

PRINCETON HOUSING AUTHORITY  
BOARD OF COMMISSIONER'S MEETING AGENDA  
Regular Meeting, May 19, 2021

Opening of Meeting

Agenda Item I- Public Comment Period

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

Agenda Item III- Approval of Payment of Bills - April

Agenda Item IV- New Business  
 Tenant Balances  
 Vacancy Report  
 Financial Reports

Agenda Item V- Unfinished Business  
 Report from Ms. Folio/CIS

Agenda Item VI- New Business  
 Adoption of Resolution 2021-5 Ratifying Late Introduction and Submission of FY 2021-22 Budget  
 Adoption of Resolution of 2021-6 Regarding Rent Policy

Agenda Item VII Executive Session  
 HR and Contract Issues related to Budget  
 Tax policy (PILOT) and cooperative agreement with Princeton going forward

## 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, May 19, 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.

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**PRINCETON HOUSING AUTHORITY  
MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS  
April 21, 2021**

The members of the Board of Commissioners of the Princeton Housing Authority met on April 21, 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, Christiana Foglio

Guests: Michael Floyd, Tony Nelessen, Ross Wishnick, Wilma Solomon, Elizabeth Bates

**Opening Statement**

A motion to open the meeting was made by Ms. Logan and seconded by Ms. Tuck-Ponder. 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, 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 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**

Ms. Solomon advised that she had sent the Board members website links for the National Low Income Housing Association.

**II. Approval of Minutes**

A typographical error in the spelling of Commissioner Sipprelle's name on page two of the proposed minutes was noted and an amendment proposed to correct it.

Upon motion made by Mr. Weiss and seconded by Ms. Sipprelle, the Board unanimously approved the minutes, as amended, of the regular meeting of the Board held on April 21, 2021.

**III. Payment of Bills**

Upon motion made by Ms. Logan and seconded by Mr. Newlin, the Board unanimously approved the payment of March, 2021 bills.

**IV. New Business**

**Tenant Balances** - Ms. Foglio reported that, overall, PHA currently had an unsatisfactory balance in outstanding rents due. She noted that the biggest impediment to getting our tenants are qualified for Princeton HIP or other rental assistance is the tenant's willingness/ability to show proof of loss due to COVID.

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

**Financial Statements:** Ms. Foglio noted that going forward operating expenses should be maintained separate and apart from capital expenditures, although annual contributions must be made the reserves for replacement and or repair of capital items.

Upon motion made by Ms. Sipprelle and seconded by Ms. Tuck-Ponder, the Board unanimously voted to approve the Financial Statements.

**V. Old Business.**

Ms. Foglio's Report: Ms. Foglio reported that PHA has relied upon HACE for the provision of tenant income verification. She further recommended that, in light of HACE winding down its involvement in the day-to-day operations of PHA, that PHA will need its own ability to provide this service and called the Board's attention to the Case Strategy report for its information.

Ms. Foglio opined that spending \$5,000 in order to get another year of service from the Clay Street boiler would be money well spent. She called the Board's attention to the proposal

for a single boiler replacement which is included in its meeting package.

Ms. Foglio drew the Board's attention to the very high cost of solid waste removal it was paying to Waste Management Services and suggested that an alternate carter, such as Vantage would provide the same service at significant savings.

Finally, Ms. Foglio pointed out that PHA would be better having a sub-committee of the Board assist CIS in preparing the budget, especially as pertains to snow removal, and requested that one be formed. Mr. Weiss, Ms. Logan and Mr. Newlin agreed to serve as the members of the Budget Subcommittee for the fiscal year 2021-22.

Ms. Tuck-Ponder provided a brief report on the Princeton Regional Schools, indicating that the plan is to fully re-open for in class learning in the fall and for summer programs to the greatest extent possible. She also provided an overview of problems with the \$1,500 fee being assessed by the school system for attendance at "accelerated classes", particularly in how it impacts upon low-income students and students of color. Also that 50% of students of color were assigned to "special education".

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

Maple/Franklin Redevelopment: Mr. Tony Nelessen was introduced and provided a brief update. He reported that the Task Force met over a period of time and had been divided into three study groups: Environmental; Access; and Site Plan. The Task Force meetings are over and the next step in the process was negotiating the terms of a Preliminary Development Agreement.

#### Approval of Transfer of Funds from Karin Court Reserve Account to Karin Court Operating Account:

Upon motion duly made by Ms. Sippelle and seconded by Mr. Newlin, the Board unanimously adopted Resolution 2021-3 approving the transfer of \$70,000 from the Karin Court reserve account to its operating account. A copy of the said Resolution is attached hereto.

