

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
December 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, Logan, Sippelle, McGowen, Pannell, Levy, Liaison Liverman, Attorney Cochran and LHA AED Parsons.

Absent: Commissioner Brooks

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, December 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

None

II. Approval of Minutes

A motion to approve the minutes of the November 17, 2015 board meeting was made by Ms. Sippelle and seconded by Mr. Pannell. All were in favor.

III. Approval of Payment of Bills

Copies of the November 2015 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for November 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 November 2015, for active tenants, were \$18,480.13. The report also indicates that \$3,273.00 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$29,094.13. The Aged Accounts Receivable schedule indicates that of the \$18,480.13 due from current residents, \$14,629.13 (79.16%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 2.01% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective December 10, 2015, was provided to all commissioners. The report indicates that there are four vacant apartments. The report also indicates that one apartment has been leased since the last board meeting and there are four known upcoming vacancies.

Financial Statements

Financial Statements for the 4 months ending October 31, 2015 were provided to the commissioners. The financial statements indicate a \$115,790 surplus through October. Through 33% of the budget year, the PHA has expended 27.71% of the budget. The Maple/Franklin financial statements indicate a \$173 deficit through October. 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 November 30, 2015, which indicates the Princeton Housing Authority's reporting rate is 100%.

RAD Conversion Update

Mr. Parsons indicated that the RAD conversion progress appears to be on target. The Environmental Review was just contracted for which should be one of the final steps in meeting the initial submission requirements.

Proposed Bus Shelter on Witherspoon Street

Mr. Parsons informed the board that he was approached by Bob Kiser from the municipality regarding installing a public bus shelter on Witherspoon Street in front of the Pannell Learning Center. After meeting on site, the proposed location of the shelter was moved slightly to provide some separation between the Pannell Center front door and the shelter. If approved, the installation and maintenance of the shelter will be handled by NJ Transit. The board appears to be receptive to the idea of installing the bus shelter. A formal proposal will come from the municipality/NJ Transit at a later time.

Schedule of 2016 Board Meetings (2015-20)

A motion to approve the schedule of board meetings for 2016 was made by Mr. McGowen and seconded by Ms. Sippelle. All were in favor. All meetings will continue to be held on the third Tuesday of each month, at 6pm, at the Henry F. Pannell Learning Center.

Appointing 2016 NJPHAJIF fund Commissioner (2015-21)

A motion to appoint TiNesha Hemphill as the fund commissioner for the 2016 fund year was made by Ms. Logan and seconded by Ms. Sipprelle. All were in favor.

Adoption of Revised Procurement Policy (2015-22)

Based on new regulations, the Princeton Housing Authority has prepared a revised procurement policy to be in compliance with current applicable federal and state laws. A motion to approve and adopt the revised policy was made by Mr. McGowen and seconded by Mr. Levy. All were in favor.

John Street Shop

Mr. Parsons informed the board that HUD indicated that the disposition approval process usually takes about 45 days. Based on that timeline, we should expect a response from HUD within the next few days.

Report from Redevelopment Sub-Committee

Mr. McGowen and Mr. Levy provided an update of activity since the last board meeting. Scott, Toby and Alvin met last week regarding the November 24th Affordable Housing Meeting at Monument Hall. What is troubling to the board is that the municipality asked if the PHA wanted to submit a proposal and be part of the affordable housing plan but the PHA's proposal was not made a part of the plan and the submission of the plan was never even acknowledged by the municipality. A meeting will be set up with PCH to discuss how we proceed from here. Following the meeting with PCH another meeting may be requested with Lance, Lee Solow and PCH. Mr. Liverman explained that the affordable housing plan being submitted is the plan from the 2008 round and that the municipality is just trying to get through the legal process. He also stated that the plan is the minimum requirement and the municipality can certainly provide/produce more affordable housing than is in the plan.

V. Unfinished Business

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

Respectfully submitted,

Scott E. Parsons