

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
June 17, 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, Pannell, Sipprelle, Brooks, Logan, Attorney Cochran, Liaison Liverman, and LHA AED Parsons

Absent: Commissioners Levy and McGowen

Guests: None

Opening Statement

A motion to open the meeting was made by Ms. Brooks and seconded by Mr. Pannell. 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 17, 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 May 20, 2014 meeting was made by Ms. Sipprelle and seconded by Ms. Brooks. All were in favor.

III. Approval of Payment of Bills

Copies of the May check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for May was made by Ms. Logan and seconded by Ms. Brooks. 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 2014, for active tenants, were \$15,854.76. 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 \$28,808.72. The Aged Accounts Receivable schedule indicates that of the \$13,654.25 due from current residents, \$11,788.46 (74.35%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.82% of the annual tenant charges where the HUD guideline is 1.5% or less. Mr. Parsons indicated that there were several rent payments left in the drop box at Spruce toward the end of May that were not picked up until early June. There will be a strong push to get the receivable balance below the 1.5% threshold by the end of June.

Vacancy Report

The vacancy report, effective June 9, 2014, was provided to all commissioners. The report indicates that there are no vacant apartments. The report also indicates that no apartments have been leased since the last board meeting and there are two known upcoming vacancies.

Financial Statements

Financial Statements for the 10 months ending April 30, 2014 were provided to the commissioners. The financial statements indicate a \$56,224 deficit through April. There was a discussion on telephone expense, natural gas and maintenance costs. Through 83% of the budget year, the PHA has expended 89.47% of the budget. The Maple/Franklin financial statements indicate a \$317 deficit 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, 2014, which indicates the Princeton Housing Authority's reporting rate is 99.52%.

Maintenance Supervisor Resignation

Mr. Parsons informed the board that Malcolm Roach has resigned as the Maintenance Supervisor due to personal/family reasons. Mr. Parsons explained that Mr. Roach gave only a 2 day notice of his resignation so everything has been a little hectic. An advertisement has already gone to the paper and resumes are already coming in. Mr. Parsons stated that he intends on interviewing two in-house employees that are interested in the position in addition to other qualified candidates from the outside. The board stated that they are sad to see Malcolm go and would like to offer him the opportunity to come back if he changes his mind.

2015 Budget Adoption (Resolution 2014-4)

A motion to adopt the same 2015 budget that was approved at the May board meeting was made by Ms. Sippelle and seconded by Mr. Pannell. All were in favor.

2015 Late Budget Submission (Resolution 2014-5)

A motion to approve late submittal of the 2015 budget do to reasons explained in the resolution was made by Ms. Brooks and seconded by Ms. Sippelle. All were in favor.

2013 Audit Review Certificate (Resolution 2014-6)

A motion to approve the 2013 Audit Review Certificate and Group Affidavit Form for submission to the NJDCA was made by Ms. Brooks and seconded by Ms. Sippelle. Ms. Logan abstained because she was not a board member at the time of the audit presentation and all others were in favor.

Redevelopment Sub-Committee

Mr. Parsons provided a brief overview of the conference call with Toby, Alvin and members of LISC. The discussion for Maple/Franklin included zoning, tax credits and possibly hiring a developer. For Karin Court, the discussion included the partnership agreement, financial statements, audit report and K-1's. There was also a brief discussion on the PHA's RAD application.

There was also discussion on the parking lot site and the possibility of the hospital providing a clinic at the new development or even at the current Clay Street office once it is vacant.

V. Unfinished Business

Liaison Liverman brought up the recurring recycling and trash issues at Spruce Circle. Mr. Parsons explained the measures the PHA has taken and will be taking to correct the situation.

Mr. Newlin stated that he will be following up on the busing issues with the after school program and Karin Court.

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

Respectfully submitted,

Scott E. Parsons