

**PRINCETON HOUSING AUTHORITY  
MINUTES OF THE MONTHLY MEETING  
September 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, Pannell, Logan, McGowen, Liaison Liverman, Attorney Cochran and LHA AED Parsons.

Absent: Commissioners Levy and Brooks

Guests: None

### **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, September 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**

Dosier Hammond indicated a hope to get the "COAH" number soon and be able to start creating more affordable housing.

Kim Dorman, Community Engagement Coordinator for the Princeton Public Library stated that her position is new and her goal is to make sure the Library is serving everyone in the community and finding new ways to do so. The Library recently held a picnic at Redding Circle in an effort to outreach to the community which was well received and well attended. Mr. Pannell stated that he speaks to many children in the community and he wanted to share that they do feel welcome at the library.

### **II. Approval of Minutes**

A motion to approve the minutes of the July 18, 2017 regular meeting was made by Mr. McGowen and seconded by Ms. Logan. All were in favor.

### **III. Approval of Payment of Bills**

Copies of the July and August 2017 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for July was made by Ms. Sipprelle and seconded by Mr. Pannell. All were in favor. A motion to approve the payment of bills for August was made by Ms. Logan and seconded by Mr. Pannell. 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 August 2017, for active tenants, were \$15,014.70. The report also indicates that \$0 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$22,272.70. The Aged Accounts Receivable schedule indicates that of the \$15,014.70 due from current residents, \$12,947.70 (86%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.47% of the annual tenant charges where the HUD guideline is 1.5% or less.

#### Vacancy Report

The vacancy report, effective September 14, 2017, was provided to all commissioners. The report indicates that there are two vacant apartments, three apartments have been leased since the last board meeting and there is one known upcoming vacancy.

#### Year End Financial Statements

Financial Statements for the 12 months ending June 30, 2017 were provided to the commissioners. The entity wide (PHA/MF/KCA) financial statements indicate \$112,000 excess of operating revenue over operating expenses. An entity wide balance sheet was also provided.

#### FYE 6/30/17 PHAS Score Projection

Mr. Parsons indicated that due to being in the process of a RAD conversion, the PHA will not receive a PHAS score for FYE 6/30/17. However, an internal score report was provided that indicates the PHA would receive a score of 92 if it were to be scored by HUD (potentially higher if a new physical inspection was conducted by HUD).

#### HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of August 31, 2017, which indicates the Princeton Housing Authority's reporting rate is 100%.

#### RAD Conversion Update

Mr. Parsons explained that the closing documents are being submitted to HUD and the deal could potentially close before the end of 2017.

#### Universal Housing Application

Princeton Affordable Housing, Princeton Community Housing, Princeton Housing Authority and Princeton Human Services have been working on creating one universal pre-application to be used by all affordable housing agencies in town. A copy of the draft application was provided to all commissioners. The application will be available on-line and will allow applicants to complete one application and submit that application to multiple housing providers simply by checking the boxes of which unit they wish to apply for. Paper applications will also be available on the websites and through our offices.

#### Equipment Auctions

Mr. Parsons explained that the Housing Authority is in the process of auctioning older equipment that has been replaced with newer equipment or is no longer needed. Information was provided for the one piece of equipment, 60 HP Air Compressor, which was recently auctioned off through eBay. The compressor was purchased in 1994 for \$10,966 and sold on eBay, 23 years later, for \$6,402.

#### RAD Lease Addendum (2017-10)

A motion to approve the RAD Lease Addendum to further define Market Rent and consequences for tenants that fail to comply with the annual recertification requirement was made by Mr. McGowen and seconded by Mr. Pannell. All present were in favor.

#### Awarding Contract for FYE 6/30/17 Audit (2017-11)

A motion to approve the agreement for audit services to Polcari & Company, CPA, in the amount of \$9,760, was made by Mr. McGowen and seconded by Ms. Sippelle. All present were in favor.

#### Awarding Contract for FYE 6/30/18 Fee Accounting (2017-12)

A motion to approve the agreement for accounting services to Hymanson, Parnes & Giampaolo, in the amount of \$12,600, was made by Ms. Sippelle and seconded by Ms. Logan. All present were in favor.

#### Renewal of Intergovernmental Agreement (2017-13)

A motion to approve the 2 year renewal of the Intergovernmental Service Agreement with the Lakewood Housing Authority was made by Mr. McGowen and seconded by Mr. Pannell. All present were in favor.

#### Awarding Contract for Legal Services (2017-14)

This agenda item was tabled until the October meeting.

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

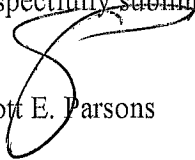
There was no report other than to indicate the "COAH" numbers are expected to be determined in October.

### **V. Unfinished Business**

None

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

Respectfully submitted,

  
Scott E. Parsons