

**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, Sipprelle, 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. 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 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 landromat 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