

**PRINCETON HOUSING AUTHORITY  
MINUTES OF THE MONTHLY MEETING  
March 17, 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 Liaison Liverman, Attorney Cochran and LHA AED Parsons.

Absent: Commissioners Brooks and Levy

Guests: None

### **Opening Statement**

A motion to open the meeting was made by Ms. Logan 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, March 17, 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 January 20, 2015 meeting was made by Ms. Logan and seconded by Ms. Sipprelle. All were in favor.

### **III. Approval of Payment of Bills**

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

## **IV. New Business/Reports**

### Spruce Circle Rain garden

All commissioners were provided with a copy of a grant application, completed by Marci Meixler and Steve Hiltner, to fund the creation of 2 rain gardens at Spruce Circle in addition to the replacement of foundation plantings with native shrubs. The application was submitted for consideration on March 12.

### John Street Shop

Regarding the expansion of the Mary Moss Playground, Liaison Liverman indicated that the PHA should get an appraisal of the shop and the municipality would purchase the property based on the appraisal or the PHA could donate the shop property to the municipality and the municipality would add the PHA name to the signage for the park. Another option for the property include renovating the building and using it for affordable housing (possibly 2 to 4 units). Commissioner Levy stated that he believes we need to either sell the property to the municipality for fair market value or an equitable land swap. After discussion, the board decided that the best course of action may be to donate the property to the municipality in return for relief in increasing the zoning density of the Maple/Franklin site for future development in addition to obtaining a portion of the existing Franklin parking lot to help solve the existing parking issues for the Maple and Franklin residents. Liaison Liverman stated that he will look into the increased density option and report back to the board.

### Intergovernmental Service Agreement

Mr. Parsons informed the board that the existing contract with the Lakewood Housing Authority is due to expire on September 30, 2015. If the board wishes to explore the option of hiring a full time Executive Director, that process should begin now in order to have everything in place by September 30. The board indicated that they are very pleased with how the PHA is operating and intends on renewing the contract for another term. A new contract, with the same terms, will be presented at the July 2015 meeting.

### Financial Literacy Workshop

Mr. Parsons informed the board that the Financial Literacy Workshop seemed to be a big success and the plans are to continue with a series of similar workshops. Ms. Sippelle was thanked for her assistance in handling the registration table during the workshop.

### Tenant Balances

A copy of the tenant balance report was provided to all commissioners. The outstanding balances at the end of February 2015, for active tenants, were \$12,306.10. 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 \$20,199.62. The Aged Accounts Receivable schedule indicates that of the \$12,306.10 due from current residents, \$8,868.80 (72.07%) is in the range of 0-30 days delinquent. Additionally, the report indicates the total Tenant Accounts Receivable balance equals 1.38% of the annual tenant charges where the HUD guideline is 1.5% or less.

### Vacancy Report

The vacancy report, effective March 13, 2015, was provided to all commissioners. The report indicates that there is one vacant apartment. The report also indicates that five apartments have been leased since the last board meeting and there are two known upcoming vacancies.

### Financial Statements

Financial Statements for the 7 months ending January 31, 2015 were provided to the commissioners. The financial statements indicate a \$41,688 surplus through January. Through 58% of the budget year, the PHA has expended 54.20% of the budget. The Maple/Franklin financial statements indicate a \$1,703

deficit through January. Balance sheets were also provided for both the Public Housing Program and Maple/Franklin.

For Karin Court, a year end Statement of Operations and balance sheet were provided, effective December 31, 2014. The Statement of Operations shows a loss of \$79,317.58, but that includes a non-cash expense for depreciation of \$113,398.

#### HUD 50058 Delinquency Report

Mr. Parsons provided all commissioners with a copy of the HUD 50058 Delinquency Report as of February 28, 2015, which indicates the Princeton Housing Authority's reporting rate is 100%.

#### Report from Redevelopment Sub-Committee

There was nothing new to report at this time.

#### Personnel Matter

A motion to enter into Executive Session to discuss the termination of employment of a maintenance employee was made by Mr. McGowen and seconded by Ms. Sippelle. All were in favor.

After discussion, a motion to exit Executive Session was made by Mr. McGowen and seconded by Ms. Logan. All were in favor.

## **V. Unfinished Business**

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

Respectfully submitted,

Scott E. Parsons