

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
July 16, 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, Sippelle, Trelstad, Pannell, Attorney Cochran, Liaison Liverman and LHA AED Parsons

Absent: Commissioner Levy (arrived at 6:20)

Guests: Kate Bech, CEO YMCA Princeton

Opening Statement

A motion to open the meeting was made by Ms. Trelstad 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, July 16, 2013 at 6:00 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 June 18, 2013 meeting, with a correction to indicate that Liaison Liverman was present, was made by Ms. Trelstad and seconded by Ms. Brooks. All were in favor.

III. Approval of Payment of Bills

Copies of the June check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for June was made by Ms. Sippelle and seconded by Ms. Brooks. 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 June 2013, for active tenants, were \$9,577.35. The report also indicates that \$31,438.67 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$47,711.02. The Aged Accounts Receivable schedule indicates that of the \$9,577.35 due from current residents, \$7,385.67 (77.12%) 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 July 10, 2013, was provided to all commissioners. The report indicates that there are three vacant apartments. The report also indicates that five apartments have been leased since the last board meeting and there are four known upcoming vacancies.

Financial Statements

Financial Statements for the 11 months ending May 31, 2013 were provided to the commissioners. The financial statements indicate a \$45,728 surplus through May. Through 92% of the budget year, the PHA has expended 90.60% of the budget. The Maple/Franklin financial statements indicate a \$10,574 deficit through May. 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 June 30, 2013, which indicates the Princeton Housing Authority's reporting rate is 99.51%. Mr. Parsons explained that one tenant file was delinquent due to the tenant transferring from Redding Circle to Clay Street and the issue will be resolved next month.

CFP Updates

Mr. Parsons explained to the board that the Maple/Franklin bathroom renovations are scheduled to begin next Monday and that 3 units will be completed each week.

YMCA-Pannell Center

Kate Bech, CEO of the Princeton Family YMCA, presented a proposal to create a partnership with the Princeton Housing Authority in which the YMCA would manage all activities/programming at the Henry F. Pannell Learning Center. This partnership could provide a professional daily presence and substantially expand the programs and activities that are operated from the Learning Center. The PHA board was receptive to moving forward with further discussion on the matter. The next steps would be to get approval from the YMCA board and then prepare a MOU/contract that would be approved by both boards. Some programming could potentially begin as soon as October if both boards agree to move forward.

Write Off Vacated Tenant Balances (2013-8)

Mr. Parsons presented the vacated tenant balances that are proposed to be written off as uncollectible. A total of 9 vacated tenants, with a total due of \$31,438.67, are proposed to be written off. Mr. Parsons explained that due to a tenant fraud issue, one ex-tenant accounts for over \$26,000 of the total due. Without this one account, the amount written off would be less than it has been in several years. A motion to approve the write off of vacated tenant accounts receivable was made by Mr. McGowen and seconded by Ms. Sippelle. All were in favor.

Evelyn Voorhees Memorial Garden

Ms. Sippelle presented an agenda/schedule for the dedication of Evelyn's memorial garden. Ms. Sippelle informed the board that the dedication will be on Friday, July 19, at 2pm at Spruce Circle. A reception will follow the ceremony. Ms. Sippelle was thanked for heading the organization/planning of the dedication.

Intergovernmental Service Agreement

Mr. Parsons placed the service agreement on the agenda for further discussion because the current agreement expires on September 15th. After discussion, a sub-committee was formed to look into the effectiveness of the current arrangement and to make a recommendation on the best option for the PHA moving forward. The sub-committee consists of Ms. Trelstad, Mr. Levy and Ms. Brooks. The sub-committee will present their recommendations at the September board meeting.

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