

PRINCETON HOUSING AUTHORITY
BOARD OF COMMISSIONER'S MEETING AGENDA
Regular Meeting, June 16, 2021

Opening of Meeting

Agenda Item I- Public Comment Period

Agenda Item II- Approval of Minutes of Regular Meeting - May
Approval of Minutes of Special Meeting - June 9, 2021

Agenda Item III- Approval of Payment of Bills - May

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 2021-7 Approving 2020 Audit of
Financial Statements

Agenda Item VII - Executive Session

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, June 16, 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
May 19, 2021**

The members of the Board of Commissioners of the Princeton Housing Authority met on May 19, 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, Sipprelle, Logan, Pannell, Weiss, Tuck-Ponder, Attorney Cochran and Liaison Williamson

Absent :

Staff: Barbara Johnson, Christiana Foglio

Guests: Michael Floyd, Diane Dabulas, Kate Warren, Wilma Solomon, Elizabeth Bates, Matt Mleczko

Opening Statement

A motion to open the meeting was made by Ms. Logan 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 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 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 met with Representative Zwicker regarding the pending legislation to bar questioning of proposed tenants of prior criminal records.

Mr. Mleczek inquired about the status of the Executive Order prohibiting the execution of warrants of removal of tenants.

II. Approval of Minutes

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

IV. New Business

Tenant Balances - Ms. Foglio reported that, overall, PHA currently had an unsatisfactory balance in outstanding rents due.

Vacancies: Ms. Foglio reported that there is currently no vacancies.

Financial Statements: Upon motion made by Mr. Weiss and seconded by Ms. Sippelle, the Board unanimously voted to approve the Financial Statements.

V. Old Business.

Ms. Foglio's Report: Ms. Foglio reported that PHA is eligible and will likely receive a \$700,000 Department of Community Affairs grant for weatherization improvements. The Isles team is putting out bids for performance of the work and will oversee the contractor.

Ms. Foglio further reported that PHA may be eligible for an additional \$700,000.00 for which boiler replacement is eligible. CIS anticipates receiving recommendations on how to proceed within 60 days.

VI. New Business:

Resolution 2021-5 Ratifying Late Introduction and Submission of Budget for FY 7/1/21-6/30/22: Upon motion duly made by Ms. Sippelle and seconded by Ms. Logan, upon roll call vote, the Board unanimously adopted Resolution 2021-5, a copy of which is attached hereto.

Resolution 2021-6 Amendment to Admissions, Occupancy and Rental Policy: After a discussion on the proposed resolution, an ad hoc subcommittee consisting of Ms. Sippelle and Mr. Newlin was formed to review standards for setting rent for the non-HUD controlled units. Upon motion made by Ms. Tuck-Ponder and seconded by Ms. Sippelle, the Board unanimously voted to table further action on Resolution 2021-6 until a future special meeting of the Board for that purpose.

Upon motion made by Mr. Newlin and seconded by Ms. Sippelle, the Board unanimously voted to amend the agenda to include a report by Ms. Tuck-Ponder on organization at public housing.

Ms. Tuck-Ponder reported that the temporary situation under which we have operated since the termination of the Shared Services Agreement with Lakewood Housing Authority has not served the tenants as well as if we had more of an on-site Executive Director on a regular basis. This would enable the Board to concentrate more on its policy setting duties and allow the tenants to interact with one individual with the control to address their issue(s).

V. Executive Session:

Upon motion made by Mr. Weiss and seconded by Ms. Tuck-Ponder, upon a roll call vote, the Board unanimously voted to move to a closed Executive Session to discuss contract negotiations with the municipality and employee salaries. The Board entered Executive Session at 7:41 p.m.

The Board discussed the PILOT payments made for Maple/Franklin and employee salaries and benefit costs.

Upon motion made by Mr. Weiss and seconded by Ms. Logan, upon roll call vote, the Board unanimously voted to leave Executive Session at 8:12 p.m.

There being no further business, upon motion made by Ms. Sippelle and seconded by Ms. Logan, the Board unanimously voted to adjourn at 8:15 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 the 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 Princeton Housing Authority budget for the fiscal year July 1, 2021 to June 30, 2022



Asst. Secretary's Signature
5/19/21

Date

Motion: *Sipprelle* Second: *Logan*

Governing Body Member: Recorded Vote Aye Nay Abstain Absent

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

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS
June 9, 2021**

The members of the Board of Commissioners of the Princeton Housing Authority met on June 9, 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 11:00 p.m. by Chairperson Newlin and upon roll call, those present and absent were:

Present: Commissioners Newlin, Logan, Pannell, Weiss, Tuck-Ponder, Attorney Cochran
Absent : Commissioner Sippelle
Staff: Christiana Foglio
Guest: Diane Dabulas, Matt Mleczko, Naseem Syed, and someone identified only as "iPhone"

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 special meeting of the Board of Commissioners of the Princeton Housing Authority to be held on Wednesday, June 9, 2021 at 11:00 a.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

Mr. Mleczko inquired about certain particulars in the Amendment to Admissions, Occupancy and Rental Policy, which were addressed by Ms. Foglio.

II. Approval of Resolution 2021-6 Amending the Admissions, Occupancy and Rental Policy

The Chairperson asked Ms. Foglio to provide the Board with a thorough explanation of the need for and the particulars of the proposed Amendment so that everyone could understand that this amendment was very limited in scope, dealing only with Non-HUD regulated units. Ms. Foglio provided a comprehensive explanation as requested.

Upon motion made by Mr. Weiss and seconded by Ms. Logan, upon roll call vote as reflected in the attached copy of the Resolution, the Board unanimously approved the Resolution with one Commissioner abstaining.

There being no further business, upon motion made by Ms. Tuck-Ponder and seconded by Ms. Logan, the Board unanimously voted to adjourn at 11:45 pm.

Respectfully submitted,

Glenn R. Cochran, Acting Secretary

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

RESOLUTION 2021-6

At a special meeting of the Board of Commissioners of the Princeton Housing Authority, held on Wednesday, June 9, 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 the inventory of subsidized units (collectively “Non-Subsidized Units”); and

WHEREAS, the Authority has establish the threshold of rent charged as 30% of household income as the standard for rent calculation for all units including the market unsubsidized units; and

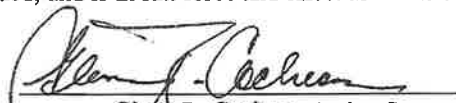
WHEREAS, the Authority is required to consider the Non-Subsidized Units as market rate units; and

WHEREAS, the Authority should establish a minimum and a 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 upon 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 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 special meeting of the Board of Commissioners held on June 9, 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: June 9, 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. Sipprelle				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 2021-7

At a regular meeting of the Board of Commissioners of the Princeton Housing Authority, held on Wednesday, June 16, 2021 via Zoom, upon motion duly made and seconded, The Board of Commissioners adopted the following Resolution:

WHEREAS, the Authority is required to have its financial statements reviewed annually by a qualified independent auditor; and

WHEREAS, the Authority received the results of the audit performed by Polcari & Company for the fiscal year 2020; NOW, THEREFORE

BE IT RESOLVED that Board of Commissioners hereby approves the independent audit by the firm of Polcari & Company as the same was submitted to the Board.

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 June 16, 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: June 16, 2021

Glenn R. Cochran, Acting Secretary

Motion: _____

Second: _____

Aye

Nay

Abstain Absent

Mr. Newlin
Ms. Sipprelle
Ms. Logan
Mr. Pannell
Mr. Weiss
Ms. Tuck-Ponder