

PRINCETON HOUSING AUTHORITY  
BOARD OF COMMISSIONER'S MEETING AGENDA  
Regular Meeting, April 21, 2021

Opening of Meeting

Agenda Item I- Public Comment Period

Agenda Item II- Approval of Minutes of Regular Meeting - March

Agenda Item III- Approval of Payment of Bills - March

Agenda Item IV- New Business

- Tenant Balances
- Vacancy Report
- Financial Reports

Agenda Item V- Unfinished Business

- Report from Ms. Folio/CIS
  - The Work Number- Employment and Income Verification
  - Social Services from Care Strategies - 1stQ 2021
  - Boiler Useful Life Extension and Proposal for Single Boiler Replacement
  - Proposal to replace Waste Management with Vantage for solid waste disposal
- Report from Ms. Tuck-Ponder on schools

Agenda Item VI- New Business

- Update on Maple/Franklin Redevelopment
- Release of \$142,417 from Redding reserves and repairs account for various repairs and replacements- Resolution 2021-3
- Release of \$70,000 from Karin Court reserves and repairs account for 2021 snow removal/landscaping expenses-Resolution 2021-4

## OPENING STATEMENT

The following is an accurate statement concerning the providing of notice of this regular meeting of the Board of Commissioners:

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 virtually on Wednesday, April 21, 2021 at 6:15 p.m. via Zoom 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 notice 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, the official newspaper of the Princeton Housing Authority, notice hereof; and
3. Filing notice hereof on with the Clerk of the Municipality of Princeton, 400 Witherspoon Street, Princeton, New Jersey; and
4. Solely as a result of the COVID -19 pandemic and the Executive Orders of the Governor of the State of New Jersey, the meeting is being conducted virtually by internet.

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 this meeting.

**PRINCETON HOUSING AUTHORITY  
MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS  
March 17, 2021**

The members of the Board of Commissioners of the Princeton Housing Authority met on March 17, 2021, for a regular meeting. Due solely to the COVID-19 restrictions the meeting was held virtually through Zoom.

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, Sippelle, Logan, Pannell, Weiss, Tuck-Ponder, Attorney Cochran and Liaison Williamson

Absent :

Staff: Catherine Hart, Barbara Johnson, Christiana Foglio

Guests: Michael Floyd, Kim Dorman- CEC Princeton Public Library, Eve Liane Foster, Herb Foster, Earlene Baumunk, Elizabeth Bates

**Opening Statement**

A motion to open the meeting was made by Ms. Logan 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 Wednesday, March 17, 2021 at 6:15 p.m. via Zoom 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**

None.

## **II. Approval of Minutes**

Upon motion made by Ms. Sipprell and seconded by Ms. Logan, the Board unanimously approved the minutes of the regular meeting of the Board held on February 17, 2021.

## **III. Payment of Bills**

Upon motion made by Mr. Weiss and seconded by Ms. Tuck-Ponder, the Board unanimously approved the payment of February, 2021 bills.

## **IV. New Business**

**Tenant Balances** - Ms. Foglio reported that, overall, PHA currently had \$109,000 in outstanding rents due. CIS sent out HUD compliant letters to delinquent tenants encouraging them to enter into payment agreements for rent arrearages in advance of the eviction stay being lifted. Ms. Foglio noted that our tenants are eligible for Princeton HIP.

**Vacancies:** Ms. Foglio reported that there is currently 1 vacancy.

**Financial Statements:** Upon motion made by Ms. Logan and seconded by Ms. Sipprell, the Board unanimously voted to approve the Financial Statements.

## **V. Old Business.**

Ms. Foglio's Report: Ms. Foglio is getting updated boiler bids for Clay Street. She has secured a \$70,000 Community Block Grant for boiler replacement which is the most pressing need at Clay Street. She recommends releasing \$142,000 from the Redding reserves and repairs account for necessary short term repairs. She will also be requesting a release from the Karin Court reserves and repairs account to fund snow removal and landscaping expenses.

Ms. Hart cautioned that we need to be aware of what capital improvements were promised at the time of conversion to RAD.

Ms. Foglio pointed out that we should be seeking a reimbursement for both the PILOT payment and sewer repair expense PHA expended for Maple/Franklin notwithstanding that we learned that it was owned by the municipality.

Princeton has been providing COVID vaccines to our tenants with the next scheduled

appointments on March 21, 2021.

Ms. Foglio reported that the YMCA is doing things for very young students and has included 9 PHA residents in that program. It is proposing a quarterly collaboration amount similar organizations in town so as to ensure that everyone works with one another.

Finally, Ms. Foglio mentioned the fine work being done by Asha Gurnathan with the Princeton Kindness Food Project.

PHA Board Retreat: Ms. Sippelle has sent out the proposed agenda for the educational Board Retreat to be scheduled in April. Staff will work with Board members to select the best time and date to optimize attendance.

Chairman Newlin noted that we need a new Board member and strongly suggested that it be someone with a finance background to try to fill the experience gap created when Toby Levy left the Board.

