

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE REGULAR MEETING
January 15, 2018**

The members of the Board of Commissioners of the Princeton Housing Authority met on Tuesday, January 15, 2019, 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, Sippelle, McGowen, Logan, Weiss, Tuck-Ponder and Attorney Cochran

Absent : Commissioners Pannell

Guest: Barbara Johnson and PHA Accountant Tony Giampaolo

Opening Statement

A motion to open the meeting was made by Mr. McGowen and seconded by Ms. Sippelle. 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, January 15, 2019 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. Annual Reorganization

Pursuant to the Authority By-Laws, the election of officers is to take place during the regular January meeting provided that a quorum is present. There being a quorum of the Board in attendance, nominations were opened for the office of Chairperson.

A. Upon motion made by Mr. McGowen and seconded by Ms. Sippelle, Leighton Newlin was nominated for the office of Chairperson.

Upon motion made by Ms. Tuck-Ponder and seconded by Ms. Sippelle, nominations for the office of Chairperson were closed.

B. Upon motion made by Mr. McGowen and seconded by Ms. Logan, Linda Sippelle was nominated for the office of Vice-Chairperson.

Upon motion made by Ms. Tuck-Ponder and seconded by Mr. McGowen, nominations for the office of Vice-Chairperson were closed.

C. Upon motion made by Ms. Sippelle and seconded by Ms. Logan, Henry Pannell and Joseph Weiss were nomination to serve as Co-Treasurers for the office of Treasurer.

Upon motion made by Ms. Tuck-Ponder and seconded by Mr. McGowen, nominations for the office of Treasurer were closed.

The following persons were then unanimously elected to serve in the office indicated until the next reorganization meeting:

Chairperson - Leighton Newlin
Vice Chairperson - Linda Sippelle
Co-Treasurers - Henry Pannell and Joseph Weiss

II. Public Comment

Patty Yates appeared on behalf of the Clay Street tenants' association with two matters. First, she inquired about the status of the NAHRO membership that Mr. Parsons processed and paid for prior to his resignation in July, 2018. Ms. Yates indicated that there has been no communication from NAHRO, nor any confirmation of enrollment.

Ms. Johnson advised that PHA is the member in NAHRO, not the tenants' association, although the tenants' association will have complete access to the NAHRO information and benefits. Ms. Johnson stated that she would follow-up with NAHRO and advise the Board and Ms. Yates of the results of her investigation.

Ms. Yates then related that at the last tenants' association meeting, a representative of the

Princeton Police community outreach program was a guest at the meeting. Following the meeting, the officer indicated to Ms. Yates that the Police Department would like to see a Clay Street block party this summer as there had been in the past and for the Police community outreach program to attend and participate. The officer inquired whether PHA would sponsor and/or assist in holding the block party. Ms. Johnson indicated that very shortly after HACE assumed its duties at PHA under the shared services agreement, she and Ms. Hart reached out to the Chief of Police and had a very productive meeting. She requested that Ms. Yates contact the officer and direct any further inquiries to her for evaluation and further action. Ms. Johnson advised that she would report further once contact with the outreach officer was established.

II. Approval of Minutes

Upon reading of the minutes from the December, 2018 regular meeting, it was noted that certain information regarding a gas line on PHA property was not included. Mr. Cochran, acting as "Acting Secretary" advised that he could not find any notes on that portion of the meeting and requested assistance in recording the substance of the discussion. Ms. Johnson advised that she had reported that, due to the age of the infrastructure (installed circa 1938), certain utility mains on the Maple/Franklin property needed to be replaced. Ms. Johnson further advised that she reported at the December meeting that she had discussed this issue with the municipality of Princeton and secured its agreement to share in the cost of such replacement such that PHA's outlay would only be \$25,000.

Upon motion made by Ms. Sippelle and seconded by Mr. Weiss, the Board unanimously approved the minutes of the regular meeting of the Board held on December 18, 2018, with the proviso that the above information regarding the utility main at Maple/Franklin be added.

III. Payment of Bills

The Board then reviewed the bill payments for the months of November and December, 2018. Questions arose regarding certain vendors, including Quench USA, Cowley's and William Freeman for which Ms. Johnson could not provide detail. Ms. Johnson promised to immediately review these bills and advise the Board as to the specifics of the goods and/or services purchased.

Upon motion made by Ms. Logan and seconded by Ms. Tuck-Ponder, the Board unanimously approved the payment of bills for November, 2018.

