

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
October 20, 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, Levy, Logan, Sipprelle, McGowen, Brooks, Liaison Liverman and LHA AED Parsons.

Absent: Attorney Cochran

Guests: None

Opening Statement

A motion to open the meeting was made by Ms. Sipprelle 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, October 20, 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

None

II. Approval of Minutes

A motion to approve the minutes of the September 15, 2015 board meeting was made by Ms. Sipprelle and seconded by Mr. McGowen. All were in favor.

III. Approval of Payment of Bills

Copies of the September 2015 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for September was made by Mr. McGowen 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 September 2015, for active tenants, were \$14,512.30. The report also indicates that \$2,066.00 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$23,139.30. The Aged Accounts Receivable schedule indicates that of the \$14,512.30 due from current residents, \$11,719.30 (80.75%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.55% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective October 15, 2015, was provided to all commissioners. The report indicates that there are two vacant apartments. The report also indicates that three apartments have been leased since the last board meeting and there are three known upcoming vacancies.

Financial Statements

Financial Statements for the 2 months ending August 31, 2015 were provided to the commissioners. The financial statements indicate a \$91,437 surplus through August. Through 17% of the budget year, the PHA has expended 12.07% of the budget. The Maple/Franklin financial statements indicate a \$2,796 surplus through August. 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 September 30, 2015, which indicates the Princeton Housing Authority's reporting rate is 98.56%. Mr. Parsons informed the board that the issues with the 3 files that are delinquent have already been addressed.

2015 Community Development Conference

Information related to the conference was included in the board package at the request of commissioner Levy.

Annual Plan Significant Amendment (2015-18)

A motion to approve the RAD related significant amendment to the Annual and 5-Year Plan was made by Ms. Sipprelle and seconded by Ms. Brooks. All were in favor.

John Street Shop

Mr. Parsons informed the board that the application for disposition completed and submitted to HUD. HUD recently responded to the application indicating that a value of the property needs to be provided through either appraisal or the tax assessor's office. A request has been made to the tax assessor's office to provide a valuation report for the property.

Report from Redevelopment Sub-Committee

Commissioners McGowen and Levy reported that we need the Township's support in order to move forward since we do not have site control of the parking lot property. The board agreed that the authority should put a proposal together to be included as part of the town's affordable housing plan. Mr. Parsons will email the M/F financial proformas, which were previously prepared by Isles, for Toby to use as a guide for the current proposal.

V. Unfinished Business

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

Respectfully submitted,

Scott E. Parsons