

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
July 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, Pannell, Levy, Sipprelle, McGowen, Logan, and LHA AED Parsons

Absent: Commissioner Brooks, Attorney Cochran and Liaison Liverman

Guests: None

Opening Statement

A motion to open the meeting was made by Mr. McGowen 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, July 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 June 17, 2014 meeting was made by Ms. Sipprelle and seconded by Mr. Pannell. Commissioners Levy and McGowen abstained and all others were in favor.

III. Approval of Payment of Bills

Copies of the June check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for June was made by Mr. McGowen and seconded by Ms. Sippelle. 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 June 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 \$12,074.10. The Aged Accounts Receivable schedule indicates that of the \$12,074.10 due from current residents, \$9,534.89 (78.97%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.39% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective July 11, 2014, was provided to all commissioners. The report indicates that there is one vacant apartment. The report also indicates that no apartments have been leased since the last board meeting and there is one known upcoming vacancy.

Financial Statements

Financial Statements for the 11 months ending May 31, 2014 were provided to the commissioners. The financial statements indicate a \$21,473 deficit through May. Mr. Parsons indicated that he believes the year-end financial statements will indicate close to a break even. The Maple/Franklin financial statements indicate a \$2,181 deficit through May. 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 June 30, 2014, which indicates the Princeton Housing Authority's reporting rate is 99.04%.

Maintenance Supervisor

Mr. Parsons informed the board that after advertising and interviewing several people for the position that Jim Kelly was promoted to the Maintenance Supervisor position. With Jim's knowledge of the PHA operations there should be a relatively seamless transition.

John Street Shop

Mr. Parsons informed the board about the history of the John Street shop and brought up the idea of possibly selling it or trading it to the township for another piece of land. Mr. Parsons indicated that the township may be interested in the property because it would enable them to expand the small park that is adjacent to the shop. The board gave permission for Mr. Parsons to contact the township to see if they have any interest in the property.

Awarding A&E Contract for Redding Circle Roofs (Resolution 2014-7)

A motion to approve awarding the contract to Habitech Architects in the amount of \$9,305 was made by Mr. McGowen and seconded by Ms. Sippelle. All were in favor.

Redevelopment Sub-Committee

Alvin and Toby provided a summary of where we currently stand and what our next steps should be. The board gave permission for Toby and Alvin to talk to Ed at PCH, possible developers and attorneys for more information and advice on how we should proceed.

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