

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
September 15, 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, Brooks, Attorney Cochran and LHA AED Parsons.

Absent: Commissioner 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 Tuesday, September 15, 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

Dosier Hammond, a local resident, stated that he appreciates all that the PHA does and that more affordable housing is needed in Princeton.

II. Approval of Minutes

A motion to approve the minutes of the July 27, 2015 board meeting was made by Ms. Logan and seconded by Mr. Pannell. All were in favor.

III. Approval of Payment of Bills

Copies of the July and August 2015 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for July and August was made by Ms. Sipprelle 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 August 2015, for active tenants, were \$19,358.49. The report also indicates that \$2,846.00 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$28,925.49. The Aged Accounts Receivable schedule indicates that of the \$19,358.49 due from current residents, \$14,629.58 (75.57%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 2.04% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective September 11, 2015, was provided to all commissioners. The report indicates that there are three vacant apartments. The report also indicates that no apartments have been leased since the last board meeting and there is one known upcoming vacancy.

HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of August 31, 2015, which indicates the Princeton Housing Authority's reporting rate is 100%.

RAD Conversion

Mr. Parsons informed commissioners that AEI has already completed the physical inspections of the units and common areas/systems related to the Physical Conditions Assessment and a report should be completed within the next month.

HUD Correspondence – Capital Fund High Performer Bonus

Commissioners were provided with a copy of an email from HUD indicating that the PHA will be receiving a capital fund bonus for FFY 2016 due to being designated as a high performing housing authority.

Projected HUD PHAS Scores for FYE 6/30/15

Mr. Parsons provided a projected PHAS score report based on the Financial Data Schedule that was submitted to HUD for the fiscal year ending 6/30/15. The report indicates an overall projected score of 91 which would result in being designated as a high performing housing authority again. With the continual reductions in HUD funding it has become more and more difficult to attain high performer status.

Authorization to Open/Change PNC Accounts (2015-14)

A motion to authorize the AED to change or open accounts with PNC bank was made by Mr. McGowen and seconded by Ms. Sippelle. All were in favor.

Awarding FYE 6/30/15 Audit Contract (2015-15)

A motion to award the FYE 6/30/15 audit contract to Polcari & Company, CPA was made by Ms. Brooks and seconded by Mr. Pannell. All were in favor.

Capitalization Policy Revision (2015-16)

After discussion, a motion to approve increasing the capitalization policy threshold from \$750 to \$5,000 was made by Ms. Brooks and seconded by Ms. Sippelle. All were in favor.

PSRC MOU Renewal/Request (2015-17)

A motion to approve renewing the MOU with the PSRC for one year was made by Mr. McGowen and seconded by Ms. Logan. All were in favor.

John Street Shop

Attorney Cochran stated that the Township is satisfied with the added/revised contract language. He also went over the steps involved and the application for removing the shop from the HUD declaration of trust. Mr. Parsons will enter the application information into the HUD system and add any narratives that are required.

Report from Redevelopment Sub-Committee

Commissioners McGowen and Levy reported that they met with a potential developer for Maple/Franklin that is interested in working with the PHA. There was some discussion about how a deal/agreement can be structured and which entity would have management control based on the different options. There will be another meeting with this particular developer in addition to other developers. A meeting will also be set up with PCH and an RFP/RFQ for developer partner will be put together.

V. Unfinished Business

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

Respectfully submitted,

Scott E. Parsons