

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
July 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 (via telephone), McGowen, Levy, Liaison Liverman and LHA AED Parsons.

Absent: Commissioners Pannell, Sippelle, Brooks and Attorney Cochran

Guests: Jim Kelly, Maintenance Supervisor

Opening Statement

A motion to open the meeting was made by Mr. McGowen and seconded by Mr. Levy. 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, July 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

Patty Yates, Clay Street resident, stated that she wanted to give Herb Broadway (maintenance employee) a thank you for the work he is doing. Ms. Yates also expressed that she was not happy with not having hot water for 24 hours. Mr. Kelly (Maintenance Supervisor) explained the situation regarding the hot water heater which needed a part that was not in stock. The hot water heater was repaired in less than 24 hours and then the system needed time to generate hot water again.

II. Approval of Minutes

A motion to approve the minutes of the June 20, 2017 regular meeting was made by Mr. Levy and seconded by Mr. McGowen. All were in favor.

III. Approval of Payment of Bills

Copies of the June 2017 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 Mr. Levy. 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 June 2017, for active tenants, were \$8,839.62. Mr. Parsons indicated that this is the lowest balance since 2011. The report also indicates that \$11,833.97 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$29,906.59. The Aged Accounts Receivable schedule indicates that of the \$8,839.62 due from current residents, \$7,266.68 (82%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 0.92% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective July 13, 2017, was provided to all commissioners. The report indicates that there are three vacant apartments, two apartments have been leased since the last board meeting and there are two known upcoming vacancies.

Monthly Financial Statements

Financial Statements for the 10 months ending May 31, 2017 were provided to the commissioners. The financial statements indicate a \$76,065 surplus through May. Through 92% of the budget year, the PHA has expended 90% of the budget. The Maple/Franklin financial statements indicate a \$23,233 surplus through May. 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 June 30, 2017, which indicates the Princeton Housing Authority's reporting rate is 100%.

RAD Conversion Update

Commissioners were provided with copies of several emails regarding the RAD conversion and waiver request. HUD has issued the RCC (RAD Conversion Commitment) but we are still waiting on a response to the waiver request and local preference request.

Karin Court Resident Meeting

It was reported that no residents attended the Karin Court resident meeting.

Correspondence (NJHMFA/KCA, Township/hospital transportation)

Commissioners were provided with a letter from NJHMFA indicating that their review indicated there are no issues of noncompliance with the Karin Court tax credit property for the calendar year ending 12/31/2016. An email and a copy of "Information About Free Transportation To The Hospital" was provided to commissioners. Redding circle is now included in the hospital's transportation plan and residents are eligible for free transportation to the hospital.

Awarding Contract for Redding Circle Roofs (2017-7)

A motion to award the roof replacement contract to the lowest responsible and responsive bidder, Four Seasons Construction, Inc., in the amount of \$194,225, was made by Mr. McGowen and seconded by Mr. Levy. All were in favor.

Write off of Vacated Tenant Balances (2017-8)

A motion to write off vacated tenant balances in the amount of \$12,439.28 was made by Mr. McGowen and seconded by Mr. Levy. All were in favor.

Approval of 2017 CFP Plan & 5 Year Action Plan (2017-9)

A motion to approve the 2017 CFP Annual Statement, HUD-50075.1, along with the Five Year Action Plan, HUD-50075.2, was made by Mr. McGowen and seconded by Mr. Levy. All were in favor.

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

Mr. Levy reported that the University claims to have no interest in obtaining the Karin Court property. Mr. McGowen reported that everyone is waiting for the "COAH" number before making any decisions on future affordable housing and that it looks like a decision may be made by the court by mid August. Mr. Parsons reported that Valley National Bank wants to revisit discussions in the fall about strategies to exit the Karin Court partnership.

V. Unfinished Business

Ms. Logan asked about the possible appointment of Jeffrey Oakman to the Housing Authority board. Mr. Parsons indicated that he had spoken to Mr. Oakman who expressed interest in joining the board. Mr. Liverman said that he will look into Mr. Oakman joining the board.

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

Respectfully submitted,

Scott E. Parsons