Upon motion made by Ms. Sippelle and seconded by Ms. Logan, the Board unanimously approved the payment of bills for December, 2018.

IV. New Business

Tenant Balances - Ms. Johnson reported that, overall, PHA currently had a 92% collection rate, with 4 unpaid balances in the Karin Court property representing most of the total unpaid balance.

Vacancies: Ms. Johnson reported that there are currently 4 vacancies: 2 at Redding Circle; 1 at Spruce Circle and 1 on Clay Street.

Ms. Johnson then indicated that one occupied unit at Maple Franklin is in extremely poor condition, and that efforts are being undertaken to relocate the tenant from that unit to one of the currently vacant units. Ms. Johnson opined that it would cost some \$100,000 in repairs and upgrades to make the unit tenable. PHA could only recover this cost at the rate of between \$400 and \$600 per month in rent and the Maple Franklin units are being slated for demolition and reconstruction under the Maple Franklin redevelopment MOA with PCH and Princeton. Thus she strongly suggested that consideration be given to turning this unit into a laundromat space. She indicated that the cost of preparing the space for that use would be significantly less, that a laundry vendor may cost share in the improvements based upon the terms of the transaction and that the cost recapture period for PHA would be much less.

Ms. Weiss questioned why PHA would abandon plans to return a laundromat to the former Clay Street office space where one had been previously housed. After due discussion, it was agreed that the issue of siting the laundromat would be further studied and evaluated.


Financial Report: Mr. Giampaolo again personally appeared and presented the financial reports. Mr. Giampaolo indicated that with the exception of only a few minor items, expenditures to date were at or below the budgeted amount on a year to date basis. Both Mr. Giampaolo and Ms. Johnson, however, advised that due to the US government partial shutdown, we had not received our January HAP payment under RAD, nor did it appear that we would until the shutdown was resolved. Mr. Giampaolo advised that PHA has sufficient reserves to continue to operate normally for several months. Ms. Johnson further advised that, because January was PHA's first month under RAD, and thus had no opportunity to establish the anticipated RAD reserves, she had contacted HUD for some emergency intervention, shutdown notwithstanding. She is awaiting a definitive response.

VI. Old Business.

Mr. McGowen reported that a PHA/PCH committee will, within the next several weeks, be setting up times to conduct interviews of potential developers for the Maple Franklin redevelopment. He also reported that a local architect, Heidi Fichtenbaum (phonetic) had offered to donate her services to assist as she could in the Maple Franklin redevelopment process.

There being no further business, upon motion made by Mr. McGowen and seconded by Ms. Tuck-Ponder, the Board unanimously voted to adjourn at 7:16 pm.

Respectfully submitted,



Glenn R. Cochran, Acting Secretary

**RESOLUTION OF THE BOARD OF COMMISSIONERS
OF
THE PRINCETON HOUSING AUTHORITY**

RESOLUTION 2019-1

At a regular meeting of the Board of Commissioners of the Princeton Housing Authority, held on March 12, 2019 at the Princeton Municipal Building, 400 Witherspoon Street, Princeton, New Jersey, upon motion duly made and seconded, The Board of Commissioners adopted the following Resolution:

BE IT RESOLVED that Board of Commissioners will hold regular monthly meetings on the third Tuesday of each month, except August, at the Princeton Municipal Building, 400 Witherspoon Street - Conference Room A, Princeton, New Jersey beginning at 6:15 p.m., such regular meetings to be held on:

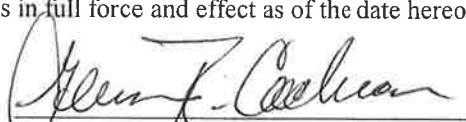
- April 16, 2019
- May 21, 2019
- June 18, 2019
- July 16, 2019
- September 17, 2019
- October 15, 2019
- November 19, 2019
- December 17, 2019; and it is

FURTHER RESOLVED that the acting Executive Director shall cause notice of the schedule of regular monthly meetings to be published in the Princeton Packet, the official newspaper of the Princeton Housing Authority, and for the same to be filed with the Clerk of the municipality of Princeton for posting on the bulletin board reserved for notice of public meetings at least 48 hours in advance of the first such meeting.

I, Glenn R. Cochran, acting secretary of the Princeton Housing Authority, do hereby certify that the foregoing is a true copy of a Resolution of the Board of Commissioners as it appears in the records of the corporation and as was duly and legally adopted at a regular meeting of the Board of Commissioners held on July 17, 2018, pursuant to and in accordance with the Certificate of Incorporation and the By-Laws thereof; that it has not been modified, amended or rescinded, and is in full force and effect as of the date hereof.

