

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
April 18, 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, Sipprelle, McGowen, Liaison Liverman and LHA AED Parsons.

Absent: Commissioners Pannell, Levy and attorney Cochran

Guests: TiNesha Hemphill (PHA Housing Operations Manager) and Jim Kelly (PHA Maintenance Supervisor)

Opening Statement

A motion to open the meeting was made by Mr. McGowen and seconded by Ms. Sipprelle. 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, April 18, 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 stated that he hopes the "COAH" settlement happens soon and we can get to the business of creating more affordable housing and Princeton preference housing.

II. Approval of Minutes

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

III. Approval of Payment of Bills

Copies of the March 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 Mr. McGowen. 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 March 2017, for active tenants, were \$12,626.54. The report also indicates that \$10,435.31 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$31,131.85. The Aged Accounts Receivable schedule indicates that of the \$12,626.54 due from current residents, \$10,268.54 (81%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.32% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective April 12, 2017, 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 two known upcoming vacancies.

Monthly Financial Statements

N/A

HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of March 31, 2017, which indicates the Princeton Housing Authority's reporting rate is 98.52% with 3 delinquent files. Those 3 files have already been addressed and the reporting rate for April will return to 100%.

RAD Conversion Update

Commissioners were provided with copies of a letter and emails to HUD requesting a waiver that would protect the residents at conversion from experiencing a rent increase due to RAD rule revisions. A spreadsheet showing the potential effects on 12 current residents was also provided. Since the RAD resident meetings were held prior to the RAD rent structure rules changing it is a reasonable request to have a waiver for these 12 residents. A response has not yet been received from HUD.

Princeton Charter School

A copy of the Princeton Charter School flier that was hand delivered to PHA residents with school age children was provided to commissioners.

Karin Court Rent Structure

N/A

Princeton Human Services Summer Employment Program

A copy of the Summer Youth Employment Program 2016 Report was provided to all commissioners. Mr. Parsons indicated that the PHA has committed to funding the summer employment cost for 4 PHA residents as was done last year. In 2016, 12 PHA residents participated in the program. Due to the uncertainty of the PHA's 2017 HUD funding, and likely funding cuts, it was decided not increase the PHA's support of the Summer Employment Program this year.

PHA After-School Program Enrollment

Mr. Parsons provided information that there are 15 PHA children enrolled in the after school program at the Pannell Center. There are also 7 PHA children attending the after school program at the Littlebrook site.

FYE 6/30/18 Approved Budget Resolution (2017-4)

A motion to approve the 6/30/18 budget, with a budgeted surplus of \$20,560, was made by Ms. Sippelle and seconded by Ms. Brooks. All were in favor.

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

There were no updates at this time.

Clay Street Residents “Meet the Commissioners” and 5 Year Plan

Approximately 4 Clay Street residents were in attendance. Mr. Parsons provided a general overview of the PHA’s 5 year capital improvement plan in addition to other improvements the PHA desires to make on Clay Street in the near future. Chair Newlin welcomed the residents that were in attendance. Ms. Yates, Clay Street resident and member of the Clay Street Resident Council, spoke to the desire for a laundromat on Clay Street in addition to reporting that some windows do not lock and questioned how long work orders should take to be completed. Ms. Yates also complained about tenants that leave their trash and recycling cans on the curb for days at a time. Mr. Parsons stated that a notice was sent out to the residents, as is done every year, reminding them about the trash policy. A new notice will be sent out to specify that trash should be put out no earlier than 6pm the evening prior to pick up and the receptacles must be removed from the curb no later than 24 hours after pick up. Tenants that fail to follow the trash policy will be fined \$25 and maintenance will return their receptacle to their apartment. Ms. Yates agreed that certain tenants need to be fined in order for them to start following the policy. Chair Newlin suggested for the PHA to schedule a clean-up weekend where residents can dispose of unwanted large items and also plant flowers to help beautify the street. Rev. Brooks suggested getting someone from Rutgers or a garden club/society to teach residents how to plant and take care of the flowers. The PHA will work with Ms. Yates on scheduling clean-up and flower planting weekends on Clay Street. Fern Spruill, a non-resident, stated that the PHA is run like a correctional facility which contributes to issues that neighbors have with each other and to the low turnout of residents at the meeting. Chair Newlin stated that while there is always room for improvement, perhaps residents did not attend the meeting because they are satisfied with the housing/services they receive. Ms. Smith, Clay Street resident, stated that she is very happy with her apartment.

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