

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
September 16, 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, Sippelle, McGowen, Logan, Brooks, Attorney Cochran, Liaison Liverman and LHA AED Parsons. Commissioner Levy arrived during agenda item IV, Financial Statements.

Absent: None

Guests: Jim Kelly, Maintenance Supervisor

Opening Statement

A motion to open the meeting was made by Mr. McGowen and seconded by Ms. Brooks. 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 16, 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 July 15, 2014 meeting was made by Mr. McGowen and seconded by Ms. Logan. Commissioner Levy was absent and all others were in favor.

III. Approval of Payment of Bills

Copies of the July and August 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 Mr. Pannell. Commissioner Levy was absent and all others 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 2014, for active tenants, were \$18,745.58. The report also indicates that \$180.00 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$21,162.10. The Aged Accounts Receivable schedule indicates that of the \$18,745.58 due from current residents, \$13,468.91 (71.85%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 2.09% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective September 12, 2014, was provided to all commissioners. The report indicates that there are five vacant apartments. The report also indicates that two apartments have been leased since the last board meeting and there is one known upcoming vacancy.

Financial Statements

A print out of the HUD Entity Wide Balance Sheet and Revenue/Expense Financial Data Schedule for the period ending 6/30/14 was provided to the commissioners.

HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of August 31, 2014, which indicates the Princeton Housing Authority's reporting rate is 100%.

PHAS Score Projection for Fiscal Year Ending 6/30/14

Based on the HUD Financial Data Schedule and the HUD Physical Inspection results, Mr. Parsons provided the commissioners with a report that indicates the PHAS score for FYE 6/30/14 should be 90, which would qualify as a high performer.

Maintenance Staff

Jim Kelly introduced himself to the commissioners as the new PHA Maintenance Supervisor. Mr. Parsons also informed the board that the vacant Maintenance Mechanic position was advertised directly to each PHA household in addition to in the Princeton Packet. There were no PHA residents that applied for the position. After conducting several interviews, the vacant position was filled on September 8th.

John Street Shop

Mr. Parsons informed the board that Liaison Liverman, along with several other representatives from the Municipality, conducted a site visit of the John Street Shop and appear to be interested in the property in order to expand the Mary Moss Park. Mr. Parsons was informed that the Municipality will solicit estimates from contractors to find out the cost involved in demolishing the building and then they will be in contact with the PHA. Mr. Parsons also informed the board that a couple developers/builders have expressed interest in the property.

Write off Vacated Balances at 6/30/14 (Resolution 2014-8)

A motion to approve writing off 5 vacated tenant balances totaling \$3,394, effective 6/30/14, was made by Mr. McGowen and seconded by Ms. Brooks. All were in favor.

Awarding Audit Contract for FYE 6/30/14 (Resolution 2014-9)

A motion to award the 6/30/14 audit contract to Polcari & Company in the amount of \$9,262 was made by Ms. Brooks and seconded by Mr. McGowen. All were in favor.

PSRC MOU (Resolution 2014-10)

A motion to approve the ongoing MOU between the PHA and the Princeton Senior Resource Center for a one year period, in the amount of \$12,000, was made by Ms. Sippelle and seconded by Ms. Logan. All were in favor.

Awarding Contract for Roof Replacement at Redding Circle (Resolution 2014-11)

Mr. Parsons provided the commissioners with the Bid Tabulation Form and the architect's recommendation letter for the roof replacement bid. A motion to approve the roof replacement contract to the lowest responsible and responsive bidder, Northeast Roof Maintenance, in the amount of \$188,225 was made by Ms. Brooks and seconded by Mr. Pannell. All were in favor.

Report from Redevelopment Sub-Committee

All commissioners were provided with a copy of an email and a Year 15 Buyout Price Projection schedule from a representative of Toby's former employer, LISC. After discussion, commissioner Levy indicated that he will contact Valley National Bank to find out if they are interested in selling their interest in the partnership to the PHA, hopefully for \$1.

Commissioner Levy also provided a summary of the discussions the sub-committee has had with PCH regarding a possible cooperative arrangement between the two entities. After preliminary discussions, the sub-committee believes it could be beneficial for both the PHA and PCH for the two entities to work together toward certain common goals. The board gave permission for the sub-committee to further explore a possible cooperative arrangement and bring recommendations to a future board meeting.

V. Unfinished Business

None

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