

**PRINCETON HOUSING AUTHORITY  
MINUTES OF THE MONTHLY MEETING  
June 16, 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, Pannell, Logan, McGowen, Brooks, Levy, and LHA AED Parsons.

Absent: Commissioner Sippelle, Attorney Cochran and Liaison Liverman

Guests: None

**Opening Statement**

A motion to open the meeting was made by Ms. Brooks and seconded by Ms. Logan. 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, June 16, 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 May 19, 2015 board meeting was made by Ms. Brooks and seconded by Mr. Pannell. All were in favor.

**III. Approval of Payment of Bills**

Copies of the May 2015 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for May 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 May 2015, for active tenants, were \$13,348.30. The report also indicates that \$3,745.52 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$22,154.82. The Aged Accounts Receivable schedule indicates that of the \$13,348.30 due from current residents, \$10,462.38 (78.38%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.49% of the annual tenant charges where the HUD guideline is 1.5% or less.

### Vacancy Report

The vacancy report, effective June 10, 2015, was provided to all commissioners. The report indicates that there are two vacant apartments. The report also indicates that one apartment has been leased since the last board meeting and there is one known upcoming vacancy.

### Financial Statements

Financial Statements for the 10 months ending April 30, 2015 were provided to the commissioners. The financial statements indicate a \$26,881 surplus through April. Through 83% of the budget year, the PHA has expended 80.66% of the budget. The Maple/Franklin financial statements indicate a \$12,514 surplus through April. 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 May 31, 2015, which indicates the Princeton Housing Authority's reporting rate is 100%.

### RAD Conversion

Mr. Parsons provided commissioners with a RAD Conversion Feasibility Summary for the PHA. The summary shows that the PHA should be able to finance over \$1.1 million in construction/capital improvements and still operate with a positive cash flow and sustain a capital reserve account. A RAD conversion timeline was also provided to the commissioners.

### A&E Contract Award for Karin Court Roofs and siding (2015-8)

A motion to approve awarding the contract to Habitech Architects, P.C. in the amount of \$8,980 was made by Mr. McGowen and seconded by Ms. Brooks. All were in favor.

### Adoption of 7/1/15-6/30/16 State Budget (2015-9)

A motion to approve the adoption of the FYE 6/30/16 State Budget was made by Ms. Brooks and seconded by Mr. Levy. All were in favor.

### John Street Shop

Mr. Parsons informed the board that he emailed the resolution passed at the last board meeting to the municipal administrator. The administrator stated that he will get the municipal attorney to draft a contract for sale.

### Credit Scores and Reports Workshop

Commissioners were provided with a flyer for a Credit Scores and Reports Workshop that was held on June 11 and sponsored by the Princeton Affordable Housing Providers, including the PHA.

Report from Redevelopment Sub-Committee

Commissioner Levy stated that the PHA should wait a couple months, until the Task Force report is published and a COAH/Mount Laurel requirement is determined, before making any substantial movement. In the interim, a meeting should be set up with the Mayor to explain the collaboration between PHA and PCH. Also, the board may have to discuss the possibility of giving up the Princeton preference on some units depending on the funding source and the municipality's need to fulfil its potential COAH/Mount Laurel obligation.

**V. Unfinished Business**

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