

**PRINCETON HOUSING AUTHORITY  
MINUTES OF THE MONTHLY MEETING  
June 18, 2013**

The members of the Board of Commissioners, Housing Authority of the Borough of Princeton, 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, McGowen, Brooks, Sipprelle, Trelstad, Attorney Cochran, Liaison Liverman and LHA AED Parsons

Absent: Commissioners Pannell and Levy

Guests: None

### **Opening Statement**

A motion to open the meeting was made by Mr. McGowen and seconded by Ms. Brooks. 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, June 18, 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**

Fern and Larry Spruill attended on behalf of a relative that resides at Franklin Terrace. They claimed that there was a flood in their relative's apartment and the PHA did not apologize or see if she was ok. They also claimed that the refrigerator in the apartment is 30 years old and needs to be replaced. Mr. Parsons informed the board that maintenance responded immediately to the water leak, which was not a flood, and mitigated the emergency. The very next day, both Mr. Parsons and Mr. Roach (Maintenance Supervisor) visited the resident to make sure she was ok, apologized for any inconvenience and asked if she needed anything. Mr. Parsons also explained other accommodations that were made by the PHA, which were not required, and stated that he believed the PHA went above and beyond their obligations regarding this incident. Mr. Parsons also stated that maintenance will go check out the refrigerator tomorrow to evaluate if it needs to be replaced.

## **II. Approval of Minutes**

A motion to approve the minutes of the May 21, 2013 meeting, with corrections to the "PHA Office Location" section of the minutes, was made by Ms. Trelstad and seconded by Ms. Brooks. All were in favor.

## **III. Approval of Payment of Bills**

Copies of the May check registers were provided to all commissioners. After discussion regarding training and travel related expenses, a motion to approve the payment of bills for May was made by Mr. McGowen and seconded by Ms. Sippelle. All were in favor.

## **IV. New Business/Reports**

### Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of May 2013, for active tenants, were \$9,597.34. The report also indicates that \$31,468.67 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$47,858.01. The Aged Accounts Receivable schedule indicates that of the \$9,597.34 due from current residents, \$6,565.34 (68.41%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.12% of the annual tenant charges where the HUD guideline is 1.5% or less.

### Vacancy Report

The vacancy report, effective June 13, 2013, was provided to all commissioners. The report indicates that there are six vacant apartments. The report also indicates that two apartments have been leased since the last board meeting and there is one known upcoming vacancy.

### Financial Statements

Financial Statements for the 10 months ending April 30, 2013 were provided to the commissioners. The financial statements indicate a \$68,942 surplus through April. Through 83% of the budget year, the PHA has expended 80.66% of the budget. The Maple/Franklin financial statements indicate a \$5,129 deficit through April. 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 May 31, 2013, which indicates the Princeton Housing Authority's reporting rate is 100%.

### CFP Updates

Mr. Parsons explained to the board that Bayshore General Contracting is being required to complete a second mock bathroom, due to the events that occurred during completion of the first mock unit, before they will be permitted to proceed further. The second unit will also be a vacant unit as a tenant is transferring from Maple Terrace to Clay Street.

### Princeton Recreation Department Contribution Request

The board was provided with a letter of contribution request from the Princeton Recreation Department to assist with funding PHA children that attend summer camp. Mr. Parsons explained that the budget can currently absorb this expenditure but may not be able to in future years due to budget cuts and sequestration. After discussion the board approved to contribute \$4,000 to the Princeton Recreation Department to assist in funding summer camp participation for PHA children.

### YMCA-Pannell Center

Mr. Parsons informed the board that he and Malcolm had a meeting with the YMCA regarding the possibility of them being the primary/sole user of the Pannell Center. There is the possibility that the Y could be able station a staff member at the Pannell Center and have the ability to provide early childhood education, summer education/camp and healthy living/wellness programs in addition to the after school programming that they currently provide. The board questioned how many organizations utilize the building and how would the PHA handle those programs. Mr. Parsons indicated that any group not affiliated would be permitted to relocate to one of the other PHA community centers that are rarely used. The board gave permission for Mr. Parsons to further pursue this potential partnership with the YMCA.

### PHA Commissioner Training Completion-Rev. Brooks

Ms. Brooks was congratulated on her accomplishment of successfully completing the NJ Local Housing Authority and Redevelopment Agency Training Program for Commissioners. Mr. Parsons presented Ms. Brooks with her Certificate of Completion from the NJDCA and Rutgers University.

### Maple & Franklin

Mr. Parsons indicated to the board that he believes the PHA should not wait for the University to decide what their plans are for the Franklin Ave. parking lot, or on the outcome of the Avalon Bay issue, before moving forward with the plan to redevelop the Maple/Franklin sites. Waiting for these issues to be settled could result in no action being taken for an uncertain amount of time which is not in the PHA's best interest. Mr. Parsons explained that PHA staff has already started working on ideas/plans to redevelop the current site, which would include a mix of market units that would help subsidize the low income units and pay the debt service. The plan could potentially be financed solely through the equity the PHA has in the current land and could produce a new income source that would help the PHA become less dependent on the declining HUD funding. The board gave Mr. Parsons permission to pursue this idea further and to obtain a survey and appraisal of the property to determine how much funding can be obtained by borrowing on the equity in the land.

### Intergovernmental Service Agreement

Mr. Parsons reminded the board that the current agreement with the Lakewood Housing Authority is due to expire in September and it is time to decide if the PHA intends on renewing the contract, hiring a full time Executive Director or going in a different direction. Ms. Trelstad stated that the board needs to discuss the options and determine how well the agreement is currently working. Ms. Brooks stated that in the current economic climate, with HUD funding being consistently cut, it makes sense to continue with the agreement because everything seems to be running well as is. Mr. Newlin stated that the PHA has never been in a better position and believes the contract should be renewed. The matter will be discussed further at the July board meeting.

### Affordable Housing Task Force Meeting

Mr. Parsons and Mr. McGowen presented to the board the main focus of the most recent AHTF meeting. In short, there was an idea for the PHA, PCH and Princeton Affordable Housing to hold an event to promote low income and affordable housing and for each agency to support, promote and advocate for each other. The board is in favor of this agenda of cooperation between the three agencies.

### Adoption of State Budget (2013-7)

A motion to adopt the 7/1/13-6/30/14 budget, which was previously approved on April 16, 2013, was made by Mr. McGowen and seconded by Ms. Brooks. All were in favor.

PCSN Email

Mr. Parsons provided commissioners with an email from the Princeton Citizens for Sustainable Neighborhoods, which indicated that they were looking for the PHA's support in their battle against AvalonBay and their proposed development on the hospital site. It was determined that is not in the PHA's best interest, for a variety of reasons, to provide support to the PCSN.

**V. Unfinished Business – None**

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

Respectfully submitted,

Scott E. Parsons