

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
February 18, 2014**

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, Sipprelle, Pannell, McGowen, Brooks Attorney Cochran and LHA AED Parsons

Absent: Commissioners Levy and Liaison Liverman

Guests: None

Opening Statement

A motion to open the meeting was made by Ms. Sipprelle 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, February 18, 2014 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

Esmirna Deleon, a Clay Street resident, explained that her daughter's car was damaged by a fallen tree branch in the Clay Street parking lot during a snow storm on February 3. She said that the car was considered totaled by the insurance company and they have paid off the loan but now she has to purchase another car. She said she doesn't think its fair that her daughter has to start over again with another car because the damage was not her fault. Mr. Parsons informed the board that he explained to Ms. Deleon that the Housing Authority's insurance company was contacted and stated that the claim would have to go through the tenant's auto insurance because the fallen tree branch was caused by an act of god, not negligence on the Housing Authority's part. Ms. Deleon is looking for restitution from the Housing Authority for the totaled vehicle. Ms. Deleon was told to gather her documents from the insurance company in addition to any pictures of the damaged vehicle she may have and bring them to the Clay

Street office so the board can review the information prior to the next board meeting. Mr. Cochran indicated that he does not believe there is a "loss" since Ms. Deleon's auto insurance and gap insurance paid off the car note.

II. Approval of Minutes

A motion to approve the minutes of the December 17, 2013 meeting was made by Ms. Sippelle and seconded by Mr. Pannell. 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 Mr. McGowen and seconded by Ms. Sippelle. All were in favor.

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

IV. New Business/Reports

Reorganization of Board Members

Attorney Cochran took control of the meeting and asked for nominations for Chair. Ms. Brooks nominated Mr. Newlin and there were no other nominations. A motion to approve Mr. Newlin as Chair for the remainder of 2014 was made by Ms. Brooks and seconded by Ms. Sippelle. All were in favor.

Mr. Cochran turned the meeting back over to Mr. Newlin for the remainder of the reorganization. Mr. Newlin asked for nominations for Vice Chair. Mr. McGowen nominated Mr. Levy for Vice Chair and there were no further nominations. A motion to approve Mr. Levy as Vice Chair for the remainder of 2014 was made by Mr. McGowen and seconded by Ms. Brooks. All were in favor.

Mr. Newlin asked for nominations for Treasurer. Ms. Brooks nominated Mr. Pannell and there were no further nominations. A motion to approve Mr. Pannell as Treasurer for the remainder of 2014 was made by Ms. Brooks and seconded by Ms. Sippelle. All were in favor.

Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of January 2014, for active tenants, were \$15,562.38. The report also indicates that \$2,666.96 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$29,602.34. The Aged Accounts Receivable schedule indicates that of the \$15,562.38 due from current residents, \$11,250.07 (72.29%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.79% of the annual tenant charges where the HUD guideline is 1.5% or less.

Bed Bug Concerns-Staff

Commissioners were provided with a copy of an email that was sent to the board from PHA Maintenance Supervisor, Malcolm Roach, regarding bed bug concerns. Also provided was a draft copy of a Bed Bug Protocol that was put together by Mr. Parsons, with input from Mr. Roach. Mr. Newlin stated that Mr. Roach was unable to attend the board meeting but will attend the next meeting for further discussion.

Transportation for After-School Program

Mr. Newlin indicated that he has reached out to the new Superintendent regarding the transportation issue for the After-School program but is still waiting for a reply.

Vacancy Report

The vacancy report, effective February 12, 2014, was provided to all commissioners. The report indicates that there are two vacant apartments. The report also indicates that two 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, 2013 were provided to the commissioners. The financial statements indicate a \$29,407 surplus through December. Through 50% of the budget year, the PHA has expended 49.40% of the budget. The Maple/Franklin financial statements indicate a \$3,268 deficit through December. Balance sheets were also provided for both the Public Housing Program and Maple/Franklin. A year-end, 12/31/13, balance sheet and statement of operations was also provided for Karin Court.

HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of January 31, 2014, which indicates the Princeton Housing Authority's reporting rate is 98.55%. Mr. Parsons explained that three tenant files that were previously delinquent due to legal reasons had been resolved and therefore the reason for the 3 delinquencies showing on the report is unclear. Mr. Parsons explained that there may be a timing difference that will clear the delinquencies in February.

RAD Conversion Application

Mr. Parsons provided the commissioners with a copy of HUD's confirmation for receiving the application along with the HUD January 24th RADblast and the RAD application waiting list.

Redevelopment Sub-Committee

This item was tabled until next month when all board members should be present.

Maple/Franklin/Affordable Housing Task Force

Mr. McGowen informed the board that the Affordable Housing Board is having a meeting on February 20th at 5:45pm where a local group will be making a presentation requesting to allow local preferences for new affordable housing. Mr. McGowen thought the topic may be of interest to the Housing Authority due to possible future redevelopment of Maple/Franklin.

V. Unfinished Business – None

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

Respectfully submitted,

Scott E. Parsons