

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE SPECIAL MEETING**

August 21, 2018

The members of the Board of Commissioners of the Princeton Housing Authority met on Tuesday, August 21, 2018, at a special meeting at the Princeton Municipal Building, 400 Witherspoon 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, McGowan, Tuck-Ponder, Logan, Pannell and Weiss, Attorney Cochran

Absent : None

Guest: Diane Johnson, Cathy Hart, Barbara Johnson

Opening Statement

A motion to open the meeting was made by Ms. Tuck-Ponder 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 special meeting of the Board of Commissioners of the Princeton Housing Authority to be held on Tuesday, August 21, 2018 at 6:15 p.m. at the Princeton Municipal Building, 400 Witherspoon 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

Kim Dorman of the Princeton Public Library reminded everyone that the previously rained out picnic at Redding Circle, hosted by, among others, the Princeton Public Library and the Princeton Police Department, has been rescheduled to August 28, 2018 at 5:30 pm.

II. Approval of Minutes

Approval of the minutes of the July 17, 2018 meeting was tabled until the September meeting.

Upon motion made by Ms. Sippelle and seconded by Mr. Weiss, the Board unanimously approved the minutes of the special meeting of the Board held on July 29, 2018.

III. Payment of Bills

Approval of the payment of bills was tabled until the September meeting.

IV. New Business

Tenant Balances - The current tenant balances were unavailable due to a computer software issued that was only recently resolved. Going forward, tenant balance reports will be available.

Vacancy Report - Cathy Hart of the Housing Authority of the City of Elizabeth ("HACE") reported that there were only 2 vacancies excluding the unit in Redding Circle which sustained fire damage last week. Ms. Hart advised that she had temporarily suspended internal transfers so as to allow the short staffed maintenance staff to focus on completing the work on lease end vacancies and to prepare for the complete conversion of RAD on January 1, 2019 after which PHA will not receive HUD subsidies for units vacant greater than one month. Ms. Hart reported that the internal transfer suspension would be temporary and short lived, but may have to be reimposed from time to time depending upon the level of lease end vacancies that occur in the coming months.

Financial Statements - Approval of the financial statements was tabled until the September meeting.

V. Executive Session

Upon motion made by Ms. Tuck-Ponder and seconded by Mr. Weiss, upon roll call vote listed below, the Board unanimously voted to enter executive session to discuss personnel matters and contractual matters with HACE.

<u>Name:</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Michelle Tuck-Ponder	X			
Joseph Weiss	X			
Alvin McGowan	X			
Bertha Logan	X			
Linda Sipprelle	X			
Henry Pannell	X			
Leighton Newlin	X			

Ms. Hart and Ms. Johnson provided the Board with a thorough report of certain personnel difficulties that had been encountered and the management decisions that they made under the terms of the temporary Shared Services Agreement to address them.

Ms. Hart and Ms. Johnson next delivered a report on their assessment of PHA following their first three weeks operating under the Shared Services Agreement. Various members of the Board expressed concern about the staff attrition. Ms. Hart advised that final staffing decisions had to await a decision by the Board as to how it was going to choose to operate going forward following the RAD conversion. The ultimate decision made by the Board in that regard would likely dictate which positions would and would not be filled following that decision. In the interim, Ms. Hart reported that she had outsourced the lawn maintenance work at all sites except Redding Circle. She advised that this change had significantly freed up the maintenance staff to address tenant work orders and to complete vacancy turnarounds. Ms. Hart advised that she was continuing to monitor tasks which could be outsourced in a fiscally prudent manner.

Ms. Hart then addressed the issue of entity status and governance going forward now that PHA has completed the RAD conversion. She provided various different options depending upon both its immediate and future capital expenditure plans.

The Board discussed the fact that it was going to have to hold several more special meetings over the next few months and that a Board workshop directed by members of HACE was almost essential in order to permit the Board to devote the necessary time to exploring and evaluating its options. Ms. Hart and Ms. Johnson agreed to make the necessary arrangements and scheduling of meeting and workshop dates will follow.

Lastly, Ms. Hart alerted the Board to two different State of New Jersey grant programs that she has made inquiry into for the benefit of PHA residents. Because both programs are in the process

of being finalized at the State level, no firm commitment could be made at this time, but the Board urged Ms. Hart to follow up with and pursue both options. Ms. Hart will report as details become available.

Upon motion made by Mr. McGowan and seconded by Ms. Logan, upon roll call vote listed below, the Board unanimously voted to leave executive session to return to the special meeting open to the public.

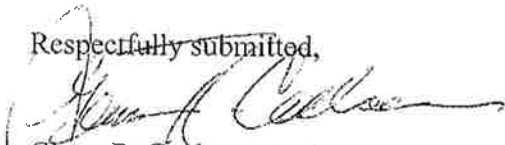
<u>Name:</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Michelle Tuck-Ponder	X			
Joseph Weiss	X			
Alvin McGowan	X			
Bertha Logan	X			
Linda Sipprelle	X			
Henry Pannell	X			
Leighton Newlin	X			

VI. Old Business.

Ms. Logan delivered her report as the tenant association liaison from the Board.

There being no further business, upon motion made by Ms. Tuck-Ponder and seconded by Mr. McGowan, the Board unanimously voted to adjourn at 8:38 pm.

Respectfully submitted,



Glenn R. Cochran, Acting Secretary