

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE SPECIAL MEETING
July 29, 2018**

The members of the Board of Commissioners of the Princeton Housing Authority met on Sunday, July 29, 2018, at a special meeting at the Henry F. Pannell Learning Center, 2 Clay Street, Princeton, NJ.

The meeting was called to order at 12:05 p.m. by Chairperson Newlin and upon roll call, those present and absent were:

Present: Commissioners Newlin, Sipprelle, McGowan, Tuck-Ponder, Logan and Weiss,
Attorney Cochran

Absent : Commissioner Pannell

Guest: Tony Giampaolo, Fee Accountant

Opening Statement

A motion to open the meeting was made by Ms. Sipprelle 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 special meeting of the Board of Commissioners of the Princeton Housing Authority to be held on Sunday, July 29, 2018 at 12:00 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. Chairperson's Report of Meeting of 7/24/18 with HUD and Mayor of Princeton

Chairperson Newlin provided the Board with a report of the meeting held with HUD representatives from Newark on July 24, 2018 at the PHA office. Mr. Newlin explained that he detailed to the HUD representatives the chain of events leading up to Mr. Parsons' resignation as a service provider under the Shared Services Agreement with LHA and the sudden claim of breach by LHA leading to its departure in advance of July 31, 2018. He then detailed the steps taken by PHA to address this management crisis, including the hiring of Ms. Diane Johnson as a consultant, and the anticipated entry into a short term SSA with the Housing Authority of the City of Elizabeth ("HACE").

Chairperson Newlin related that the HUD representatives expressed approval of the measures undertaken by PHA and indicated their willingness to assist PHA whatever way they could.

The HUD representatives then spent a significant amount of time providing a more detailed explanation of the changes that were taking place as a result of the RAD conversion. Many of the issues had been briefly covered by Rick Ginetti of the Brooke Group during an earlier Board Meeting, but the HUD representatives provided more detail. The most important piece of new information HUD related was the PHA would no longer be a "housing authority" as that term is used under New Jersey statutes, but rather would be transformed into a non-profit entity. Attorney Cochran will more fully explore the effect of the RAD conversion upon our legal entity status and provide a report with alternatives as soon as possible.

The Chairperson further related that following the HUD meeting, a briefer meeting was held with the Mayor of Princeton who, like HUD, pledged her support for any assistance we may require, but was pleased to be advised that tenant services at PHA continue to be delivered despite the temporary management vacancy.

II. Executive Session.

Upon motion made by Mr. McGowan and seconded by Ms. Tuck-Ponder, the Board unanimously adopted a Resolution to go into executive session to discuss the proposed Shared Services Agreement with HACE, the renewal of the consulting contract with DNF Consulting and the salary of the Office Manager.

During the executive session, the Board discussed the terms of the SSA and heard the modifications proposed by Mr. McGowan. The Board then discussed the renewal of the DNF Consulting Group contract. Some Board members questioned whether the services of Ms. Johnson would still be required if the SSA with HACE was approved. Chairman Newlin and Attorney Cochran expressed the opinion that the services of Ms. Johnson would be greatly beneficial to oversee the implementation of the SSA and insure it ran smoothly and suggested limiting the dollar value of the contract extension. Finally, the Board reviewed the additional services and time expended by the Office Manager since the on-site departure of Mr. Parsons in May, 2018, including the number of weekends worked and discussed a one-time lump sum merit

increase to be paid to the Office Manager.

Upon motion made by Mr. McGowan and seconded by Ms. Tuck-Ponder, the Board voted unanimously to come out of executive session and return to the public special meeting

III. New Business

A. Shared Services Agreement

Upon motion made by Ms. Tuck-Ponder and seconded by Mr. McGowan, the Board unanimously adopted Resolution 2018-22 approving the entry into the Shared Services Agreement with HACE with the contractual changes recommended by Mr. McGowan and discussed during the executive session.

B. No Smoking Policy.

Upon motion duly made by Ms. Sipprelle and seconded by Ms. Logan, the Board unanimously adopted Resolution 2018-23 approving the adoption of the No Smoking in any PHA structure or within 25' of any entrance to any structure on PHA property as required by recently adopted HUD regulations, to become effective on September 1, 2018, following written notice to all tenants.

C. Renewal of DNF Consulting Group Contract.

Upon motion made by Mr. Newlin and seconded by Ms. Tuck-Ponder, the Board unanimously adopted Resolution 2018-24 renewing the contract of DNF Consulting Group with a contractual limit of \$10,000 additional, payable in two installments of \$5,000.

