

**PRINCETON HOUSING AUTHORITY**  
**BOARD OF COMMISSIONER'S MEETING AGENDA**  
**Regular Meeting, December 15, 2021 @ 6:15 PM**

Opening of Meeting

Agenda Item I- Public Comment Period

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

Agenda Item III- Approval of Payment of Bills-November

Agenda Item IV- Operations

- Tenant Balances
- Vacancy Report
- Financial Reports

Agenda Item V- Unfinished Business

- Report from Ms. Folio/CIS

Agenda VI- New Business

- Board Re-Organization
- Waiting List Notification
- Transfer Policy
- Executive Director Search
- BOE Report
- Resolution to approve MOU (WiFi) 12-1A
- Resolution to approve interim Legal Counsel 12-1B
- Franklin Avenue Development Update

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, December 15, 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

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### BOARD OF COMMISSIONERS MEETING MINUTES

Meeting No.: 2021-12-15

Regular Meeting: December 15, 2021, 6:15 PM

Location: Due to Covid-19 Restrictions Virtual via zoom

Attendance: Commissioners present:	Newlin Sipprelle Logan Pannell Weiss Tuck-Ponder
Commissioners absent:	None
Princeton Liaison:	Councilman Williamson
CIS Staff:	Ms. C. Foglio Ms. D. Diabulas Mr. M. Acciani
Members of the Public:	Ms. Wilma Solomon Ms. Earlene Baumunk-Cancilla Ms. Kim Dorman Ms. Felicia Spitz Ms. Maureen Fullaw-Prince Ms. Lisa Maddox

The meeting was called to order at 6:15 p.m. by Chairperson Newlin

A motion to open the meeting was made by Ms. Sipprelle and seconded by Ms. Logan. The following is an accurate statement concerning the providing a 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 Monday, January 3, 2022, 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, 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:

Earlene Baumunk asked if there was a deadline for the development of the Maple/Franklin property. Ms. Foglio responded that there was no deadline and details on the project should be available in January 2022. Ms. Foglio added that the arrangements between the Princeton Housing Authority (PHA) and Community Investment Strategies (CIS) need to be solidified. Princeton Mayor Mark Freda and the Council have approved the fact that the area is in need of development.

Kim Dorman, Community Engagement Coordinator, Princeton Public Library (PPL), shared information on the PPL's newest support services.

--There are several new, free scanning stations which also have the ability to translate documents

--The PPL has been selected to participate in the Access Navigators Program which will provide a trained Navigator who will provide individualized assistance to individuals seeking employment, job training, or digital competence. The program will also provide training in computer-based applications, assistance with resumes and job search and electronic learning aids. Entrepreneurs seeking to launch a new business can also receive help from the Navigator.

--The PPL has increased the number of mobile hotspots which are available to borrow. Beginning on Friday, March 19, 2022, PPL will also lend chrome books.

--Nature back packs which include binoculars and other items are available to borrow.

Wilma Solomon, asked whether the credit score was required of prospective residents of PHA administered housing. Ms. Foglio responded that at this time it is the law to request the credit score of prospective residents.

## II. APPROVAL OF MINUTES

A motion was made by Ms. Logan to approve the Minutes from November 17, 2021, meeting and was seconded by Mr. Weiss.

Minutes were approved by a unanimous vote.

## III. APPROVAL OF BILLS:

A motion was made to approve the bills was made by Ms. Sippelle and was seconded by Ms. Logan.

Payment of bills were approved by a unanimous vote.

## IV. VACANCY REPORT:

Ms. Foglio said that there are currently 7 vacancies, 4 at Lloyd Terrace/Spruce Circle and 3 at Redding Senior.

## V. FINANCIAL REPORT:

Ms. Foglio explained that finances have an impact on policy and explained that when a tenant requests to move to another unit, the cost of refurbishing the vacated unit could cost between \$5,000 and \$10,000 so each request had to be evaluated carefully. She added that all tenants had to adhere to the same rules. A challenge when dealing with tenants was the fact that some believed that they would not be thrown out of their unit even when they had not paid their rent. Ms. Foglio said that the PHA had to be prepared for the fact that some tenants would "skip" or leave in the middle of the night, rather than pay their rent. Mr. Pannell said that he felt sorry for senior tenants who had believed that they could move to a larger unit but which had not taken place.

## VI. UNFINISHED BUSINESS:

Ms. Foglio stated that Redding Circle residents were happy with the weatherization program. Concerning the development of the Maple/Franklin property, Ms. Foglio said that lawyers need to be interviewed who can represent CIS as well as a different lawyer to represent the PHA.

