

**RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF  
THE PRINCETON HOUSING AUTHORITY**

**RESOLUTION 2017-14**

**AWARDING CONTRACT FOR LANDLORD/TENANT ACTIONS JAN 1, 2018– DEC 31, 2018**

WHEREAS, the Board of Commissioners ("Board") of the Princeton Housing Authority ("Authority") requires professional services for Landlord/Tenant Actions to be provided to the Authority, and

WHEREAS, contracts for professional services may be awarded without formal bid, in a Request for Proposals manner, in accordance with the Local Public Contracts Law of the State of New Jersey, relevant HUD regulations, and the Authority's Procurement Policy, and

WHEREAS pursuant to this solicitation process two (2) proposals for the provision of these professional services were received and evaluated in accordance with evaluation criteria by the Authority:

Breslin and Breslin, P.A. 41 Main Street Hackensack, NJ 07601	\$10,200
Law Offices of Glenn R. Cochran 812 State Road – Suite 120 Princeton, NJ 08540	\$11,100


; and

WHEREAS, both firms received the same overall score and after careful review by the Executive Director it was determined that the Law Offices of Glenn R. Cochran submitted the most advantageous proposal; and

**NOW THEREFORE BE IT RESOLVED** that the Chairperson and the Executive Director are hereby authorized to execute the contract as attached hereto effective January 1, 2018 with the firm of Law Offices of Glenn R. Cochran at a cost of ELEVEN THOUSAND AND ONE HUNDRED DOLLARS (\$11,100) payable in twelve monthly installments of \$925.00 from January 1, 2018 – December 31, 2018, in accordance with the applicable specifications as set forth in the Request For Proposals.

Motion: McGowen    Second: Pannell

Governing Body Member:	Aye	Nay	Abstain	Absent
Leighton Newlin	X			
Toby Levy	X			
Henry Pannell	X			
Linda Sipprelle	X			
Alvin McGowen	X			
Bertha Logan	X			
Michele Tuck-Ponder			X	

  
Secretary's Signature

10/17/17  
Date

**AGREEMENT FOR LEGAL SERVICES**  
**LANDLORD/TENANT ACTIONS**

THIS AGREEMENT made this 17th day of October, 2017, by and between the Princeton Housing Authority (hereinafter called the "Authority") and Law Offices of Glenn R. Cochran, of Princeton New Jersey (hereinafter called the "Attorney");

WITNESSETH:

WHEREAS, THE Authority is currently operating 236 units consisting of low rent public housing, Tax credit and private housing throughout Princeton, and,

WHEREAS, in accordance with the procurement requirements established by the Local Authority pursuant to HUD guidelines, the said Attorney has been selected to provide legal services required in connection with aforesaid projects for landlord/tenant actions; and,

WHEREAS, the parties hereto desire to fix in writing their respective rights and obligations;

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The Local Authority hereby engages the Attorney as legal counsel for tenant/landlord actions and the Attorney accepts said employment under the terms and conditions hereinafter set forth, effective January 1, 2018.
2. The Attorney agrees to render all legal services for landlord/tenant actions which the Local Authority may require in the operation and management of said projects for the term of this Agreement, (One Year), unless cancelled pursuant to Par. 3 below.
3. During the term of this contract either party may terminate and cancel this contract upon 60 days notice to the other and in such event the Attorney shall be entitled to receive compensation as specified herein for all work completed and accepted prior to such termination or cancellation, and in addition all equitable adjustments shall be made as to compensation for any substantial amount of work or services performed by him to date of such termination or cancellation but not accepted by the Local Authority. Such services shall be rendered only upon specific request, and shall be limited only to those which will be necessary to the operation and management of the projects.
4. Legal services to be provided under this Agreement shall include all tenant/landlord actions.
5. The Local Authority agrees to pay to the Attorney as full compensation for all services to be rendered under this contract an annual fee of \$11,100, payable in twelve (12) equal monthly installments.
6. The Local Authority shall reimburse said Attorney for expenses and disbursements, incurred with the approval of the Local Authority, in connection with legal matters handled by the Attorney such as court costs, witness fees, recording fees, etc., but not including the Attorney's office or overhead expenses.



**RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF  
THE PRINCETON HOUSING AUTHORITY**

**RESOLUTION 2017-15**

**AWARDING CONTRACT FOR GENERAL COUNSEL JAN 1, 2018– DEC 31, 2018**

WHEREAS, the Board of Commissioners ("Board") of the Princeton Housing Authority ("Authority") requires professional services for General Counsel to be provided to the Authority, and

WHEREAS, contracts for professional services may be awarded without formal bid, in a Request for Proposals manner, in accordance with the Local Public Contracts Law of the State of New Jersey, relevant HUD regulations, and the Authority's Procurement Policy, and

WHEREAS pursuant to this solicitation process two (2) proposals for the provision of these professional services were received and evaluated in accordance with evaluation criteria by the Authority:

Breslin and Breslin, P.A. 41 Main Street Hackensack, NJ 07601	\$18,000
Law Offices of Glenn R. Cochran 812 State Road – Suite 120 Princeton, NJ 08540	\$5,000

; and

WHEREAS, after careful review by the Executive Director it was determined that the Law Offices of Glenn R. Cochran scored highest and submitted the most advantageous proposal; and

**NOW THEREFORE BE IT RESOLVED** that the Chairperson and the Executive Director are hereby authorized to execute the contract as attached hereto effective January 1, 2018 with the firm of Law Offices of Glenn R. Cochran at a cost of FIVE THOUSAND DOLLARS (\$5,000) payable in four quarterly installments of \$1,250 from January 1, 2018 – December 31, 2018, in accordance with the applicable specifications as set forth in the Request For Proposals.

Motion: McGowen Second: Levy

Governing Body Member:	Aye	Nay	Abstain	Absent
Leighton Newlin	X			
Toby Levy	X			
Henry Pannell	X			
Linda Sipprelle	X			
Alvin McGowen	X			
Bertha Logan	X			
Michele Tuck-Ponder			X	

  
Secretary's Signature

10/17/17  
Date

## AGREEMENT FOR GENERAL COUNSEL LEGAL SERVICES

THIS AGREEMENT made this 17<sup>th</sup> day of October, 2017, by and between the Princeton Housing Authority (hereinafter called the "Authority") and Law Offices of Glenn R. Cochran, of Princeton, New Jersey (hereinafter called the "Attorney");

WITNESSETH:

WHEREAS, THE Authority is currently operating 236 units consisting of low rent public housing, Tax credit and private housing throughout Princeton; and

WHEREAS, in accordance with the procurement requirements established by the Local Authority Pursuant to HUD guidelines, the said Attorney has been selected to provide legal services required in connection with the aforesaid projects; and

WHEREAS, the parties hereto desire to fix in writing their respective rights and obligations;

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The Local Authority hereby engages the Attorney as legal counsel for the General Counsel services and the Attorney accepts said employment under the terms and conditions hereinafter set forth, effective January 1, 2018.
2. The Attorney agrees to render all legal services which the Local Authority may require in the operation and management of said projects for the term of this Agreement, (one year), unless cancelled pursuant to Par. 3 below.
3. During the term of this contract either party may terminate and cancel this contract upon 60 days notice to the other and in such event the Attorney shall be entitled to receive compensation as specified herein for all work completed and accepted prior to such termination or cancellation and in addition all equitable adjustments shall be made as to compensation for any substantial amount of work or services as may relate to Acquisition of Land for, or the Development of any project and the review of contract and bid documents for the Capital Fund Program.
4. Legal services to be provided under this Agreement shall include but shall not be limited to the following:
  - A. Attending all Authority meetings (regular or special) and supervision, as to legality, of the official minutes of the Authority.
  - B. Provide follow-up written reports by next meeting regarding legal questions, issues, or Other pertinent matters requested at Board Meetings (Regular or Special) or Board Committee Meetings.
  - C. Attendance at Board Committee meetings when requested.

- D. Conferring with and advising the officers, employees and members of the Authority on legal matters, when requested.
  - E. Advice and assistance to the Authority, upon request, in the preparation of any legal documents, papers, contracts, specifications, bonds, waivers, and such other legal drafting as may be required from time to time.
  - F. Appearance for and representation of the Authority in all routine litigation. A case shall be considered "routine" if it does not require substantial litigation services. Whenever the Attorney is of the opinion that litigation is not routine, the Local Authority shall be notified promptly. If it is in agreement with the Attorney's opinion the Local Authority shall retain special litigation counsel in evictions, tenant related small claims issues may be awarded under a separate contract.
  - G. Approval of the legality of contracts.
  - H. Handling of legal questions and matters arising under contracts of the Authority and rendering of legal opinions on all matters submitted by the Authority.
  - I. Giving notice to and consulting with the Authority's Insurance Carriers in all cases of injury to person or property involving the Local Authority, as requested.
  - J. Review and approval of all documents pertaining to Temporary and Permanent Financing relating to all projects covered by this Agreement.
5. The Local Authority agrees to pay to the Attorney as full compensation for all services to be rendered under this contract an annual fee of \$5,000, payable in four (4) equal quarterly installments.
  6. The Local Authority shall compensate said Attorney for necessary traveling and subsistence expenses in connection with the performance, outside the area within which said Authority is authorized by law to operate, of the duties of said Attorney. Such compensation shall be limited to the amount allowed in accordance with the Travel Regulations of the Local Authority Personnel Policy current at the time is performed.
  7. The Local Authority shall reimburse said Attorney for expenses and disbursements, incurred with the approval of the Local Authority, in connection with legal matters handled by the Attorney such as court costs, witness fees, recording fees, etc., but not including the Attorney's office or overhead expenses.
  8. All previous agreements pertaining to Management Legal Services and compensation in connection with said projects by and between the parties hereto are hereby rescinded and terminated.
  9. No member or Delegate of the Congress of the United States of America or Resident Commissioner, shall be admitted to any share or part of this contract or to any benefits which may arise therefrom.



**RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF  
THE PRINCETON HOUSING AUTHORITY**

**RESOLUTION 2017-16**

**Offering incentive under the State Health Benefits Program**

**WHEREAS**, the Princeton Housing Authority participates in the NJ State Health Benefits Program; and

**WHEREAS**, the SHBP is offering an incentive program to employees who are first time enrollees in a tiered-network medical plan beginning Plan Year 2018 and continuing for two plan years through December 31, 2019; and

**WHEREAS**, the financial incentive for eligible employees when changing to a tiered network plan is as follows:

- \$1,000 for Single coverage
- \$1,250 for Member/Spouse or Parent/Child coverage
- \$2,000 for Family coverage; and

**WHEREAS**, the average annual savings to the Authority for employees that choose a tiered network plan as compared to other plan options is as follows:

- \$2,900 for Single coverage
- \$5,500 for Member/Spouse or Parent/Child coverage
- \$8,200 for Family coverage; and

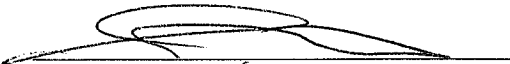
**WHEREAS**, the attached SHBP Resolution further explains the incentive program in more detail.

**NOW THEREFORE, BE IT RESOLVED** that the governing body of the Princeton Housing Authority hereby authorizes and directs the Executive Director of the Housing Authority to execute the SHBP Resolution form and submit to the SHBP in order to participate in the inventive program.

Motion: Sipprelle      Second: Logan

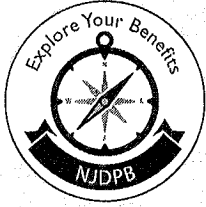
Governing Body Member:      Aye                      Nay                      Abstain                      Absent

Leighton Newlin	X			
Toby Levy	X			
Henry Pannell	X			
Linda Sipprelle	X			
Alvin McGowen	X			
Bertha Logan	X			
Michele Tuck-Ponder	X			

  
Secretary's Signature

10/17/17  
Date





**STATE OF NEW JERSEY DEPARTMENT OF THE TREASURY  
DIVISION OF PENSIONS & BENEFITS  
STATE HEALTH BENEFITS PROGRAM  
P.O. BOX 299 TRENTON, NEW JERSEY 08625-0299**

**RESOLUTION**

**A RESOLUTION** for Local Employers to offer an incentive under the State Health Benefits Program.

**BE IT RESOLVED:**

The \_\_\_\_\_  
CORPORATE NAME OF EMPLOYER SHBP EMPLOYER LOCATION NUMBER

We agree to voluntarily participate in the Financial Incentive Program granting financial incentives to subscribers who select enrollment into tiered-network medical plans otherwise known as Horizon Blue Cross Blue Shield of New Jersey's OMNIA Plan or Aetna's Liberty plan. We agree that the management and administration of this incentive program shall be solely our responsibility.

The terms of the Incentive Program described above shall include:

- The Incentive Program shall be available to subscribers who are first time enrollees in a tiered-network medical plan beginning Plan Year 2018 and continuing for two plan years through December 31, 2019;
- The Incentive Program does not extend to participants enrolled under P.L. 2005, c. 375 (certain over-age adult children) and COBRA;
- Participation is voluntary at the option of the employer;
- The financial incentive for eligible employees shall be:
  - \$1,000 for **Single member coverage** when changing to a tiered-network plan.
  - \$1,250 for **Member/Spouse coverage** when changing to a tiered-network plan.
  - \$1,250 for **Parent/Child coverage** when changing to a tiered-network plan.
  - \$2,000 for **Family coverage** when changing to a tiered-network plan.
- The incentive amount shall be paid within the first quarter of Plan Year 2018 and is reportable income; and
- The incentive shall be forfeited and returned to the employer if the subscriber fails to remain enrolled for at least two plan years, except that if a subscriber is made ineligible for healthcare through layoff, involuntary separation, reduction to part-time status, or classification into an ineligible position. If a subscriber voluntarily retires or changes health plans due to a catastrophic or emergency health need as determined by the employer after a full year, then the incentive shall be forfeited on a pro-rata basis.

**I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by**

**the:** \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
CORPORATE NAME OF EMPLOYER

\_\_\_\_\_  
SIGNATURE OFFICIAL TITLE

\_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP CODE

\_\_\_\_\_  
AREA CODE TELEPHONE NUMBER

\_\_\_\_\_  
EMPLOYER'S STATE SOCIAL SECURITY IDENTIFICATION NUMBER NUMBER OF EMPLOYEES