

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
February 20, 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, Tuck-Ponder, Attorney Cochran, Liaison Liverman and LHA AED Parsons.

Absent: Commissioners Pannell and Weiss

Guests: Ralph Polcari, CPA

Opening Statement

A motion to open the meeting was made by Ms. Tuck-Ponder 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, February 20, 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 January 20, 2018 regular meeting was made by Ms. Sipprelle and seconded by Ms. Logan. Ms. Tuck-Ponder abstained. All others were in favor.

III. Approval of Payment of Bills

Copies of the January 2018 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for January was made by Mr. McGowen and seconded by Ms. Sipprelle. All were in favor.

IV. New Business/Reports

FYE 6/30/17 Audit Report Presentation – Ralph Polcari

Mr. Polcari provided a summary/brief presentation on the results of the 6/30/17 audit. Mr. Polcari reported that there were no audit findings and there were no internal control deficiencies found. Mr. Polcari also went over the balance sheet and income statement and reported that the PHA is financially sound. A motion to accept the audit report was made by Ms. Sippelle and seconded by Ms. Tuck-Ponder. All were in favor.

Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of January 2018, for active tenants, were \$18,225.58. 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 \$24,320.57. The Aged Accounts Receivable schedule indicates that of the \$18,225.58 due from current residents, \$13,161.58 (72%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.79% of the annual tenant charges where the HUD guideline is 1.5% or less. During a conversation about what could be done/programs offered to help tenants with financial issues Mr. Parsons indicated that the Housing Stability Coalition is coordinating a Housing Navigator Training that will train approximately 10 individuals/volunteers to help residents navigate housing and resources in Princeton. These Housing Navigators will help families with case management, assistance with applications, assistance with utility issues and the affordable housing system. The Princeton Housing Authority will be participating in this training which should help both our current residents and future residents. Kim Dorman from the Princeton Library offered space for the program/training if needed.

Vacancy Report

The vacancy report, effective February 15, 2018, was provided to all commissioners. The report indicates that there are four vacant apartments, three apartments have been leased since the last board meeting and there is one known upcoming vacancy.

Financial Statements

Financial Statements for the 6 months ending December 31, 2017 were provided to the commissioners. The financial statements indicate a \$157,887 surplus through December. Through 50% of the budget year, the PHA has expended 43% of the budget. The Maple/Franklin financial statements indicate a \$21,692 surplus through December. Balance sheets were also provided for both the Public Housing Program and Maple/Franklin. Mr. Parsons indicated that the PHA financial statements ending January 31, 2018 will indicate a much smaller surplus due to heating related utility costs and unexpected/extraordinary maintenance expenses.

HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of January 31, 2018, 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.

Potential ACOP Revision – Preference for involuntarily displaced by fire of federally declared natural disaster

Mr. Parsons provided all commissioners with the current admission policy/preference in selection of tenants along with the internal transfer policy and a brief summary regarding how the system/process works. After discussion the board decided to not revise the policy at this time. The board stated that they

did not want to change policy in reaction to an event and would prefer to change policy because they believe a change would result in good policy.

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

Mr. McGowen stated that he and Mr. Parsons spoke with PCH. The town has suggested that a MOU be drafted between the town and PHA/PCH to indicate PHA/PCH interest in developing the Maple/Franklin/Parking lot site and the town's willingness to work with PHA/PCH to achieve that goal. Having such an MOU should result in both PHA/PCH being more comfortable with incurring soft cost expenditures in order to get the process moving. PCH is having an attorney draft an MOU which will then be presented to PHA for comment.

V. Unfinished Business

A motion to adjourn the meeting was made by Ms. Tuck-Ponder and seconded by Ms. Logan. All were in favor.

Respectfully submitted,

Scott E. Parsons