

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
April 21, 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, Sipprelle, Logan, McGowen, Brooks, Liaison Liverman and LHA AED Parsons.

Absent: Commissioner Levy and Attorney Cochran

Guests: Kip Cherry, Daniel Harris and John Heilner

Opening Statement

A motion to open the meeting was made by Ms. Brooks and seconded by Ms. Sipprelle. 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, April 21, 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

Kip Cherry, Daniel Harris and John Heilner gave a presentation on possible affordable housing options which would include 31-33 Lytle Street along with the PHA's John Street Shop property. In short, they are looking to have 31-33 Lytle designated as a historic site to avoid it being knocked down for the Mary Moss Playground renovation/expansion and to possibly turn the building into 1 or 2 affordable units. With the PHA property there could possibly be 5 to 7 more affordable housing units added. The group has offered to purchase the house from Barsky, for an amount less than the municipality's offer, but would include naming rights to the building. There were several different options presented for the sites to be redeveloped into either rental or homeownership affordable housing. The group was asking for the PHA to show interest in expanding affordable housing on this site and to send a notice to municipal council indicating our interest to pursue/study the matter further. Chair Newlin indicated that there is a need for affordable housing in Princeton but density in the area being discussed could be an issue. He

also stated that this could be a great opportunity for expansion of the Mary Moss Playground which would benefit the neighborhood. Chair Newlin pointed out that the purchase price for potential homeownership units that was mentioned during the presentation was not actually affordable for the population the PHA serves. The Board expressed appreciation for the work and dedication the group has put forward in the pursuit of affordable housing. The Board also stated that they will discuss the matter further and make a decision on how to proceed with our John Street Shop property.

II. Approval of Minutes

This agenda item was tabled until the May meeting.

III. Approval of Payment of Bills

Copies of the March 2015 check registers were provided to all commissioners. After discussion, a motion to approve the payment of bills for March was made by Ms. Sippelle and seconded by Ms. Logan. All were in favor.

IV. New Business/Reports

2015-2016 Annual & 5 Year Plan (2015-3)

After review, a motion to approve the 2015 Annual and 5 Year Plan for submission to HUD was made by Mr. McGowen and seconded by Ms. Brooks. All were in favor.

2015-2016 State Budget (2015-4)

The FYE 6/30/16 State and HUD budgets were presented to the board for approval. After discussion a motion to approve the budgets was made by Ms. Brooks and seconded by Ms. Sippelle. All were in favor.

2015 Capital Fund Program Grant

All commissioners were provided with a copy of the 2015 CFP grant form HUD-52840-A. The form shows that the PHA's 2015 CFP grant will be in the amount of \$210,418. These funds have been earmarked for the bathroom renovations at Spruce Circle.

2014 Karin Court Audit Report

All commissioners were provided with a copy of the 12/31/14 Audit Report for Karin Court. The report indicated that there were no findings or issues found during the audit.

RAD CHAP

All commissioners were provided with a copy of the email and letter from HUD indicating that the PHA's RAD application was approved and a Commitment to Enter into a Housing Assistance Payment Contract (CHAP) was issued. Mr. Parsons indicated that the contract rent amounts have increased since the time of the original application but the operating expenses have most likely increased also. A thorough evaluation of the financials along with the physical needs of the building needs to be made in order to make a decision on whether to proceed with a conversion under the RAD program. Mr. Parsons explained that he has a meeting set up for next week to discuss the ongoing viability of converting to the RAD program. Information will be provided to the board in future board meetings regarding the progress.

PHA 6/30/14 Audit Report Questions and Answers

All commissioners were provided with a copy of questions that were asked following the auditors presentation in January along with a list of the auditors answers to the questions.

Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of March 2015, for active tenants, were \$9,467.30. The report also indicates that \$2,333.52 is due from vacated tenants. The total amount due from current and vacated tenants, including back rent charges and fraud recovery charges, is \$17,197.82. The Aged Accounts Receivable schedule indicates that of the \$9,467.30 due from current residents, \$7,866.29 (83.09%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.07% of the annual tenant charges where the HUD guideline is 1.5% or less.

Vacancy Report

The vacancy report, effective April 14, 2015, was provided to all commissioners. The report indicates that there are no vacant apartments. The report also indicates that two apartments have been leased since the last board meeting and there are four known upcoming vacancies.

Financial Statements

Financial Statements for the 8 months ending February 28, 2015 were provided to the commissioners. The financial statements indicate a \$88,677 surplus through February. Through 67% of the budget year, the PHA has expended 59.64% of the budget. The Maple/Franklin financial statements indicate a \$8,360 surplus through February. 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 March 31, 2015, which indicates the Princeton Housing Authority's reporting rate is 99.52%. The one delinquent file has already been resolved as of the time of the meeting.

Report from Redevelopment Sub-Committee

Commissioner McGowen stated that increased density of the parking lot, in addition to the existing Maple/Franklin site, should not be excluded from possibility. Liaison Liverman stated that the future use of the Franklin parking lot will be discussed in an open forum, however, he did also say that the council favorably received the PHA's request to consider increased density for the existing Maple/Franklin site.

John Street Shop

The board had a lengthy discussion regarding the presentation provided earlier regarding the Lytle Street and PHA's John Street Shop property in addition to the options for utilizing the property to allow the expansion/improvement of the Mary Moss Playground. Following the discussion, for a variety of reasons the board decided it would not be in the Housing Authority's best interest to pursue developing the John Street shop property into affordable housing. Mr. Parsons will draft an email response to Kip Cherry, and the group as a whole, to inform them of the board's decision. Mr. Parsons will also reach out to the municipality regarding utilizing the property for the expansion of the Mary Moss Playground.

V. Unfinished Business

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

Respectfully submitted,

Scott E. Parsons