

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
June 19, 2018**

The members of the Board of Commissioners of the 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 at 6:15 p.m. by Chairperson Newlin and upon roll call, those present and absent were:

Present: Commissioners Newlin, Sipprelle, Logan and Pannell, Attorney Cochran
Absent: Commissioners Weiss, Tuck-Ponder and McGowen

Opening Statement

A motion to open the meeting was made by Ms. Sipprelle and seconded by Mr. Pannell. 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, June 19, 2018 at 6:15 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, 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 the meeting.

I. Public Comment Period

Ms. Rebecca Goode, 221 Redding Circle, requested assistance in painting the interior doors of her unit and inquired about the quality of the window shades which seem to get brittle quickly. The Chair advised that the Board would contact Mr. Kelly, the head of maintenance, for follow-up.

Ms. Pat Gillette described various maintenance problems and challenged the recent bulletin regarding additional maintenance charges, especially a \$10 charge to change light bulbs. Ms. Gillette was advised that maintenance will replace bulbs for seniors or any other bulb that cannot be easily unscrewed and replaced free of charge. The \$10 fee was created as a disincentive to able body persons who could easily replace their own light bulbs as this task was taxing the presently short-staffed maintenance crew and impeding their completion of more important maintenance work.

Ms. Faye Simone reported that there were people occupying a unit near her who were not on the lease and were disruptive. Attorney Cochran gave her his card and asked that she contact him with the specifics of the situation so that appropriate action could begin to remove these people if they were not, in fact, on the lease or to at least keep them from being disruptive if they were.

Ms. Linda Auerbach, 212 Redding Circle, reported that she moved into her current unit in November 2016. She indicated that her heating unit had not been cleaned in a very long time and that she had to remove all manner of foreign matter (*e.g.*, cotton swabs, tissues, and less pleasant items) from the grate. She also reported that her oven was filthy and that she first noticed it upon her first attempt to use it.

Ms. Patricia Liverman, 46 Redding Circle, reported that she had “nothing but praise” for the maintenance staff indicating that all of her requests were handled promptly and cheerfully.

II. Approval of Minutes.

A motion to approve the minutes of the May 15, 2018 regular meeting was made by Ms. Sippelle and seconded by Ms. Logan. All present at that meeting were in favor. A motion to approve the minutes of the June 14, 2018 special session meeting was made by Ms. Sippelle and seconded by Mr. Pannell. All present at that meeting were in favor.

III. Approval of Payment of Bills.

Copies of the May, 2018 check registers were provided to all Commissioners. Upon motion made by Ms. Sippelle and seconded by Mr. Pannell, the Board unanimously approved the payment of all bills.

IV. New Business reports

Tenant Balances:

Chairperson Newlin advised that the tenant balance report was again higher than usual. Attorney Cochran advised that there was a very large balance matter on the court list for June 22 which accounted for a significant part of the balance.

Vacancy Report:

The vacancy report was provided and reviewed by the Board.

Financial Statements:

Current financial statements were provided and reviewed by the Board.

HUD 50058 Delinquency Report:

All Commissioners were provided with a copy of the current HUD 50058 Delinquency Report which indicated that the Princeton Housing Authority's reporting rating was 100%.

RAD Conversion Update:

Attorney Cochran confirmed his prior email to the Board that the RAD conversion was complete and the recorded documents were received back from the County Clerk.

Work will immediately commence to have the new required RAD leases signed by all tenants.

Extra Insurance Coverage:

The pending resolution to approve the purchase of extra insurance to cover tenant relocation in the event of a casualty was again tabled due to the fact that only four Board members were present and those who were absent had additional questions regarding the same which have yet to be answered.

FYE 6/30/19 Adopted Budget Resolution:

Upon motion made by Ms. Logan and seconded by Ms. Sippelle, the Board unanimously adopted Resolution 2018-12 approving the FYE 6/30/19 Budget as is reflected in the attached Resolution.

