

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE REGULAR MEETING
September 18, 2018**

The members of the Board of Commissioners of the Princeton Housing Authority met on Tuesday, September 18, 2018, for a regular meeting at the Princeton Municipal Building, 400 Witherspoon Street, Princeton, NJ.

The meeting was called to order at 6:18 p.m. by Chairperson Newlin and upon roll call, those present and absent were:

Present: Commissioners Newlin, Sipprelle, McGowen, Tuck-Ponder, Logan, and Attorney Cochran, Liaison Liverman

Absent : Commissioners Weiss and Pannell

Guest: Diane Johnson (by telephone), Barbara Johnson

Opening Statement

A motion to open the meeting was made by Ms. Sipprelle and seconded by Mr. McGowen. 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, September 18, 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 advised that Princeton Human Services Department had hired an intern, Sarah, who was available on a variety of issues at the library from 2 - 9 p.m. on Tuesdays and from 10 a.m. to 6 p.m. on Thursdays.

Patty Yates inquired about the status of the discussions about installing a laundromat in the old office on Clay Street. Chairman Newlin advised that Commissioner Weiss, an architect, had done some very preliminary study, but that nothing further has been done. Ms. Yates again discussed the tenants' concern with trash cans on Clay Street. As Ms. Yates relates the situation, a number of residents do not timely remove their trash cans after the scheduled collection. The result is that the neighborhood is unsightly. She inquired about re-installing some trash dumpsters and about distributing fliers to all residents regarding the rules about trash and recycling. Finally, Ms. Yates inquired about using the Henry F. Pannell Learning Center for a children's Christmas Party in coordination with other organizations who collect gifts for the children. She will be meeting with Melissa Urias of Princeton Human Services about the planned party. Ms. Yates further related that the tenant organization wants to have Santa deliver the specific gifts to the specific children as opposed to the less personal method of simply marking a package as appropriate for a "6-7 yr. old girl" or "10 yr. old boy" and simply passing them out on that basis. The Board indicated that there should be no problem in having the party at the Learning Center. Finally, Ms. Yates inquired about whether lawn maintenance was outsourced for all sites. The Board advised that it would inquire and follow up.

Patricia Liverman of 46 Redding Circle asked that special thanks be given to John of the maintenance staff for his prompt and courteous response to work orders.

II. Approval of Minutes

Due to a lack of a sufficient number of participating Commissioners, approval of the minutes of the July 17, 2018 meeting was tabled until the October meeting.

Upon motion made by Ms. Sippelle and seconded by Ms. Logan, the Board unanimously approved the minutes of the special meeting of the Board held on August 21, 2018.

III. Payment of Bills

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

IV. New Business

Tenant Balances - The current tenant balances were unavailable, however, Ms. Barbara Johnson reported that the total balance was down significantly from last month. Going forward, tenant balance reports will be available and provided to the Commissioners in advance of the meeting.

Vacancy Report - Barbara Johnson 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 month.

Financial Statements - Commissioners were not provided with financial statements in advance of the meeting. Ms. Johnson advised that she would insure that the statements would be sent to all Commissioners in advance of the October meeting. She advised that in the first month of the new fiscal year, PHA was operating at a surplus. Approval of the financial statements was tabled until the October meeting.

V. Executive Session

Upon motion made by Mr. McGowen and seconded by Ms. Sipprelle, upon roll call vote listed below, the Board unanimously voted to enter executive session at 7:01 p.m. to discuss litigation, personnel matters and the proposed Memorandum of Agreement for the redevelopment of Maple-Franklin.

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

Mr. Cochran advised that he had been approached by the recently retained attorney for Herbert Broadway who requested his consent to adjourn the mediation session scheduled for September 14. Mr. Cochran advised that he gave his consent and reported that the attorney then made a settlement demand to resolve the matter. Mr. Cochran explained the demand and gave the Board his recommendation. Upon motion made by Ms. Tuck-Ponder and seconded by Ms. Logan, the Board voted unanimously to approve Mr. Cochran's recommendation and extended to him the requested settlement authority.