Ms. Tuck-Ponder provided a brief report on the Princeton Regional Schools.

#### **VI. New Business:**

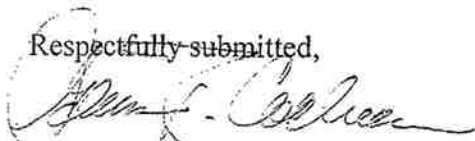
Maple/Franklin Redevelopment: Mr. Weiss reported that the Citizen's Task Force for the redevelopment of Maple/Franklin is coming to a close. The Task Force has one more meeting at which it will adopt its report. Thereafter, all parties will be presented with any begin negotiating the terms of a Preliminary Development Agreement.

#### Award of Landscape Contract:

Upon motion duly made by Mr. Weiss and seconded by Ms. Logan, the Board awarded the contract for 2021 landscaping services to Greenleaf Landscaping as set forth in the attached Resolution.

There being no further business, upon motion made by Mr. Weiss and seconded by Ms. Tuck-Ponder, the Board unanimously voted to adjourn at 8:30 pm.

Respectfully submitted,



Glenn R. Cochran, Acting Secretary

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

**RESOLUTION 2021-*2***

At a regular meeting of the Board of Commissioners of the Princeton Housing Authority, held on Wednesday, April 21, 2021 via Zoom, upon motion duly made and seconded, The Board of Commissioners adopted the following Resolution:

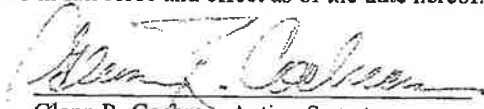
**WHEREAS**, the Authority published and solicited requests for proposals for the provision of landscaping services for the next fiscal year; and

**WHEREAS**, the Authority received four proposals from qualified firms, one of which presented a proposal was less than the other firms submitting a proposal, making it the low bidder; NOW, THEREFORE

**BE IT RESOLVED** that Board of Commissioners hereby approves the entry into a contract for the provision of legal services for the next fiscal year with the Greenleaf Landscaping at an annual cost of \$7,700.50 payable in reasonable installments.

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 17, 2021, 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 17, 2021

  
Glenn R. Cochran, Acting Secretary

Motion: Weiss

Second: Logan

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Newlin	X			
Ms. Sippelle	X			
Ms. Logan	X			
Mr. Pannell				
Mr. Weiss	X		X	
Ms. Tuck-Ponder	X			

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

**RESOLUTION 2021-3**

At a regular meeting of the Board of Commissioners of the Princeton Housing Authority, held on Wednesday, April 21, 2021 via Zoom, upon motion duly made and seconded, The Board of Commissioners adopted the following Resolution:

**WHEREAS**, the Board of Commissioners has received and reviewed the financial statements of the Authority, its tenants' balances during the COVID stay of evictions and the anticipated costs for landscaping and snow removal during this year at Karin Court; and

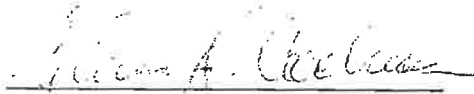
**WHEREAS**, the Board is satisfied with the need for the work and the current shortage of operating funds necessitating using funds from the Reserves and Repairs account; **NOW, THEREFORE**

**BE IT RESOLVED** that Board of Commissioners hereby approves the transfer of the sum of \$70,000.00 from the Reserves and Repairs account to the "Karin Court Operating Account" for the following work:

Landscape maintenance and snow removal.

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 April 21 2021, 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: April 21, 2021

  
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Glenn R. Cochran, Acting Secretary

Motion: Sippelle

Second: Newlin

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Newlin	X			
Ms. Sippelle	X			
Ms. Logan	X			
Mr. Pannell	X			
Mr. Weiss	X			
Ms. Tuck-Ponder	X			

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

**RESOLUTION 2021-4**

At a regular meeting of the Board of Commissioners of the Princeton Housing Authority, held on Wednesday, April 21, 2021 via Zoom, upon motion duly made and seconded, The Board of Commissioners adopted the following Resolution:

**WHEREAS**, the Board of Commissioners has received and reviewed the financial statements of the Authority, its tenants' balances during the COVID stay of evictions and the recommendations for repair and/or replacement within its units at Hagemann Homes and Redding Circle; and

**WHEREAS**, the Board is satisfied with the need for the work and the current shortage of operating funds necessitating using funds from the Reserves and Repairs account;


NOW, THEREFORE

**BE IT RESOLVED** that Board of Commissioners hereby approves the transfer of the sum of \$142,427.00 from the Reserves and Repairs account to the "Redding Operating Account" for the following work:

Appliance repair and replacement; concrete repairs; painting and repairs; flooring replacement and boiler repair.

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 April 21, 2021, 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: April 21, 2021

  
\_\_\_\_\_  
Glenn R. Cochran, Acting Secretary

Motion: Logan

Second: Sippelle

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Newlin	X			
Ms. Sippelle	X			
Ms. Logan	X			
Mr. Pannell	X			
Mr. Weiss	X			
Ms. Tuck-Ponder	X			