A/E Contract for Boiler Upgrades:

Upon motion made by Ms. Sippelle and seconded by Mr. Pannell, the Board unanimously adopted Resolution 2018-13 approving the awarding of the boiler upgrade contract to Habitech Architects, P.C. as reflected in the attached Resolution.

Admission & Occupancy Policy Updates for Preferences in Tenant Selection:

Following months of discussions with HUD, HUD finally approved a 50% preference for Princeton residents and those working in Princeton. Upon motion made by Ms. Logan and seconded by Ms. Sippelle, the Board unanimously adopted Resolution 2018-14 approving the 50% preference approved by HUD as reflected in the attached Resolution.

PSRC MOU Approval:

Upon motion made by Ms. Sippelle and seconded by Ms. Logan, the Board unanimously adopted Resolution 2018-15 approving the entry into the memorandum of understanding for the provision of services to PHA residents by the Princeton Senior Resource Center, as reflected in the attached Resolution.

YMCA After School and Other Programs Approval:

Upon motion made by Ms. Sippelle and seconded by Ms. Logan, the Board unanimously adopted Resolution 2018-16 approving the entry into the memorandum of understanding for the provision of after school and other program services to PHA residents by YMCA, as reflected in the attached Resolution.

Fee Accounting Contract:

Upon motion made by Ms. Logan and seconded by Ms. Sippelle, the Board unanimously adopted Resolution 2018-17 approving the awarding of the fee accounting contract to Hymanson, Parnes & Giampaolo, as reflected in the attached Resolution.

FYE 6/30/19 Audit Contract:

Following questions and initial objections made by Ms. Sippelle, and in the absence of three Board members, further discussion and approval of the award of the FYE 6/30/19 Audit Contract was tabled until the July, 2016 regular Board meeting.

RAD 3 Year Phase in Policy:

Upon motion made by Ms. Sippelle and seconded by Ms. Logan, the Board unanimously adopted Resolution 2018-19, approving the HUD required policy of determining the phase in of rent increases for tenants whose rent increased by the greater of 10% or \$25 solely as a result of the RAD conversion, as reflected in the attached Resolution.

Report from the Redevelopment Subcommittee:

There was no report from the Redevelopment Subcommittee.

Executive Session:

Upon motion made by Ms. Logan and seconded by Mr. Pannell, the Board unanimously approved going into a closed executive session to discuss pending litigation against PHA with Attorney Cochran.

Attorney Cochran reported to the Board the status of the litigation and fielded general questions regarding the matter.

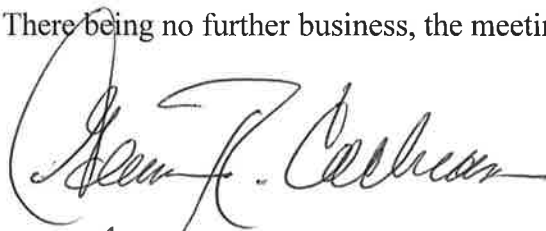
Upon motion made by Ms. Sippelle and seconded by Ms. Logan, the Board unanimously voted to come out of executive session.

Report by Ms. Logan of Tenant Meeting:

At the May, 2018 meeting of the Board, Commissioner Logan was appointed to the newly established tenant relations committee. In that capacity, she attended the most recent meeting of the Clay Street tenant association headed by Ms. Yates and provided the Board with an overview of issues raised by the tenants at that meeting.

Among the issues raised by the tenants and reported by Ms. Logan were the following: Tenants request that whenever maintenance enters an unoccupied unit to perform work that a copy of the work order be left in the unit to alert the tenant of the presence of maintenance; Tenants request copies of their annual inspection results; Tenants want stricter enforcement of trash can removal and storage policies; Tenants request that lighted door bells be installed on all units; Tenants request that entryway lights be investigated and upgraded as necessary; and Tenants inquired about the status of plans to install a laundrymat on Clay Street at the site of the old offices. For future meetings, Ms. Logan agreed to provide a brief written report to be included in the meeting package distributed to each Commissioner in advance of the meeting to enable them to review matters in advance.

There being no further business, the meeting was adjourned at 8:45 p.m.

 7/17/18
Acting Secretary