D. Lump Sum Merit Payment to Office Manager.

Upon motion made by Ms. Sipprelle and seconded by Ms. Logan, the Board unanimously adopted Resolution 2018-25 awarding the Office Manager a one-time, lump sum merit pay increase \$10,000 (gross pay) to account for the additional time worked and effort expended since May, 2018, when Mr. Parsons ceased making on-site visits to PHA.

There being no further business, upon motion made by Mr. McGowan and seconded by Ms. Sipprelle, the Board unanimously voted to adjourn the meeting at 2:00 p.m.

Respectfully submitted,

Glenn R. Cochran, Acting Secretary

Due to numerous questions by several Board members, Ms. Johnson advised that the Board needed to review both the HUD approved budget, on which the State Budget figures is

based, although without the detail provided in the HUD approved budget, and the Needs Assessment/Five Year Capital Program report. Mr. Cochran agreed to contact Mr. Parsons to secure copies of the Needs Assessment/Five Year Capital Program report. By unanimous agreement of the Board, approval of the State Budget was tabled until the May, pending a workshop meeting on April 30, 2018 at which the PHA accountant will be asked to attend in order to answer questions from the Board.

III. Extra Insurance.

By unanimous approval of the Board, discussion of purchasing extra insurance was tabled until the May meeting pending the Board's review of the HUD approved budget.

IV. Summer Youth Employment Program.

By unanimous approval of the Board, discussion of purchasing extra insurance was tabled until the May meeting pending the Board's review of the HUD approved budget.

V. New Business

Work Sessions:

Ms. Johnson again stressed the importance for the Board to hold monthly work session meetings, especially in light of the pending RAD conversion, in advance of the regular monthly meetings. Attorney Cochran reported that all such work session meetings must be noticed under the Open Public Meetings Act. The Board agreed to address the scheduling and noticing of the work session meetings at the May meeting.

Transition from Shared Services Agreement:

Attorney Cochran reported that he and Mr. Parsons were communicating regarding informational requests of the Board and that Mr. Parsons had been quite helpful. Attorney Cochran also reported that Mr. Parsons' assistance in the RAD conversion closing was critical given that Mr. Parsons was individual most intimately familiar with the entire RAD conversion. Meanwhile, Ms. Johnson is continuing in her evaluation of the needs of PHA staff going forward in order to ensure a smooth transition from the Shared Services Agreement.

VI. Executive Session

Upon motion made by Mr. Weiss and seconded by Ms. Logan, a resolution approving the exclusion of the public from the executive session pursuant to *N.J.S.A. 4:10-12(b)(7)* was unanimously adopted by roll call vote.

Attorney Cochran explained to the Board that an issue had arisen with respect to the maintenance staff and the personnel policy respecting overtime pay based upon a very unusual set of circumstances occurring on March 7, 2018.

Specifically, on March 7, 2018, the area experienced a 10" snowfall. Due to attrition, the PHA maintenance staff has been reduced to 4 members and PHA no longer contracts with third parties for snow removal. As a result, the maintenance staff worked between 2.75 hours and 8.25 hours in excess of 8 hours that day in performing snow removal. The following day, the PHA office was closed. Pursuant to PHA personnel policy, the office staff was paid for the day off, but the maintenance staff was required to report to work. Unfortunately, on March 8, 2018, in addition to being tired from having worked late into the night on March 7, PHA and the surrounding area sustained a power outage which limited the work the maintenance staff could accomplish. Consequently, the maintenance staff worked only 4.50 hours on March 8, 2018. Although the office staff worked only 28 hours during this pay period, they were paid for 35 hours. The maintenance staff was paid overtime only for the time actually worked in excess of 40 hours, regardless of the fact that two individuals worked 16.25 hours on March 7.

A proposal was presented to amend the personnel policy to account for the rare times when the maintenance staff which states:

In the event of a weather or other emergency requiring a maintenance employee to work more than 8 hours on any given day, and provided that the PHA office is closed the following day, and a maintenance employee reports to work on the day that the office is closed but does not work a full 8 hour day, the hours worked the preceding day in excess of 8 hours, be paid at one and one-half times the employee's regular hourly rate of pay.

Following a discussion among the Board members, a motion was made by Mr. McGowan and seconded by Ms. Sippelle to come out of executive session for purposes of adopting a resolution memorializing the personnel policy amendment. All were in favor.

VII. Amendment to Personnel Policy.

Upon a motion made by Mr. McGowan, and seconded by Ms. Sippelle, Resolution 2018-9, adopting the amendment to the personnel policy respecting overtime was unanimously adopted as reflected in the roll call vote at the bottom of the resolution.

There being no further regular business, a motion to adjourn the meeting was made at 1:00 p.m. by Mr. McGowan and seconded by Mr. Pannell. All were in favor.

Respectfully submitted,

Glenn R. Cochran (Acting Secretary)