During a discussion on the installation of WiFi in all PHA sites, Mr. Newlin explained how the PHA had enlisted attorney Nicholas Z. Hegedus, to review and make any changes to the MOU, which had been drafted by Attorney Lisa M. Maddox, representing the municipality (since completed and approved by the Board). Attorney Maddox and the municipality approved the changes made in the MOU by attorney Hegedus, and the new MOU with the changes would be forwarded to the municipality after the the resolution was approved (approved later in the meeting.). Mr. Newlin said that he and Attorney Maddox would visit PHA sites the next day. Ms. Foglio asked if tenants should be informed before the installations took place, to which Attorney Maddox replied that there would be no need to enter units. Attorney Maddox said the vendor which would be selected would have to work with the municipality and added the municipality's engineering department was excellent and up to the task.

## VII. BOARD REORGANIZATION:

Mr. Newlin explained that with his departure from the PHA Board to take on his new position as a Princeton Councilman, it was necessary to reorganize the Board and asked for nominations for PHA Chair.

Mr. Pannell nominated Ms. Sipprelle. Ms. Sipprelle nominated Mr. Weiss and was seconded by Ms. Logan.

The Board unanimously approved the selection of Mr. Weiss as PHA Chair.

For Vice-Chair, Ms. Logan nominated Ms. Sipprelle and was seconded by Mr. Newlin. The Board unanimously approved the selection of Ms. Sipprelle as PHA Vice-Chair.

For Acting Secretary Mr. Newlin nominated Ms. Sipprelle and was seconded by Mr. Weiss. The Board unanimously approved the selection of Ms. Sipprelle as PHA Acting Secretary.

For Treasurer Mr. Weiss nominated Ms. Logan and was seconded by Ms. Sipprelle. The Board unanimously approved the selection of Ms. Logan as PHA Treasurer.

## VIII. EXECUTIVE DIRECTOR SEARCH:

Ms. Tuck-Ponder reported that she and Mr. Newlin had met via zoom twice with Mr. John Clarke, who had applied for the position of part-time interim Executive Director of the PHA. Mr. Clarke has over 25 years of experience in housing and is familiar with Princeton properties. Ms. Tuck-Ponder added that the PHA could receive applications from additional qualified candidates.

## IX. BOARD OF EDUCATION REPORT:

Ms. Tuck-Ponder as a member of the Board of Education, reported that COVID remote learning had seriously affected the academic, social and mental health of students, and since in person learning had begun, there were many more fights caused by the stress students had been experiencing. Ms. Tuck-Ponder added that incidents of harassment, intimidation and bullying (HIB) had increased dramatically since students returned to school.

Ms. Tuck-Ponder also said that the installation of cannabis dispensaries was an issue of contention as some residents were against the proposal. She also urged Commissioners to support the up-coming referendum on January 25, 2022, to approve the \$17.5 million worth of bonds for critical repairs on new roofing for all six Princeton schools. She added that if the referendum is approved, the State of New Jersey would reimburse up to 34% of principal and interest on the bonds.

#### X. CHAIR NEWLIN'S REPORT ON LEGAL COUNCIL:

Mr. Newlin reported that with the death of attorney Cochran a new PHA legal counsel was needed soonest. Ms. Sipprelle replied that when attorney Cochran's contract was up for renewal a candidate had applied for the positions and added that she would send that candidate's name and CV to the Board. Mr. Weiss noted that the position of legal council should be filled as soon as possible.

#### XI. RESOLUTION TO APPROVE THE HIRING OF AN INTERIM-LEGAL COUNCIL

A motion to approve the hiring of interim legal counsel was made by Ms. Sipprelle and seconded by Ms. Logan. All were in favor.

#### XII. RESOLUTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING (MOU) (WIFI) 12-1A

The Board discussed and approved the MOU which had been edited by Attorney Hegedus, who had been hired for this purpose. A motion to approve the resolution was made by Ms. Tuck-Ponder and seconded by Ms. Logan. All were in favor.

#### XIII. COUNCILMAN WILLIAMSON SAYS GOODBYE.

Councilman Williamson, Council liaison to the PHA, said that since this was the last PHA meeting he would be attending he would like to express his appreciation to the Board for their compassion in addressing the issues affecting the residents who live in PHA housing and added that his thoughts and prayers would be with the Board in the future. Mr. Newlin thanked Councilman Williamson for his steadfast, knowledgeable, and insightful guidance to the PHA Board which had been greatly appreciated and would be sorely missed.

XIV. A motion to adjourn the meeting was made by Ms. Sipprelle and seconded by Mr. Newlin The meeting was adjourned at 8:19 PM.

Respectfully submitted,

Linda Sipprelle, Acting Secretary