

**PRINCETON HOUSING AUTHORITY  
MINUTES OF THE MONTHLY MEETING  
November 25, 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, Brooks, Sipprelle, Pannell, McGowen, Attorney Cochran and LHA AED Parsons

Absent: Commissioners Levy (arrived at agenda item III) and Liaison Liverman

Guests: Ed Truscelli, Executive Director of Princeton Community Housing

**Opening Statement**

A motion to open the meeting was made by Mr. McGowen 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 Monday, November 25, 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 October 23, 2013 meeting was made by Ms. Sipprelle and seconded by Ms. Brooks. All were in favor.

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

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

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

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

Mr. Polcari was unable to attend the meeting due to an emergency situation. This agenda item will be tabled until the December board meeting.

#### Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of October 2013, for active tenants, were \$11,748.08. The report also indicates that \$2,669.00 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$30,367.08. The Aged Accounts Receivable schedule indicates that of the \$11,748.08 due from current residents, \$8,443.68 (71.87%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.37% of the annual tenant charges where the HUD guideline is 1.5% or less.

#### Vacancy Report

The vacancy report, effective November 21, 2013, was provided to all commissioners. The report indicates that there are three vacant apartments. The report also indicates that three apartments have been leased since the last board meeting and there is one known upcoming vacancy.

#### Financial Statements

Financial Statements for the 4 months ending October 31, 2013 were provided to the commissioners. The financial statements indicate a \$47,139 surplus through October. Through 33% of the budget year, the PHA has expended 31.26% of the budget. The Maple/Franklin financial statements indicate a \$3,667 deficit through October. 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, 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. Two of these issues should be resolved by the next board meeting.

#### RAD Conversion

Mr. Parsons informed the board that the Brooke Group, LLC is working on the RAD assessment to determine if it is advantageous for the PHA to submit an application. Mr. Parsons has been working with the Brooke Group to gather information such as the physical needs of the properties and projected budget information in order to make the determination. If converting with RAD is advantageous for the PHA an application will be submitted to HUD before December 31.

### YMCA MOU for Pannell Center

During discussion, the board had several questions regarding the After-School program budget and enrollment of PHA children. A decision will not be made on the MOU until the YMCA provides answers to the board's questions. This item will be placed on the December board meeting agenda.

### Maple/Franklin

Mr. McGowen began the discussion with an overview of topics to be discussed at tomorrow's Task Force's meeting with the Mayor and Administrator. Mr. McGowen stated that the meeting will be very general and the main purpose is to make the Mayor aware that the Task Force is interested in being involved in the potential redevelopment of the Witherspoon area. There was also a discussion about forming a redevelopment sub-committee but a sub-committee was not officially formed during the meeting.

### **V. Unfinished Business – None**

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

Respectfully submitted,

Scott E. Parsons