Dated: March 12, 2019

AMC/C/JW



Glenn R. Cochran, Acting Secretary

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Newlin	x			
Ms. Sippelle				x
Ms. Logan	x			
Mr. Pannell	x			x
Mr. McGowen	x			
Mr. Weiss	x			x
Ms. Tuck-Ponder				x
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**RESOLUTION OF THE BOARD OF COMMISSIONERS
OF
THE PRINCETON HOUSING AUTHORITY**

RESOLUTION 2019-2

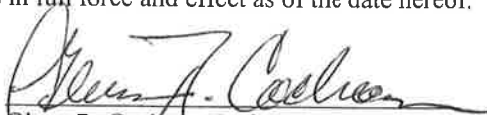
At a regular meeting of the Board of Commissioners of the Princeton Housing Authority, held on Tuesday, March 12, 2019 at the Princeton Municipal Building, 400 Witherspoon Street, Princeton, New Jersey, upon motion duly made and seconded, The Board of Commissioners adopted the following Resolution:

BE IT RESOLVED that Board of Commissioners hereby approves the expenditure of \$20,000 for the provision by the Princeton Senior Resource Center of services to older and disabled residents of the Princeton Housing Authority during the period July 1, 2019 through June 30, 2020, as more particularly set forth in the attached Memorandum of Understanding.

I, Glenn R. Cochran, acting secretary of the Princeton Housing Authority, do hereby certify that the foregoing is a true copy of a Resolution of the Board of Commissioners as it appears in the records of the corporation and as was duly and legally adopted at a regular meeting of the Board of Commissioners held on March 12, 2019, pursuant to and in accordance with the Certificate of Incorporation and the By-Laws thereof; that it has not been modified, amended or rescinded, and is in full force and effect as of the date hereof.

Dated: March 12, 2019

AMCE/JW


Glenn R. Cochran, Acting Secretary

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Newlin	✓			
Ms. Sipprelle				x
Ms. Logan	✓			
Mr. Pannell				x
Mr. McGowen	✓			
Mr. Weiss	✓			
Ms. Tuck-Ponder				✓

**PRINCETON HOUSING AUTHORITY
&
PRINCETON SENIOR RESOURCE CENTER**

MEMORANDUM OF UNDERSTANDING

This agreement made for the 1st day of July, 2019, by and between the Princeton Housing Authority, hereinafter called "PHA" and the Princeton Senior Resource Center, hereinafter called "PSRC".

The PHA and PSRC have a long history of cooperation dating back to 1974 which has evolved with the needs of the community and changing times.

The PHA wishes to contract with PSRC to provide services to older and disabled residents living in all of the PHA developments including Clay Street, Spruce Circle, Redding Circle, Karin Court, Maple Terrace and Franklin Terrace.

Services provided by PSRC will include, but are not limited to:

- Assessment and case management
- Caregiver support
- Assistance with benefit applications
- Consultations and brief counseling for individuals and families
- Information and linkage to area resources
- Volunteer visitors (HomeFriends)
- Linkage to transportation services, including voucher sales
- Programs during the year that promote health and socializing
- Professional consultation to PHA staff and accompaniment on visits on "sensitive issues"
- Arranging and overseeing programs and donations from outside providers that benefit residents, such as chore days, health screenings, intergenerational visiting, concert tickets.
- Monthly bulletin of programs offered
- An annual report of programs and services offered.

PHA will provide:

- Contact information on new residents so that they can be introduced to services.
- A signed confidentiality release form from any resident that they wish to discuss.
- Annual updated tenant lists with apartment and phone numbers.
- Office space at Spruce Circle, including three offices and 9-5 weekday use of the community room, including utilities, maintenance and custodial service for this space,

and including supplies used by the custodian*. The “in-kind” value of these services and facility is approximately \$15,541 annually.

PHA will pay PSRC for these services a sum of \$ 20,000 per year, to be paid in July.

Catherine Hart, Interim Executive Director
Princeton Housing Authority

Date

Sharon A. Hurley, Director of Support and Guidance
Princeton Senior Resource Center

Date

*Supplies provided by PHA: paper towels, toilet paper, trash bags.
Supplies provided by PSRC: hand and dish soap, cleaning supplies.