

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
January 20, 2015**

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, Levy, Pannell, Sippelle, Logan, Liaison Liverman, Attorney Cochran and LHA AED Parsons. Commissioner McGowen arrived at the beginning of agenda item IV.

Absent: None

Guests: Kate Bech (YMCA), Rosie Segovia (YMCA) and Tony Polcari (Polcari & Company)

Opening Statement

A motion to open the meeting was made by Ms. Brooks and seconded by Ms. Sippelle. 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, January 20, 2015 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 December 22, 2014 meeting was made by Ms. Brooks and seconded by Mr. Levy. All were in favor.

III. Approval of Payment of Bills

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

IV. New Business/Reports

Tony Polcari – FYE 6/30/14 Audit Presentation (2015-1)

Mr. Polcari presented the 6/30/14 report to the board and answered several questions posed by the board. Mr. Polcari indicated to the board that the audit resulted in an Unmodified Report and the PHA continues to be in a strong position and designated by HUD as a high performing housing authority.

A motion to certify that each commissioner has personally reviewed the annual audit report and specifically the sections entitled General Comments and Recommendations, was made by Ms. Brooks and seconded by Ms. Sipprelle. All were in favor. All commissioners also signed the Local Authorities Group Affidavit Form – Audit Review Certificate during the board meeting.

Kate Bech and Rosie Segovia – Princeton YMCA Presentation (2015-2)

Ms. Bech and Ms. Segovia provided the commissioners with a review of the programs that are currently being provided to PHA residents by the YMCA in addition to programs that are in the planning stages. The review indicated that the attendance of many of the programs has been improving. There was further discussion on how to solve the transportation issue for residents living at Redding Circle which is causing some children to not participate in the after school program. The board also has a desire for the YMCA to provide programs at the Pannell Center that will increase African American participation in addition to providing a program for English speaking residents to learn Spanish.

After discussion, a motion to approve entering into a MOU with the YMCA for providing after-school programing in addition to other programs for the 2014-2015 school year was made by Ms. Logan and seconded by Mr. Levy. All were in favor.

Reorganization of Board Members - Nominations

The meeting was turned over to Attorney Cochran for nominations of the 3 board positions. A motion to nominate Mr. Newlin as the Chairperson was made by Mr. McGowen and seconded by Ms. Logan. All were in favor. A motion to nominate Mr. Levy as the Vice-Chairperson was made by Ms. Brooks and seconded by Ms. Logan. All were in favor. A motion to nominate Mr. Pannell as Treasurer was made by Mr. Levy and seconded by Ms. Brooks. All were in favor. The meeting was turned back over to Mr. Newlin following the elections.

Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of December 2014, for active tenants, were \$16,771.14. The report also indicates that \$1,394.97 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$24,295.11. The Aged Accounts Receivable schedule indicates that of the \$24,295.11 due from current residents, \$12,599.07 (75.12%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.89% of the annual tenant charges where the HUD guideline is 1.5% or less. Mr. Parsons informed the board that the newly implemented Standard Operating Procedure for rent collection appears to be working as the balances have already reduced dramatically.

Vacancy Report

The vacancy report, effective January 16, 2015, 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 6 months ending December 31, 2014 were provided to the commissioners. The financial statements indicate a \$67,819 surplus through December. Through 50% of the budget year, the PHA has expended 44.80% of the budget. The Maple/Franklin financial statements indicate a \$2,694 deficit through December. 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 December 31, 2014, which indicates the Princeton Housing Authority's reporting rate is 100%.

Bertha Logan Reappointment

All commissioners were provided with a letter from Princeton confirming the reappointment of Ms. Logan to the PHA board for a five year term expiring on December 31, 2019.

John Street Shop

Liaison Liverman indicated that the municipality may be trying to purchase the property on Lytle Street that backs up to the Mary Moss Park in order to expand the park. There will be further discussion with the municipality to determine how to proceed with the shop building.

Report from Redevelopment Sub-Committee

Toby informed the board that the town task force has narrowed the potential affordable housing sites down to 16 and 2 of the sites still on the list are the Franklin parking lot and the Maple/Franklin site.

Toby also informed the board that Valley National Bank has not been receptive to discussing ending the Karin Court partnership agreement unless their tax liability is paid by the PHA. Toby will contact VNB again as he believes there may be other credits available to Valley National Bank which could entice them to exit the partnership.

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