

**PRINCETON HOUSING AUTHORITY  
MINUTES OF THE MONTHLY MEETING  
July 27, 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, Sipprelle, McGowen, Attorney Cochran and LHA AED Parsons.

Absent: Commissioners Brooks, Levy and Liaison Liverman

Guests: None

**Opening Statement**

A motion to open the meeting was made by Ms. Logan 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 Monday, July 27, 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**

A resident of Clay Street, Patty Yates, addressed the board to provide an update on her situation and an explanation of why the events that have occurred involving her granddaughter were not her fault. She also indicated that her granddaughter is in counseling and working on getting custody of her daughter back.

**II. Approval of Minutes**

A motion to approve the minutes of the June 16, 2015 board meeting was made by Mr. McGowen and seconded by Mr. Pannell. Ms. Sipprelle abstained and all others were in favor.

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

Copies of the June 2015 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for June was made by Ms. Sippelle and seconded by Ms. Logan. 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 2015, for active tenants, were \$11,431.99. The report also indicates that \$3,519.52 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$19,821.51. The Aged Accounts Receivable schedule indicates that of the \$11,431.99 due from current residents, \$9,658.99 (84.49%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.28% of the annual tenant charges where the HUD guideline is 1.5% or less.

#### Vacancy Report

The vacancy report, effective July 14, 2015, was provided to all commissioners. The report indicates that there is one vacant apartment. The report also indicates that two 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, 2015 were provided to the commissioners. The financial statements indicate a \$57,117 surplus through May. Through 92% of the budget year, the PHA has expended 87.25% of the budget. The Maple/Franklin financial statements indicate a \$16,076 surplus 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, 2015, which indicates the Princeton Housing Authority's reporting rate is 100%.

#### RAD Conversion

Mr. Parsons provided commissioners with a summary of the next steps regarding the potential RAD conversion and also a spreadsheet showing the results of the recent RFP for a RAD Physical Conditions Assessment, which is a RAD conversion requirement.

#### HUD 2015 Annual Plan Approval

Commissioners were provided with a copy of the letter from HUD indicating that the PHA 2015-2016 Annual Plan has been approved.

#### HUD Operating Subsidy and Proration

Commissioners were provided with a copy of HUD's explanation of calendar year 2015 interim obligation and proration.

#### NJ Public Housing Authority JIF Membership Renewal (2015-10)

A motion to approve the PHA's renewal in the NJPHA Joint Insurance Fund effective January 1, 2016 through December 31, 2018 was made by Ms. Sippelle and seconded by Mr. Pannell. All were in favor.

Write off of Uncollectible Rent Balances at 6/30/15 (2015-11)

A motion to approve the write off of uncollectible vacated tenant balances, effective 6/30/15, in the amount of \$3,516.52 was made by Mr. McGowen and seconded by Mr. Pannell. All were in favor.

Intergovernmental Agreement Renewal (2015-12)

After discussion, a motion to approve renewing the Intergovernmental Service Agreement with the Lakewood Housing Authority, with the same terms as the previous contract, was made by Ms. Logan and seconded by Ms. Sippelle. All were in favor.

Awarding RAD PCA Contract (2015-13)

In order to proceed with the potential RAD conversion, a Physical Conditions Assessment needs to be completed. A motion to approve awarding the PCA contract to AEI Consultants, the firm that scored highest based on the evaluation criteria and also provided the lowest cost, in the amount of \$14,143 was made by Mr. McGowen and seconded by Ms. Sippelle. All were in favor.

John Street Shop

The commissioners were provided information indicating that the Princeton Council will be considering an ordinance at tonight's council meeting to approve the property transfer between the PHA and the municipality.

Report from Redevelopment Sub-Committee

The sub-committee reported that PHA and PCH will be meeting with the Mayor in August regarding the collaborative agreement in addition to the Maple/Franklin site and adjacent parking lot. Mr. McGowen indicated he thinks it is very important to incorporate wording into the contract for sale of the John Street shop that references increased density and good will. Attorney Cochran and Mr. McGowen will work on the wording to be presented to the municipality for inclusion in the contract for sale.

**V. Unfinished Business**

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

Respectfully submitted,

Scott E. Parsons