

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
October 23, 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, Sippelle, Pannell, Attorney Cochran and LHA AED Parsons

Absent: Commissioners Levy(arrived at agenda item IV), McGowen and Liaison Liverman

Guests: Ed Truscelli, Executive Director of Princeton Community Housing

Opening Statement

A motion to open the meeting was made by Mr. Brooks and seconded by Mr. 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 Wednesday, October 23, 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 September 17, 2013 meeting was made by Ms. Sippelle and seconded by Ms. Brooks. All were in favor.

III. Approval of Payment of Bills

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

IV. New Business/Reports

Ed Truscelli – Affordable Housing Task Force

Mr. Truscelli gave a general overview of the issues the Affordable Housing Task Force has been discussing recently and explained how it would be good if the PHA and PCH could work together towards promoting and providing more low income and affordable housing in Princeton. There was discussion about the Maple/Franklin site and the adjacent parking lot along with other possibilities for increasing the low income/affordable housing stock. Mr. Truscelli indicated that he has experience with development of housing so he may be able to assist, if the PHA was interested, with moving forward on the Maple/Franklin site. There was a discussion of potential partnerships (formal and informal) in order to form a larger voice to advocate for low income/affordable housing. The board agreed that both organizations should work together to maximize the low income/affordable housing stock in Princeton. The minutes to the September 26 Affordable Housing Task Force meeting were also distributed to the commissioners.

Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of September 2013, for active tenants, were \$12,076.49. 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 \$31,921.49. The Aged Accounts Receivable schedule indicates that of the \$12,076.49 due from current residents, \$9,570.25 (79.25%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.41% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective October 23, 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 are two known upcoming vacancies.

Financial Statements

Financial Statements for the 3 months ending September 30, 2013 were provided to the commissioners. The financial statements indicate a \$54,640 surplus through September. Through 25% of the budget year, the PHA has expended 22.31% of the budget. The Maple/Franklin financial statements indicate a \$4,780 deficit through September. 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 September 30, 2013, which indicates the Princeton Housing Authority's reporting rate is 98.05%. 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.

CFP Updates

Mr. Parsons informed the board that the Maple/Franklin bathroom renovations are completed and the Spruce Circle heating plant job is complete.

RAD Conversion (2013-13)

Mr. Parsons provided a general overview of the RAD program and how it could be beneficial for the PHA to consider converting its units to project based vouchers through the RAD program. Mr. Parsons explained that in order to be eligible to lock in the 2012 funding levels, which are most advantageous to the PHA, the application must be received by HUD by December 31, 2013. It was also explained that the PHA can withdraw its application without penalty at any time up to the execution of a RAD agreement

with HUD. A motion to approve procuring a firm to prepare and submit a RAD application to HUD was made by Ms. Brooks and seconded by Ms. Sipprelle. All were in favor.

FYE 6/30/14 Budget Revision (2013-14)

Mr. Parsons requested to revise the budgeted salary line item for Administrative Assistant/Resident Services Coordinator from \$30,000 to \$35,000 and for Maintenance Mechanic(JK) from \$39,996 to \$43,000. After discussion, a motion to approve the resolution was made by Mr. Levy and seconded by Ms. Sipprelle. All were in favor.

Credit/Debit Cards

Mr. Parsons informed the board that over the years several residents have requested that we accept credit/debit cards as a method of payment for rent so he is bringing the request to the board. Accepting credit/debit cards as a method of payment is something that can be set up but Mr. Parsons stated that he does not believe it is a good idea because it could encourage the tenants to amass more debt. After discussion, the board agreed that the PHA will not accept credit/debit cards as a method of payment.

V. Unfinished Business – None

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

Respectfully submitted,

Scott E. Parsons