

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
October 17, 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, Levy (arrived during agenda item II), Tuck-Ponder (arrived during agenda item III), Liaison Liverman, Attorney Cochran and LHA AED Parsons.

Absent: None

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, October 17, 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 Ingrid Reed is conducting a series of presentations at the Princeton Library that will include a report on affordable housing.

II. Approval of Minutes

A motion to approve the minutes of the September 19, 2017 regular meeting was made by Ms. Logan and seconded by Ms. Sipprelle. All were in favor.

III. Approval of Payment of Bills

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

IV. New Business/Reports

Welcome to New Commissioner – Michele Tuck-Ponder

Ms. Tuck-Ponder introduced herself and she was welcomed by the board.

Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of September 2017, for active tenants, were \$17,351.26. 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 \$23,752.26. The Aged Accounts Receivable schedule indicates that of the \$17,351.26 due from current residents, \$14,335.00 (83%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.69% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective October 12, 2017, was provided to all commissioners. The report indicates that there are two 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 2 months ending August 31, 2017 were provided to the commissioners. The financial statements indicate a \$70,441 surplus through August. Through 17% of the budget year, the PHA has expended 13% of the budget. The Maple/Franklin financial statements indicate a \$8,007 surplus through August. 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 September 30, 2017, which indicates the Princeton Housing Authority's reporting rate is 99.51%. Mr. Parsons explained the reason for the 1 delinquent file and reported that the file has since been submitted to HUD.

RAD Conversion Update

Mr. Parsons explained that the closing documents have been submitted to HUD and it is possible that the public housing only units (Clay Street, Spruce Circle, Redding Circle) may close in 2017 with the public housing/tax credit units (Karin Court) to close in 2018. The possible delay in closing on Karin Court has to do with certain forms related to the LIHTC's that need to be officially recorded and then subsequently released. HUD has also not yet provided an answer to the request to retain the local preference.

Universal Housing Application

Mr. Parsons informed the board that the Universal Housing Application is live and available on the PHA, PCH and Princeton's websites. Paper versions of the application are available for those that are not able to complete the application online.

Roof Replacement – Redding Circle Senior

Mr. Parsons informed the board that the roof replacement at Redding Circle Senior is underway and moving quickly. After these roofs are completed, all buildings owned/managed by the PHA will have had new roofs installed within the past 7 years. Mr. Parsons also indicated that two more of the six decks/balconies at Spruce Circle will be rebuilt tomorrow. After these two decks/balconies are completed there will be two more decks/balconies remaining to be rebuilt.

PHADA Position Paper

PHADA's position paper regarding the FY 2018 Appropriations was provided to all commissioners.

Awarding Contract for Landlord Tenant Legal Services (2017-14)

After discussion, a motion to approve the agreement for Landlord Tenant Legal Services to Law Offices of Glenn R. Cochran was made by Mr. McGowen and seconded by Ms. Pannell. Ms. Tuck-Ponder abstained and all others were in favor.

Awarding Contract for General Counsel Legal Services (2017-15)

After discussion, a motion to approve the agreement for General Counsel Legal Services to Law Offices of Glenn R. Cochran was made by Mr. McGowen and seconded by Mr. Levy. Ms. Tuck-Ponder abstained and all others were in favor.

State Health Benefits Incentive Program (2017-16)

A motion to approve the State Health Benefit Incentive Program for tiered network plans was made by Ms. Sippelle and seconded by Ms. Logan. All were in favor.

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

Mr. Levy reported that he has spoken to Rich Gittleman from PCH regarding their pending project to add 40 units to PCV, its potential impact on the ability to get certain funding for the Maple/Franklin development and a desire for both organizations to be open with each other and on the same page regarding any proposed or potential property development. Mr. Levy stated that the conversation went well. Mr. Levy also reported that he and Mr. Parsons will be meeting with Valley National Bank on Friday to discuss Karin Court exit plan options including reallocation of gains/losses between the partners.

V. Unfinished Business

None

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

Respectfully submitted,

Scott E. Parsons