

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
November 21, 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 (via telephone), Tuck-Ponder, Attorney Cochran and LHA AED Parsons.

Absent: Commissioner Pannell and Liaison Liverman

Guests: None

Opening Statement

A motion to open the meeting was made by Mr. McGowen and seconded by Ms. Tuck-Ponder. 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, November 21, 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

Ms. Sipprelle thanked Kim Dorman (Princeton Public Library) for assisting with the online application process.

II. Approval of Minutes

A motion to approve the minutes of the October 17, 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 October 2017 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for October was made by Ms. Sipprelle and seconded by Mr. McGowen. All were in favor.

IV. New Business/Reports

Reappointment of Ms. Sippelle to the PHA Board

An email from the Governor's Appointment Office confirming the reappointment of Ms. Sippelle until January 1, 2022 was provided to all commissioners. Ms. Sippelle was congratulated on her reappointment.

Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of October 2017, for active tenants, were \$16,828.58. 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 \$25,042.58. The Aged Accounts Receivable schedule indicates that of the \$16,828.58 due from current residents, \$13,361.58 (79%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.65% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective November 17, 2017, was provided to all commissioners. The report indicates that there are four vacant apartments, zero apartments have been leased since the last board meeting and there are two known upcoming vacancies.

Financial Statements

Financial Statements for the 3 months ending September 30, 2017 were provided to the commissioners. The financial statements indicate a \$109,035 surplus through September. Through 25% of the budget year, the PHA has expended 20% of the budget. The Maple/Franklin financial statements indicate a \$12,278 surplus through September. 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 October 31, 2017, which indicates the Princeton Housing Authority's reporting rate is 100%.

RAD Conversion Update

Mr. Parsons provided an email from HUD explaining the hold up in closing on the RAD conversion. HUD is still reviewing the HAP, rent schedule and management certification. In addition, the local preference has still not been approved by HUD.

Schedule of 2018 Board Meetings (Resolution 2017-17)

A motion to approve the 2018 board meeting schedule, which changes the starting time to 6:15 on the 3rd Tuesday of each month (except August for which there is no meeting), was made by Ms. Sippelle and seconded by Ms. Logan. All were in favor.

Awarding Extermination Contract (2017-18)

A motion to award the 2018 extermination contract to Western Pest Services, in the amount of \$8,796 plus the cost of bed bug treatments as needed, was made by Mr. McGowen and seconded by Ms. Sippelle. All were in favor.

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

There was nothing to report regarding Maple/Franklin as the "COAH" number has not yet been determined. Ed Truscelli and Rich Gittleman from PCH will be present at the December meeting to further discuss where we currently stand and thoughts for moving forward.

Mr. Levy explained the Karin Court partnership agreement and the amendment desired in order to reallocate revenue and expenses in order to reduce Valley National Bank's capital account by about \$70,000 per year over a period of about 10 years at which time VNB could be removed from the partnership in a tax neutral position. A draft of the amendment was provided to all commissioners. The draft amendment is expected to be finalized and then presented at the next board meeting.

V. Unfinished Business

Mr. Parsons informed the board that he successfully sent an email blast, providing information on a university employment workshop, to the 60 residents that provided their email addresses. The PHA will continue to provide relevant information to residents in this manner going forward.

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

Respectfully submitted,

Scott E. Parsons