

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
December 22, 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, McGowen, Brooks, Levy, Pannell, Attorney Cochran and LHA AED Parsons.

Absent: Commissioners Sippelle and Logan and Liaison Liverman

Guests: None

Opening Statement

A motion to open the meeting was made by Ms. Brooks and seconded by Mr. Levy. 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, December 22, 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

Three residents (Jerome McGowan, Rebecca Goode and Patty Yates) and one family member addressed the board in regards to Patty Yates' lease change to add her granddaughter to her lease and transfer to a two bedroom apartment. The general perception/argument was that the Housing Authority was threatening and forcing Ms. Yates to add her granddaughter to the lease and move to a larger apartment. Mr. Parsons explained that Ms. Yates' granddaughter has been living with her for over a year and a half (and approximately the past 5 months with her great granddaughter also) in violation of the lease agreement. Extensions of time have been granted in order to allow her granddaughter to find somewhere else to reside, without success. Mr. Parsons indicated that he has met with Ms. Yates on almost a weekly basis over the past year to discuss the issue and the options that are available to correct the lease violation of housing unauthorized person(s). Ms. Yates options were to either transfer to a 2 bedroom apartment and add her granddaughter to the lease or have her granddaughter vacate the premises. Through recent conversations with Ms. Yates and her granddaughter it became evident that her granddaughter had no

intentions of vacating and Ms. Yates had no intentions of making her leave. Ms. Yates has been aware for several months that a two bedroom apartment was coming vacant on Clay Street and she would have to transfer when the apartment was ready for lease if her granddaughter was still residing with her. Ms. Yates asked the board if her granddaughter could keep the two bedroom apartment and if she could move back to her one bedroom apartment by herself. Mr. Parsons said that is not an option because it would be considered a manipulation of the waiting list and her granddaughter would have effectively jumped over 20 people on the waiting list if the Housing Authority allowed that to happen. The board informed Ms. Yates that it seems she has a family situation that she needs to deal with and the Housing Authority has to follow the proper rules and regulations. The board also suggested that Ms. Yates may want to apply for Housing with Princeton Community Housing because their wait time may be shorter than the PHA's.

II. Approval of Minutes

A motion to approve the minutes of the November 18, 2014 meeting was made by Mr. McGowen and seconded by Mr. Levy. All were in favor.

III. Approval of Payment of Bills

Copies of the November check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for November was made by Mr. Levy and seconded by Ms. Brooks. 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 2014, for active tenants, were \$23,573.66. The report also indicates that \$1,444.97 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$31,303.63. The Aged Accounts Receivable schedule indicates that of the \$23,573.66 due from current residents, \$14,565.91 (61.79%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 2.65% of the annual tenant charges where the HUD guideline is 1.5% or less. Mr. Parsons informed the board that he is concerned with the steady increase in the tenant accounts receivable. Mr. Parsons explained that he has created a new Standard Operating Procedure for the rent collection process and has provided it to the bookkeeper for implementation.

Vacancy Report

The vacancy report, effective December 12, 2014, was provided to all commissioners. The report indicates that there are four vacant apartments. The report also indicates that two 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 November 30, 2014, which indicates the Princeton Housing Authority's reporting rate is 100%.

Schedule of 2015 Board Meetings (Resolution 2014-13)

A schedule of monthly board meetings was presented to the commissioners for adoption. The meetings are scheduled to be held on the 3rd Tuesday of each month, at 6pm, at the Henry F. Pannell Learning Center. A motion to approve the schedule as made by Mr. McGowen and seconded by Ms. Brooks. All were in favor.

Appointing 2015 NJPHAJIF Fund Commissioner (Resolution 2014-14)

A motion to appoint TiNesha Hemphill as the 2015 Fund Commissioner for the Princeton Housing Authority was made by Ms. Brooks and seconded by Mr. McGowen. All were in favor.

ROSS Grant Client Service Log

All commissioners were provided with a copy of the service log covering the months from January 2014 through November 2014.

John Street Shop

All commissioners were provided with an email chain regarding the John Street Shop and a possible swap with the municipality for other land.

Report from Redevelopment Sub-Committee

The Letter of Understanding, which was approved by the PCH board with minor changes, remains acceptable to the PHA board. A meeting will be set up with PCH to formally sign the LOU.

Toby informed the board that Valley National Bank has been non-responsive to his questions regarding Karin Court. Mr. Parsons will forward his contact at VNB to Mr. Levy tomorrow.

Mr. McGowen informed the board that the Municipal Task Force to evaluate municipal owned property for suitability in becoming affordable housing sites has narrowed the potential sites from 85 down to 15. The group will continue to meet on a regular basis.

RAD

Mr. Parsons informed the board that HUD has raised the RAD limit from 60,000 units to 185,000 units. With this change it is likely that the PHA will have the opportunity to convert its housing/funding from Public Housing to Project Based Rental Assistance. Another evaluation will need to be done to verify that it still makes financial sense for the PHA to make this conversion.

Steven Hiltner – Presentation for Spruce Circle

Mr. Hiltner provided a rough sketch of a possible improvement to the shrub board around the buildings that would reduce maintenance cost and beautify the property by using native plants. Mr. Hiltner also provided 12 pictures of the site and discussed replanting the rain garden in its previous location. Mr. Parsons identified an area shown in one of the pictures as a possible, more suitable, area for the rain garden which is very close to its prior location. Mr. Hiltner stated that if the trees were trimmed to allow sunlight it would most likely be a suitable location. Mr. Hiltner also stated that it would cost approximately \$300 per building to purchase the new plantings for the shrub boarder. The board suggested that Mr. Hiltner put together a more detailed plan for Spruce Circle, with costs included, and present it at a future board meeting. Mr. Parsons stated that he would email Mr. Hiltner a Spruce Circle site plan in order to aid in his plan.

V. Unfinished Business

None

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

Respectfully submitted,

Scott E. Parsons