#### Approval of Transfer of Funds from Redding Reserve Account to Redding Operating Account:

Upon motion duly made by Ms. Logan and seconded by Ms. Sippelle, the Board unanimously adopted Resolution 2021-4 approving the transfer of \$142,427 from the Redding Court reserve account to its operating account. A copy of the said Resolution is attached hereto.

There being no further business, upon motion made by Ms. Logan and seconded by Ms. Sippelle, the Board unanimously voted to adjourn at 7:31 pm.

Respectfully submitted,  
Glenn R. Cochran, Acting Secretary

**RESOLUTION # 2021-5**

**TO RATIFY THE LATE INTRODUCTION AND SUBMISSION OF THE PRINCETON HOUSING AUTHORITY BUDGET FOR THE FISCAL PERIOD**

**JULY 1, 2021 TO JUNE 30, 2022**

WHEREAS, the regulatory deadline for introduction of the Authority's budget (May 1) is 2 months prior to the beginning of the Authority's fiscal year (July 1), and

WHEREAS, the Authority's budget projections are substantially affected by COVID-19 Pandemic the Authority was required to take additional time in estimating its total 2021 and 2022 operating budget amounts, and

WHEREAS, said Housing Authority Budgets are now ready for introduction,

NOW, THEREFORE BE IT RESOLVED. By the Commissioners of the Princeton Housing Authority as follows:

1. The above recitals are incorporated herein
2. The Board authorizes the late introduction and submission of the Housing Authority of the City of Elizabeth's budget for the fiscal year July 1, 2021 to June 30, 2022

\_\_\_\_\_  
Secretary's Signature

\_\_\_\_\_  
Date

Motion:

Second:

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Leighton Newlin, Chair				
Linda Sipprelle, Vice Chair				
Henry Pannel				
Joseph Weiss				
Bertha Logan				
Michele Tuck-Ponder				

RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE PRINCETON HOUSING AUTHORITY  
TO AMEND THE ADMISSIONS, OCCUPANCY AND RENTAL POLICY

RESOLUTION 2021- 6

At a regular meeting of the Board of Commissioners of the Princeton Housing Authority (the "Authority") on Wednesday May 19, 2021 via Zoom, upon motion duly made and seconded, the Board of Commissioners adopted the following Resolution:

**WHEREAS**, the Authority operates both subsidized and non-subsidized units within the portfolio of properties, including units at Maple Franklin which receive no subsidy and five (5) additional units throughout the Authority properties which were removed from inventory of subsidized units (collectively "(Non-Subsidized Units)").

**WHEREAS**, the Authority has established the threshold of rent charged, as 30% of household income as the standard for rent calculation for all units including the market unsubsidized units.

**WHEREAS**, the Authority is required to consider the Non-Subsidized Units as market rate units.

**WHEREAS**, the Authority should establish a minimum and maximum rent for those Non-Subsidized Units wherein current residents of those units shall continue to pay 30 percent of their income or maximum rent, based on Housing and Urban Development ("HUD") regulations, whichever is lower and market rents should be established for the Non-Subsidized Units upon vacancy.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Commissioners hereby approves the amendment to the Admissions, Occupancy and Rental Policy, Section 4.0 Rent Policy to include Section 4.5 Market Rents for Non-Subsidized Units, which is attached hereto as Exhibit A.

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 May 19, 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: May 19, 2021

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Glenn R. Cochran, Acting Secretary

#### 4.0 Rent Policy

#### 4.5 Market Rents for Non-Subsidized Units/Market Rate Units

1. Any Non-Subsidized Units at the Authority, including but not limited to Maple Franklin and five (5) additional units throughout the Authority properties, are considered Market Rate Units which should be charged market rent.
  2. For occupied Market Rate Units, maximum rent shall now be established pursuant to HUD published FMR for the area and shall be reset annually upon the HUD release of new rents for that year or 30% of income whichever is lower.
  3. Upon vacancy of any Market Rate Unit, rent will be established and reset annually. Such market rent shall be equal to Housing and Urban Development (“HUD”) published Fair Market Rate (“FMR”) for a unit based on bedroom size. Income limits for Market Rate Units will continue to be 80% of the HUD area median adjusted for family size.
  4. The Market Rents for Non-Subsidized Units shall be effective immediately for the 2021-22 budget.
  5. All tenants upon recertification for income shall have rents reestablished according to this policy, with new rents effective July 1. Notification of rent calculation shall be provided upon recertification and transmitted to resident in writing.
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