

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
March 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, Sippelle, Pannell, McGowen, Brooks, Levy, Logan, Attorney Cochran and LHA AED Parsons

Absent: Liaison Liverman

Guests: None

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, March 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

Cora Sloan (6 Maple Terrace) and Ms. Freeman (Spruce Circle) attended the meeting to discuss Ms. Freeman's need for a downstairs apartment due to a medical condition. Ms. Freeman is also on the list to be transferred from a studio to a one bedroom apartment. Ms. Freeman's concern was that she has seen several new tenants move in and she has not been transferred. Mr. Parsons explained that he believed all the units that new tenants have moved into are studio apartments, which Ms. Freeman does not want to transfer into. Mr. Parsons stated that he will discuss the matter with TiNesha, review the units that have been recently leased and email the findings to the board along with a copy of the transfer policy. Mr. Parsons will also get in touch with Ms. Sloan and or Ms. Freeman with the findings.

Esmirna Deleon, a Clay Street resident, attended the meeting in regards to her daughter's car damage caused by a fallen tree branch in the Clay Street parking lot during a snow storm on February 3. Ms. Deleon was supposed to bring insurance information and photographs of the damage to the PHA office following the February board meeting; however, Mr. Parsons indicated that he did not receive the information until around 3:30pm this afternoon. Ms. Deleon requested an additional parking permit for Clay Street since she can't park in the lot until the damaged trees are removed. The board and Mr. Parsons stated that they will reach out to the Municipality regarding possible temporary parking options. Mr. Cochran will also review the car damage paperwork and respond in writing to Ms. Deleon.

II. Approval of Minutes

A motion to approve the minutes of the February 18, 2014 meeting was made by Mr. McGowen and seconded by Ms. Sipprelle. Mr. Levy and Ms. Logan abstained and all others were in favor.

III. Approval of Payment of Bills

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

IV. New Business/Reports

Welcome to New Board Member – Bertha Logan

The board introduced themselves and welcomed Ms. Logan as the newest member of the PHA Board of Commissioners.

Bed Bug Concerns-Staff

Mr. Parsons explained that the bed bug protocol, as presented at a previous board meeting, is being put into place and therefore the maintenance supervisor, Malcom Roach, did not feel it necessary for him to attend the meeting to discuss.

Tenant Car Damage

This item was discussed during the Public Comment Period portion of the meeting.

Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of February 2014, for active tenants, were \$15,596.15. 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 \$28,488.11. The Aged Accounts Receivable schedule indicates that of the \$15,596.15 due from current residents, \$11,371.49 (72.91%) 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.

Vacancy Report

The vacancy report, effective March 18, 2014, was provided to all commissioners. The report indicates that there is one vacant apartment. 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 7 months ending January 31, 2014 were provided to the commissioners. The financial statements indicate a \$1,716 deficit through January. Through 58% of the budget year, the PHA has expended 60.12% of the budget. The Maple/Franklin financial statements indicate a \$2,778 deficit through January. 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 February 28, 2014, which indicates the Princeton Housing Authority's reporting rate is 100%.

Redevelopment Sub-Committee

A sub-committee consisting of Mr. McGowen, Mr. Newlin and Mr. Levy was formed to detail a plan of action for the re-development of the Maple/Franklin site.

Maple/Franklin/Affordable Housing Task Force

There was discussion regarding possibly requesting a meeting with the Mayor to discuss the PHA's plans for redeveloping the Maple/Franklin site and its desire to also expand the redevelopment onto the existing parking lot in order to increase the number of low income households that can be served.

V. Unfinished Business – None

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

Respectfully submitted,

Scott E. Parsons