



## PRINCETON HOUSING AUTHORITY

1 REDDING CIRCLE  
PRINCETON, NEW JERSEY 08540

(609) 924-3448  
FAX: (609) 924-1663

### BOARD OF COMMISSIONERS MEETING AGENDA

Meeting No.: 2022-01-19

Regular Meeting January 19, 2022, 6:15 PM

Location: Virtual via zoom

#### I. 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, January 19, 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 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 because 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.

- II. Swearing in of new commissioners
- III. Commissioners & Officer Introductions
- IV. Introduction of new Interim General Legal Counsel
- V. Public Comment
- VI. Approval of Minutes December 15, 2021, Regular Meeting
- VII. Approval of Minutes January 2, 2022, Special Meeting.
- VIII. Approval of payment of bills
- IX. Unfinished Business
  - a. Status of new interim executive director.
- X. New Business
  - a. Tenant balances
  - b. Vacancy Report
  - c. Financial Reports
  - d. Report on amending PHA bylaws.
  - e. Report on establishing PHA goals.
  - f. Report on updating web pages
  - g. Report on issuing RFP for general legal counsel
  - h. Report on issuing RFP Development legal counsel.



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### BOARD OF COMMISSIONERS MEETING MINUTES

Meeting No.: 2022-01-19

Regular Meeting: January 19, 2022, 6:15 PM

Location: Due to Covid-19 Restrictions Virtual via zoom

Attendance: Commissioners present:	Logan Pannell Sipprelle Spitz Velazquez Weiss
Commissioners absent:	None
Princeton Liaison:	Councilman Newlin
CIS Staff:	Ms. C. Foglio Ms. D. Dabulas
Members of the Public:	Ms. Wilma Solomon Mr. Kevin Dunshee Mr. John Clarke Mr. Michael Floyd Mr. Dosier Hammond Ms. Elizabeth Bates Ms. Earlene Baumunk-Cancilla Ms. Michele Tuck-Ponder

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

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. Filling 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.

1. WELCOME TO NEW COMMISSIONERS:

Chairperson Weiss welcomed the new Commissioners, Ms. Spitz and Mr. Velazquez as well as Ms. Sippelle who had been reappointed and asked all Commissioners and Staff to introduce themselves which they did. On behalf of all the Commissioners, Ms. Sippelle thanked Councilman Newlin for his many years of hard work and wise leadership of the Princeton Housing Authority (PHA). Mr. Newlin thanked the Board and added that the PHA's future was bright under the expert guidance of Mr. Weiss. Mr. Weiss introduced Mr. Casey, the new Interim Legal Council and John Clarke, the prospective, new, part time, interim Executive Director.

II. PUBLIC COMMENTS:

Ms. Michele Tuck-Ponder as a member of the Princeton Board of , (BOA), suggested Princeton voters approve the \$17.5 million bond referendum in a special election on January 25, to replace leaky roofs and HVAC (heating, ventilation and air conditioning) units on all the schools. Ms. Tuck-Ponder added that the BOA was doing its best to keep all schools open for in-person learning and that there had been no reported cases of the Covid infection originating in the Princeton schools.

Ms. Tuck-Ponder also noted that Princeton schools had received funding from the State of New Jersey, for new preschool and K-2, classrooms. and expressed the view that they should be focused on the needs of low-income students. Mr. Weiss commented that plans are for the classrooms at the Pannell Center to be upgraded to implement the learning of neighborhood students.

Mr. Dossier Hammond commented that he hoped all residents in PHA housing who were behind in their rent, had legal and financial assistance.

Ms. Elizabeth Bates stated she had been unable to access the Minutes of recent meetings as well as the current Agenda. Ms. Bates asked what the PHA was doing to help residents who had not paid their rent. Ms. Foglio responded that every tenant who was not up to date in their rent payments had been contacted both in English and Spanish at least 10 times both in person and via mail and offered support in rectifying the problem. Ms. Foglio added that, unfortunately, some residents had refused to cooperate.

Ms. Solomon introduced herself as a member of the organization "Not in Our Town." She said that she hoped that residents who were behind in their rents were being given appropriate assistance.

III. APPROVAL OF MINUTES OF DECMEBER 15, 2021:

Ms. Sippelle made a motion to approve the Minutes and was seconded by Ms. Logan

All were in favor. Ms. Spitz and Mr. Velazquez did not vote.

