

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
December 17, 2013**

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, McGowen, Attorney Cochran and LHA AED Parsons

Absent: Commissioners Levy, Brooks and Liaison Liverman

Guests: Tony Polcari, Polcari & Co.

Opening Statement

A motion to open the meeting was made by Ms. Sipprelle and seconded by Ms. Pannell. 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, December 17, 2013 at 6:30 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 November 25, 2013 meeting was made by Ms. Sipprelle and seconded by Mr. McGowen. All were in favor.

III. Approval of Payment of Bills

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

IV. New Business/Reports

FYE 6/30/13 Audit Report Presentation – Tony Polcari

Mr. Polcari presented the results of the 6/30/13 audit report to the board. In short, Mr. Polcari indicated that the financial condition of the Princeton Housing Authority is strong and the Authority is operating in compliance with all applicable rules and regulations.

Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of November 2013, for active tenants, were \$14,755.12. The report also indicates that \$3,985.96 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$34,874.08. The Aged Accounts Receivable schedule indicates that of the \$14,755.12 due from current residents, \$11,218.68 (76.03%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.71% of the annual tenant charges where the HUD guideline is 1.5% or less. Mr. Parsons explained that it is typical to see the tenant balances trend upwards during the months of November and December due to the holidays.

Vacancy Report

The vacancy report, effective December 9, 2013, was provided to all commissioners. The report indicates that there are two vacant apartments. The report also indicates that one apartment has been leased since the last board meeting and there is one known upcoming vacancy.

HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of November 30, 2013, which indicates the Princeton Housing Authority's reporting rate is 98.54%. Mr. Parsons explained that three tenant files were delinquent due to legal reasons that prohibited the PHA from conducting the annual recertifications and submitting the 50058's. The issues for all three files should be resolved for the report effective 1/31/14.

HUD PHAS Scores for FYE 6/30/13

Mr. Parsons provided the commissioners with a copy of the 6/30/13 PHAS Advisory Score Report along with the supporting detail for each score/calculation. Being that the Princeton Housing Authority is a High Performing small housing authority, it is exempt from the PHAS scoring requirement for the fiscal year ending 6/30/13. The score report is intended to show the PHA what its score would have been had it not been exempt for the fiscal year. Mr. Parsons explained that the PHA would have received a score of 93, which is the same score as the previous year.

NJPHAJIF Fund Commissioner (2013-15)

A motion to approve making TiNesha Hemphill as the Fund Commissioner for the JIF for the 2014 fund year was made by Mr. McGowen and seconded by Ms. Sipprelle. All were in favor.

Board Meeting Schedule for 2014 (2013-16)

A motion to approve the 2014 board meeting schedule, changing the meeting times to 6pm, was made by Mr. McGowen and seconded by Ms. Sipprelle. All were in favor.

RAD Conversion Draft Application

Mr. Parsons provided the commissioners with a copy of the draft RAD application along with the tenant meeting notice and RAD informational brochure that were distributed to all tenants. The final application will be ready for submission to HUD prior to December 31 and the initial evaluation indicates that converting to RAD could possibly increase the annual income stream by approximately \$70,000 per year.

YMCA MOU for Pannell Center (2013-17)

Mr. Parsons provided commissioners with a copy of the PYA Year End Report in addition to the YMCA's answers to the questions that were raised at the previous board meeting. After discussion, a motion to approve the MOU with the YMCA, with the removal of section III. (I) was made by Mr. McGowen and seconded by Ms. Sipprelle. All were in favor.

Maple/Franklin/Affordable Housing Task Force

A copy of the Task Force meeting minutes of December 9th were provided to the commissioners. Mr. McGowen provided a summary of the meeting the Task Force had with the Mayor and Administrator regarding redevelopment of the Witherspoon corridor. The meeting went very well and the Task Force requested participation with the committee that will be looking into the potential redevelopment in 2014.

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