

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING
July 17, 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, McGowan, Logan, Pannell and Weiss, Attorney Cochran; Consultant, Diane Johnson

Absent: Commissioners Sippelle and Tuck-Ponder (present briefly by telephone)

Opening Statement

A motion to open the meeting was made by Mr McGowan and seconded by Ms. Logan. 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, July 17, 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

Kim from the Princeton Public Library reported that a jointly sponsored party for residents was being held at Redding Circle on July 25, 2018 and detailed the advertising efforts to boost attendance.

II. Approval of Minutes.

Due to an insufficient number of Commissioners at the meeting who were present for the June 19 meeting, approval of the minutes was tabled until the August 2018 meeting.

III. Approval of Payment of Bills.

Copies of the June, 2018 check registers were provided to all Commissioners. Mr. McGowan asked for back-up information regarding check # 5565 payable to "Earthbound". Upon motion made by Mr. McGowan and seconded by Mr. Pannell, the Board unanimously approved the payment of all bills, with the exception of Ms. Tuck-Ponder (appearing by telephone) who abstained.

IV. New Business reports

Tenant Balances:

Chairperson Newlin advised that the tenant balance report was again higher than usual. Attorney Cochran advised that there were approximately 8-10 tenants whose balance comprised 80% of the total balance and that action was being taken to address it.

Vacancy Report:

The vacancy report was provided and reviewed by the Board. The Board asked that future reports indicate the number of units that are vacant due to internal transfers of tenants as opposed to lease terminations.

Financial Statements:

Current financial statements were provided and reviewed by the Board. Upon motion made by Ms. Logan and seconded by Mr. Weiss, the Board unanimously approved the current financial statements.

FYE 6/30/19 Audit Contract:

Upon motion made by Mr. McGowan and seconded by Mr. Weiss, the Board unanimously adopted Resolution 2018-18, approving the award of the FYE 6/30/19 Audit Contract to Polcari & Company, CPA.

Temporary Acting Executive Director and Office Manager:

Upon motion made by Mr. McGowan and seconded by Mr. Weiss, the Board unanimously adopted Resolution 2018-20, temporarily appointing Chairperson Newlin as the acting temporary Executive Director pending the entry into a Shared Services Agreement or the hiring of a qualified Executive Director and approved the appointment of Ronald Caporelli as the temporary Office Manager pending the hiring of a qualified Executive Director.

Change in Office Hours:

Upon motion made by Ms. Logan and seconded by Mr. Weiss, the Board unanimously adopted Resolution 2018-21 which modifies the office hours for office staff effective July 23, 2018 and modifies the inclement weather closing policy to place authority to make the decision whether or not to close the office with the Office Manager or Executive Director.

Temporary Receptionist Services:

Upon motion made by Mr. McGowan and seconded by Ms. Logan, the Board unanimously adopted Resolution 2018-22 to authorize the Office Manager to hire individuals part-time at \$10 per hour without benefits for the provision of receptionist services during the transition period pending the hiring of a qualified Executive Director.

Executive Session:

Upon motion made by Mr. McGowan and seconded by Ms. Logan, the Board unanimously approved going into a closed executive session at 7:13 p.m. to discuss personnel matters and 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.

Consultant Johnson detailed her efforts to recruit candidates for the position of Executive Director. Due to previously available candidates accepting other positions, no qualified candidate within the State of New Jersey is presently available. Accordingly, Ms. Johnson recommended entering into a temporary (90 days) Shared Services Agreement with the Housing Authority of the City of Elizabeth ("HACE"). She reported that HACE was the only Authority in the State that was willing to perform the required services. Various members of the Board took issue with the proposed fee structure. Ms. Johnson advised that once the Board has decided to move forward with the idea of engaging HACE, she and Mr. Cochran would fine-tune the specific services required and the appropriate weekly time needed to perform then to significantly reduce the proposed monthly fee of \$16,666.

The Board agreed to hold a special meeting on Sunday, July 29, 2018 at 12:00 p.m. for the purpose of discussing and entering into the HACE Shared Services Agreement as modified by

Ms. Johnson and Mr. Cochran through their negotiations.

Upon motion made by Mr. McGowan and seconded by Ms. Logan, the Board unanimously voted to come out of executive session at 8:21 p.m.

Further discussion was held regarding the special meeting and insuring that proper notice was provided under the Open Public Meetings Act.

There being no further business, the meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Glenn R. Cochran
Acting Secretaru