUD.

NJPHAJIF Fund Commissioner (Resolution 2017-19)

A motion to appoint TiNesha Hemphill as the fund commissioner for 2018 was made by Mr. McGowen and seconded by Ms. Sipprelle. All were in favor.

Karin Court Amendment to Partnership Agreement (2017-20)

A motion to approve the second amendment to the Karin Court partnership agreement, for the purpose of changing the allocation of profits and losses between the partners, was made by Ms. Tuck-Ponder and seconded by Mr. McGowen. All were in favor.

Security Deposit Escrow Account (2017-21)

A motion to adopt the Santander Universal Resolution, for the purpose of opening and managing the tenant security deposit escrow account, was made by Ms. Logan and seconded by Mr. Levy. All were in favor.

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

This item was covered in the "Princeton Community Housing" portion of the meeting.

V. Unfinished Business

Mr. Newlin informed the board that it is a sad day because this will be Toby's last meeting. Mr. Levy's expertise and commitment has been extraordinary and will be sorely missed. Mr. Levy stated that he will miss everyone and he will be more than happy to help in any way possible going forward.

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

Respectfully submitted,

Scott E. Parsons