

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
January 16, 2018**

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, Weiss, Attorney Cochran, Liaison Liverman and LHA AED Parsons.

Absent: Commissioners Pannell and Tuck-Ponder

Guests: None

Opening Statement

A motion to open the meeting was made by Ms. Sipprelle and seconded by Ms. Logan. 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, January 16, 2018 at 6:15 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

None

II. Approval of Minutes

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

IV. New Business/Reports

Welcome to Commissioner Joseph Weiss

Chair Newlin welcomed Mr. Weiss to the board and Mr. Weiss provided a summary of his personal and professional background.

Reorganization of Officers

Attorney Cochran took over the meeting and requested nominations for Chairperson. A motion to nominate Mr. Newlin as Chairperson was made by Ms. Sippelle and seconded by Ms. Logan. There were no further nominations. All were in favor of Mr. Newlin remaining as the Chairperson.

Mr. Newlin resumed his position as Chairperson and requested nominations for Vice-Chairperson. A motion to nominate Ms. Sippelle as Vice-Chairperson was made by Mr. Newlin and seconded by Ms. Logan. There were no further nominations. All were in favor of Ms. Sippelle remaining as the Vice-Chairperson.

Mr. Newlin requested nominations for Treasurer. A motion to nominate Mr. Pannell as Treasurer was made by Mr. McGowen and seconded by Ms. Sippelle. There were no further nominations. All were in favor of Mr. Pannell remaining as the Treasurer.

Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of December 2017, for active tenants, were \$20,408.58. The report also indicates that \$127.99 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$27,390.57. The Aged Accounts Receivable schedule indicates that of the \$20,408.58 due from current residents, \$15,719.58 (77%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 2.00% of the annual tenant charges where the HUD guideline is 1.5% or less. Mr. Parsons explained that the tenant balances is fairly consistent from year to year and spikes in the months of December and January due to holidays, etc.

Vacancy Report

The vacancy report, effective January 12, 2018, was provided to all commissioners. The report indicates that there are four vacant apartments, one apartment has been leased since the last board meeting and there are two known upcoming vacancies.

Financial Statements

Financial Statements for the 5 months ending November 30, 2017 were provided to the commissioners. The financial statements indicate a \$118,837 surplus through November. Through 42% of the budget year, the PHA has expended 37% of the budget. The Maple/Franklin financial statements indicate a \$18,398 surplus through November. 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 December 31, 2017, which indicates the Princeton Housing Authority's reporting rate is 100%.

RAD Conversion Update

Mr. Parsons stated that nothing has changed since last month. HUD is still reviewing the HAP, rent schedule and management certification. In addition, the local preference has still not been approved by HUD.

Mayor and Council Volunteer Thank You Breakfast

A copy of the invitation to the Thank You Breakfast was provided to all commissioners in addition to it being previously emailed to all commissioners.

FYE 6/30/17 Audit Review Resolution & Certificate (Resolution 2018-1)

A copy of the FYE 6/30/17 audit report was emailed to commissioners and a hard copy provided at the meeting. A motion to approve the 6/30/17 audit report resolution and audit review certificate was made by Ms. Logan and seconded by Ms. Sipprelle. All were in favor. The auditor, Polcari & Company, will present the audit at the February board meeting.

Karin Court Security Deposit Escrow Account (2018-2)

A motion to adopt the Santander Universal Resolution, for the purpose of opening and managing the tenant security deposit escrow account for Karin Court, was made by Mr. McGowen and seconded by Ms. Sipprelle. All were in favor.

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

Mr. McGowen provided a summary of developments to this point for the benefit of Mr. Weiss. Additionally, there needs to be further discussion on what type of organization will work best for the managing agency of any new, jointly owned, development. Both PCH and PHA will reach out to attorneys to request pro bono work in this area.

V. Unfinished Business

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

Respectfully submitted,

Scott E. Parsons