Mr. McGowen then provided a comprehensive review of the proposed Memorandum of Agreement between PHA, PCH and the municipality of Princeton for the redevelopment of Maple/Franklin owned by PHA and the adjoining part lot owned by Princeton. Mr. McGowen stressed that the municipality wants 60 units of affordable rental housing to qualify toward its Mount Laurel obligation. Mr. McGowen reported that a number of the timelines envisioned by the proposed agreement were unrealistically optimistic and that it would be necessary to secure agreement to extend them. Liaison Liverman advised that he believed that extending the timelines sought by Mr. McGowen would not be difficult and that he would make immediate

inquiry and report back to the Board.
ates will follow.

Upon motion made by Mr. McGowen and seconded by _____, the Board
unanimously voted to approved a one time \$1,000 bonus to be paid to each of the two remaining
maintenance employees.

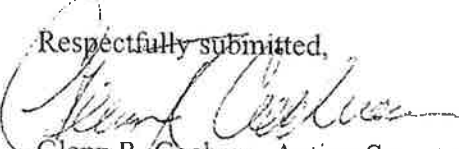
Upon motion made by Mr. McGowen and seconded by Ms. Logan, upon roll call vote listed
below, the Board unanimously voted to leave executive session to return to the special meeting
open to the public.

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

VI. Old Business.

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

Respectfully submitted,


Glenn R. Cochran, Acting Secretary

Minutes for 10/16/18 Board Mtg

Meeting called to order @ - 6:15pm

Motion – Linda Sipprelle

Second – Bertha Logan

In attendance

Comm. Leighton Newlin

Comm. Linda Sipprelle

Comm. Bertha Logan

Comm. Joseph Weiss

Comm. Alvin McGowan

Comm. Michele Ponder-Tuck

Comm. Henry Pannell - **Absent**

- **Opening statement read by Leighton Newlin**
- **Public comment period**
Tenant from 212 Redding Circle (Catherine Parr) was present but did not have any comment during public session.
- **Approval of minutes – All agreed**
07/17/18
Motion – Alvin McGowan
Second – Joseph Weiss

09/18/18 – w/correction - delete language “ates will follow” in the executive board session section
Motion – Bertha Logan
Second – Alvin McGowan
Abstain - Joseph Weiss (**Absent@September Mtg**)
- **Approval of Payment of bills – All agreed**
Motion – Alvin McGowan
Second – Linda Sipprelle
- **Unfinished Business**
Boilers for Clay Street pushed back to the spring and will begin discussion w/A&E at the end of October
- **New Business**
Arm in Arm (non-profit) requests office space to offer rental assistance to all residents of Redding.
Discussed Clark (consultant) to issue an RFP to turn around vacant (fire) unit at Redding Circle.
Updates to Redding Circle heating system
Change the location of Clay Street boiler actuator valves
Tenant balances – Catherine Hart reported an overall collection of 77%. The collection rate will increase as the H/A continues to send out late notices and encourage residents to pay in a timely manner
Vacancy report – Catherine Hart reported one (1) vacancy @ Redding Circle
Financial statements – Barbara Johnson disbursed financial statements ending 08/31/18 along with check register for the period of 07/01/18 through 09/30/18. Commissioners reviewed the documents and asked questions concerning the specific services provided by many of the vendors

- **Executive Session – entered @ 7:07pm – All agreed**

Motion – Michele Tuck-Ponder

Second – Joseph Weiss

Discussed final settlement of H. Broadway litigation

Repeated discussion of the MOA b/t PHA, PCH and Municipality of Princeton. However, Comm. McGowan reported a change in the amount of escrow required. Also, he reported a revised timeline for the development and construction of the Maple/Franklin. The board delay approval of the MOA until after the Board Retreat.

No further business was discussed

- **Meeting adjourned @ 8:14pm – All agreed**

Motion – Alvin McGowan

Second – Linda Sippelle