

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
September 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, McGowen, Brooks, Sipprelle, Trelstad, Pannell, Liaison Liverman and LHA AED Parsons

Absent: Commissioner Levy and Attorney Cochran

Guests: None

Opening Statement

A motion to open the meeting was made by Mr. McGowen 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 Tuesday, September 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 July 16, 2013 meeting was made by Ms. Trelstad and seconded by Ms. Sipprelle. All were in favor.

III. Approval of Payment of Bills

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

After discussion, a motion to approve the payment of bills for August was made by Mr. McGowen and seconded by Ms. Sipprelle. 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 August 2013, for active tenants, were \$12,238.32. The report also indicates that \$101.00 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$18,390.32. The Aged Accounts Receivable schedule indicates that of the \$12,238.32 due from current residents, \$9,419.25 (76.97%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.43% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

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

Financial Statements

Financial Statements for the 12 months ending June 30, 2013 were provided to the commissioners. The financial statements indicate a \$3,053 surplus through June. The Maple/Franklin financial statements indicate a \$23,414 deficit through June.

HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of August 31, 2013, which indicates the Princeton Housing Authority's reporting rate is 100%. 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 informed the board that the Maple/Franklin bathroom renovations are completed except for the minor punch list items. The renovations went smoothly without any major issues.

ROSS Grant Reports – May, June, July

Commissioners were provided with reports for May, June and July which indicated the number of tenants that were served and the category in which they were served. Mr. Parsons informed the board that the new Service Coordinator, Kate Hall, has been working out very well and has formed good relationships with PHA staff and residents.

Municipality of Princeton Housing Memorandum

Mr. McGowen provided a summary of the memorandum which addressed local preferences and background checks of prospective tenants. In short, the Municipality will be putting language into their rules/policies to address these issues but it will not affect the operations of the PHA.

PSRC Contract Renewal (2013-9)

After discussion, a motion to approve the MOU with the PSRC, along with a payment of \$12,000 for services, was made by Ms. Trelstad and seconded by Ms. Sipprelle. All were in favor.

FYE 6/30/13 Audit Contract (2013-10)

A motion to approve awarding the Agreement for Audit Services, in the amount of \$9,262, to Polcari & Company, CPA for the twelve month period ending June 30, 2013 was made by Mr. McGowen and seconded by Ms. Brooks. All were in favor.

2013 CFP Annual Statement Approval (2013-11)

A motion to approve the actual 2013 CFP Annual Statement, in the amount of \$204,799, was made by Ms. Trelstad and seconded by Ms. Sipprelle. All were in favor.

Intergovernmental Service Agreement (2013-12)

Ms. Trelstad explained to board members the factors that went into evaluating the agreement and the sub-committee's recommendation to renew the contract with the Lakewood Housing Authority. In short, Ms. Trelstad indicated that the arrangement has produced effective results and provided a cost savings to the PHA. Ms. Trelstad also pointed out to the board all of the recommended changes the sub-committee would like to see made to the contract. After discussion, a motion to approve the contract with the Lakewood Housing Authority was made by Ms. Trelstad and seconded by Ms. Brooks. All were in favor.

Maple/Franklin

Mr. McGowan provided commissioners with a summary of Bob Hillier's ideas of redeveloping the Witherspoon Street area, which includes the Maple/Franklin site, which has been presented at a couple community meetings. There was discussion about potentially setting up a meeting with Mr. Hillier to discuss his vision for the neighborhood.

Barbara Trelstad

Ms. Trelstad informed the board that she has sold her house and will be moving to NY so this will be her last board meeting. Members of the board expressed their appreciation for her work and advocacy and wished her the best in the future.

V. Unfinished Business – None

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

Respectfully submitted,

Scott E. Parsons