



PRINCETON HOUSING AUTHORITY

1 REDDING CIRCLE
PRINCETON, NEW JERSEY 08540

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

BOARD OF COMMISSIONERS MEETING AGENDA

Meeting No.: 2022-02-16

Regular Meeting February 16, 2022, 6:15 PM

Location: Virtual via zoom: zoom code:

<https://us02web.zoom.us/j/88008965789?pwd=ek1xTFVVVV3o1TnY5QXExeDd0VElhZz09>

Meeting ID: 880 0896 5789 Passcode: 321827

- I. Roll Call – Call to order
- II. 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.
- III. Public Comment
- IV. Approval of Minutes January 19, 2022
- V. Operations & Committee reports:
 - a. Approval of payment of bills
 - b. Tenant balances
 - c. Vacancies
 - d. Financials
- VI. Unfinished Business
 - a. RFP for general legal counsel
 - b. RFP for development legal counsel.
 - c. PHA goals
 - d. Amendments to bylaws
 - e. CIS updates on Weatherization grant
- VII. New Business
 - a. Hiring a property manager
 - b. CIS update on Clay St. rehab.
 - c. Renovating Pannell Ctr.
 - d. Allowing Mr. Rogers Food program to use former Clay St office.
- VIII. Closed session
 - a. Personnel/Operations committee report
 - b. Review of CIS contract.
 - c. Tenant requests for transfers.
- IX. Adjournment

Note: The meeting may also include other PHA business matters deemed necessary by the Board of Commissioners



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BOARD OF COMMISSIONERS MEETING

Meeting No.: 2022-2

Regular Meeting: February 16, 2022, 6:15 PM

Location: Due to Covid-19 Restrictions Virtual via zoom

Attendance: Commissioners present:

Ms. Logan
Mr. Pannell
Ms. Sipprelle
Ms. Spitz
Mr. Velazquez
Mr. Weiss

Commissioners absent:

None

Princeton Liaison:

Councilman Newlin

Staff:

Mr. Clarke
Attorney Casey

CIS Staff:

Ms. Foglio
Ms Dabulas

Members of the Public:

Mayor Mark Freda
Ms. Wilma Solomon
Ms. Maria Juega
Ms. Michele Tuck-Ponder
Ms. Elizabeth Bates
Ms. Pamela Wells
Ms. Earlene Baumunk

The following is an accurate statement concerning the providing of notice of this Board of Commissioner:

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A motion to open the meeting was made by Ms. Logan and seconded by Ms. Spitz.

1. The chairman of the Princeton Housing Authority (PHA), Mr. Weiss called roll and all commissioners were present.

2. Public Comment:

Ms. Sipprelle as a member of the Community Center Task Force (CCTF), reported on the initiatives and accomplishments of the CCTF and plans for creating a venue for youth, a preschool classroom and possibly adult job and immigration information. An assessment of community support services as well as the buildings available is currently underway.

Ms. Tuck-Tuck-Ponder suggested that the Pannell Center might be used for a preschool classroom.

3. Approval of Minutes from the January 19, Meeting:

Ms. Logan made a motion to approve the Minutes as presented and was seconded by Ms. Sipprelle

4. Operations and Committee Reports:

a. Approval of Payment of Bills:

Approval of payment of bills and financial were deferred until the next meeting.

b. Tenant Balances:

Mr. Clarke reported that he and Attorney Casey were working together on measures to encourage tenants to pay their rent and noted that in the past month \$152,000 had been collected in rent.

c. Vacancies:

Mr. Clarke reported that there was currently 7 vacancies but that 3 transfers were planned and the remaining vacancies would be filled soon.

Unfinished Business:

a. RFP for General Counsel:

Mr. Clarke reported that there were two applications for the General Counsel position and Mr. Bob Casey had been selected to fill this position.

b. RFP for a Development Legal Attorney:

Mr. Clarke reported that a RFP for a Development Legal Attorney was being prepared and would be advertised soon. Ms. Sipprelle said Robert "Bob" S. Goldsmith, a partner in Greenbaum Rowe Smith and Davis had been highly recommended. Mr. Goldsmith has worked on several redevelopment teams in Princeton, including one which addressed the building of the Princeton Public Library.

c. Amendments to By-laws:

Mr. Weiss made a motion to approve the amendments to the by-laws and was seconded by Ms. Logan. All were in favor.

d. CIS update on Weatherization Grant:

Ms. Foglio reported that the PHA could now anticipate \$780,000 in Weatherization funds after the work is completed. Ms. Foglio added that insulation of walls, ceilings and floors and maximizing window and door efficiency as well as upgrading the heating and cooling system would take place.