IV. APPROVAL OF MINUTES OF JANUARY 3, SPECIAL MEETING

Ms. Logan made a motion to approve the Minutes of the Special Meeting on January 3 and was seconded by Ms. Sippelle

All were in favor. Ms. Spitz and Mr. Velazquez did not vote.

V. APPROVAL OF PAYMENT OF BILLS:

Ms. Foglio noted that there was nothing extraordinary about the bills and that frugality was being practiced.

Mr. Weiss made a motion to approve the payment of bills and was seconded by Ms. Sippelle.

All were in favor.

## VI UNFINISHED BUSINESS:

### 1. Status on new Executive Director:

Mr. Weiss said that Mr. Clarke was the prospective, new, interim, part-time Executive Director and added that he had over 30 years of experience in the field of Affordable Housing.

## VII NEW BUSINESS:

### 1. Tenant Balances:

Ms. Foglio said that there is currently \$163,480 in unpaid rent and added that tenants had been approached many times and offered assistance in resolving the situation but in some cases bargaining had not worked. Attorney Casey said that a housing authority can evict a tenant for continued failure to pay rent but added that there are many steps in this process. He added, that occasionally when a resident receives a "filing for eviction" notice rent payments begin. Attorney Casey explained that filing for eviction does not mean a tenant will be thrown out but does start a dialogue. After the filing is served, within two weeks the case moves forward. This is the first step but if a tenant fails to appear in court the process will move forward. Attorney Casey added that it was better to not allow renters in arrears to continue nonpayment early in the process when their debt was not too high because when the amount was as much as \$10,000 it is almost fiscally impossible to resolve the problem.

### 2. Financial Report:

Ms. Foglio suggested that Commissioners be provided a tutorial on Housing Authority accounting, as the department of Housing and Urban Development (HUD) had reporting requirements that could be cumbersome. All agreed.

### 3. Report on Amending PHA Bylaws:

Ms. Spitz shared her edits and updates of the PHA by-laws..

### 4. Report on Establishing PHA Goals:

Mr. Clarke, as a member of the public, reported that HUD had pushed the Rental Assistance Demonstration (RAD) program on all Housing Authorities. He noted that PHA rent collections needed to improve. Mr. Clarke suggested that Mr. Newlin as a new Princeton Council member, address with the Council the issues of the PHA's Payment in Lieu of Taxes (PILOT) program as well as garbage pick-up in the PHA's housing communities. .

### 5. Report on Updating Web Page:

Ms. Logan reported that she had updated the PHA's web page.

### 6. Report on Issuing a RFP for General Legal Counsel:

Mr. Weiss reported that a Request for Proposal (RFP) for general legal counsel would soon go out and he hoped that Attorney Casey would apply for the position.

### 7. Report on Hiring a Development Legal Counsel:

Mr. Weiss reported that hiring a Development legal counsel was on the horizon and recommendations of qualified attorneys would be appreciated.

A motion to end the meeting was made by Mr. Weiss and seconded by Ms. Spitz.

The meeting was adjourned at 8:04 PM

Respectfully submitted,

Linda Sipprelle, Acting Secretary

December 15, 2021

Resolutions before PHA Board of Commissioners

12-1A

Resolution to approve the MOU between the Municipality of Princeton and the Princeton Housing Authority (PHA), previously sent to the board, to approve contract to provide WiFi to all sites of the PHA.

Linda Sipprelle

Hank Pannell

Bertha Logan

Michele Tuck Ponder

Joseph Hobart Weiss

Leighton Newlin

12-1B

Resolution to approve entering into a contract for Legal Counsel on emergency basis until such time as the PHA Board of Commissioners can enter into a legal agreement for Legal Counsel per U.S. Housing and Urban Development guidelines and regulations.

Linda Sipprelle

Hank Pannell

Bertha Logan

Michele Tuck Ponder

Joseph Hobart Weiss

Leighton Newlin

Resolution 2022-1

Resolution to approve entering into a contract for Interim General Legal Counsel with Robert F. Casey, Attorney, until such time as the PHA Board of Commissioners can put forward an RFP for Professional Services per HUD regulations and guidelines.

Linda Sipprelle

Hank Pannell

Bertha Logan

Michele Tuck Ponder

Joseph Hobart Weiss

Leighton Newlin

Resolution 2022-2

Recommendation from Personnel Committee to hire John Clarke as Interim Part-time Executive Director of the Princeton Housing Authority (PHA).

Linda Sipprelle

Hank Pannell

Bertha Logan

Michele Tuck Ponder

Joseph Hobart Weiss

Leighton Newlin