

**PRINCETON HOUSING AUTHORITY  
MINUTES OF THE MONTHLY MEETING  
April 15, 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, McGowen, Brooks, Logan, Attorney Cochran and LHA AED Parsons

Absent: Commissioners Levy, Pannell (Arrived during agenda item IV) and Liaison Liverman (Arrived during agenda item IV)

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, April 15, 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**

None

**II. Approval of Minutes**

A motion to approve the minutes of the March 18, 2014 meeting, as corrected, was made by Ms. Sippelle and seconded by Ms. Logan. All were in favor.

### **III. Approval of Payment of Bills**

Copies of the March check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for March was made by Ms. Brooks and seconded by Mr. McGowen. 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 March 2014, for active tenants, were \$11,874.66. The report also indicates that \$3,524.96 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$25,989.62. The Aged Accounts Receivable schedule indicates that of the \$11,874.66 due from current residents, \$8,889.36 (74.86%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.37% of the annual tenant charges where the HUD guideline is 1.5% or less.

#### Vacancy Report

The vacancy report, effective April 15, 2014, was provided to all commissioners. The report indicates that there is one vacant apartment. The report also indicates that one apartment has been leased since the last board meeting and there are no known upcoming vacancies.

#### Financial Statements

Financial Statements for the 8 months ending February 28, 2014 were provided to the commissioners. The financial statements indicate a \$1,775 deficit through February. Through 67% of the budget year, the PHA has expended 68.82% of the budget. The Maple/Franklin financial statements indicate a \$454 deficit through February. 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 March 31, 2014, which indicates the Princeton Housing Authority's reporting rate is 100%.

#### Approval of 2014 Annual Plan (2014-1)

A motion to approve the 2014 Annual Plan (HUD-5077-CR, HUD-50075.1(2013), HUD-50075.1(2014) and HUD-50075.2) was made by Ms. Sipprelle and seconded by Ms. Brooks. All were in favor.

#### YMCA Summer Camp MOU (2014-2)

A motion to approve the 2014 Summer Camp MOU with the YMCA was made by Ms. Brooks and seconded by Ms. Sipprelle. All were in favor.

#### Karin Court 12/31/13 Audit Report

A copy of the Karin Court 12/31/13 audit report was distributed to all commissioners.

#### Redevelopment Sub-Committee

Leighton informed the board that there will be a meeting on Thursday with Mayor Lempert and Liaison Liverman regarding the PHA's interest in redeveloping the current Maple/Franklin site and the surface parking lot. Attending the meeting will be Mr. Newlin, Mr. McGowen, Mr. Parsons and Attorney Cochran. Attorney Cochran provided an outline of the talking points for the meeting.

Maple/Franklin/Affordable Housing Task Force

This agenda item was combined with the Redevelopment Sub-Committee agenda item.

**V. Unfinished Business – None**

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

Respectfully submitted,

Scott E. Parsons