5. New Business:

a. Hiring a Property Manager/Personnel Committee:

Volunteers for the Personnel Committee included Mr. Weiss, Ms. Logan and Ms. Spitz. Mr. Clarke reported that plans were to fill two positions, a property manager and a maintenance employee and that the jobs would be advertised.

b. CIS Update on Clay Street Rehabilitation:

Ms. Foglio reported that there was a possibility that the rehabilitation project could be eligible for Aspire program support, if it could be demonstrated that a financing gap exists and it meets cost thresholds. The benefit would include inclusion in a different tax credit program. Reaching out into the community, Mr. Clarke said he had recently met with a Princeton Police Lieutenant.

c. Renovating the Pannell Center:

Currently, the Pannell Center is hosting the YMCA's Young Achievers Program that helps children from low and moderate income neighborhoods improve their school performance and English language skills. Ms. Foglio noted that the renovation could be eligible to receive support from the American Rescue Fund. Councilman Newlin reported that the Center might be able to receive support via a Community Development Block (CDBG) Grant for renovations. Mr. Pannell said that the gutters at the center needed to be cleaned and that a new roof could also be needed. Mr. Velazquez, Ms. Logan and Ms. Spitz volunteered for the committee to renovate the Center.

d. Allowing the Mr. Rogers Program to use the former PHA Clay Street Office:

Ms. Wells noted that residents deposit their rent payments in the mail slot at the former Clay Street office. Ms. Spitz said that the Mr. Rogers Program should not be given preferential treatment over other assistance programs. Ms. Sipprelle noted that during the Covid crisis when architect Hilliard's employees were working remotely, the Mr Rogers Program used this venue for distributing goods and added that recently over 70 individuals have been lined up daily in the Franklin Avenue parking lot awaiting the distribution of assistance.

A motion to go into Executive Session was made by Ms. Sipprelle and seconded by Ms. Spitz.

a. Operations Committee Report:

Mr. Clarke reported that he had been working with the PHA's bookkeeper, Mr. Caporelli, in evaluating job responsibilities and future plans and added that the PHA files were in good shape. Mr. Clarke described the M# which is a HUD issued access to it's payment and reporting system and added that the Housing Authority of the city of Elizabeth, (HACE), is currently reporting units and individuals who live in PHA properties each month to HUD, which does a number of reports in TRACS, a HUD reporting system, which generate the PHA's monthly payments from HUD. Mr. Clarke added that the PHA depends on those monthly payments as well as what it collects from its tenants to run its operations, so it's imperative that reporting is accurate and complete. Mr. Clarke added that he would be taking over that reporting from HACE once HUD expands his existing M# to allow him to do it on behalf of the PHA. Although he would be working with HACE temporarily, he suggested a HUD fee accountant might be hired on a temporary basis if needed. as there are several companies that specialize in Fee Accounting Services for HUD Housing.

b. Review of CIS Contract:

Mr. Clarke shared various scenarios in addressing the CIS contract, and noted he was reviewing past snow removal and landscaping contracts. After discussion and deliberation, the Board decided that CIS' contract should not be renewed. Mr. Velazquez asked how responsibilities, currently handled by CIS, would be addressed if CIS was no longer employed. Mr. Clarke responded that CIS could be employed for specific tasks, if needed. Mr. Clarke said he envisioned hiring a temporary fee accountant, a maintenance employee and a property manager. Councilman Newlin said he was pursuing with the Municipality the PHA's PILOT Program. Attorney Casey offered to review the PILOT contract.

c. Tenant Requests for Transfer:

Mr. Clarke noted that there were several medical transfers i.e. a senior resident living on a second floor being transferred to a ground-floor unit. Mr. Clarke said that how the 20 units on Maple/Franklin would be absorbed in the new Development Project needed to be addressed because these residents can't legally be moved into RAD dwellings. Mr. Clarke added that the move would probably not take place for another year and a half or two years and Attorney Casey's guidance would be needed on this issue. Mr. Velazquez said he would like to visit the PHA properties. Mr. Clarke responded that he would be pleased to show him. Ms. Spitz said she would like to go as well.

Ms. Spitz reported that she was working on establishing a nonprofit to be the PHA's development partner.

A motion to leave the Executive Session was made by Ms. Sipprelle and seconded by Ms. Logan.

The meeting was terminated at 8:16 pm

Respectfully submitted,

Linda Sipprelle, secretary