



PRINCETON HOUSING AUTHORITY

1 REDDING CIRCLE
PRINCETON, NEW JERSEY 08540

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

BOARD OF COMMISSIONERS MEETING AGENDA

Meeting No.: 2022-03-25, Special Board Meeting March 25, 2022, 1:00 PM
Location: Virtual via zoom: zoom code: <https://us02web.zoom.us/j/88320769070>
Meeting ID: 883 2076 9070
Dial in Number: 1-646-558-8656 code 883 2076 9070

- 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.

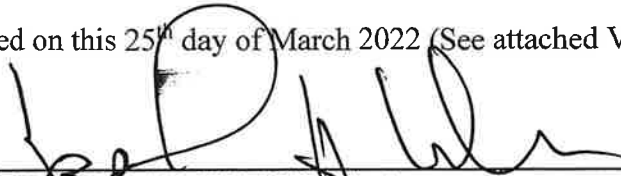
- III. Public Comment
- IV. Approval of Minutes February 16, 2022
- V. Interim Executive Director's Report
 - a. Vacancies
 - b. Financial report
- VI. Operations & Committee reports:
 - a. Tenant balances
 - b. Pannell Ctr/Clay St Committee Report
 - c. Operations/Personnel Committee report
 - d. Finance Committee report
- VII. Resolutions
 - a. Resolution approving payment of bills for January and February
 - b. Resolution for shared service agreement between PHA & Princeton to use CBDG grant for renovations to Pannell Center.
 - c. Resolution approving contract with Giampaolo & Assoc. for Karin Court Audit.
 - d. Resolution approving contract with Polcari & Co. for PHA Audit.
 - e. Resolution prioritizing relocation of residents.
- VIII. Unfinished Business
 - a. RFP for development legal counsel.
 - b. Transition from CIS Management to on site management
 - c. PHA and Princeton Websites status
 - d. PILOT review
 - e. Insurance review
 - f. PHA goals
- IX. New Business
 - a. Formation of Maple/Franklin Redevelopment Committee
- X. Adjournment

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

RESOLUTION 2022 # 1

Resolution Ratifying, Authorizing and Approving Payment of Bills for the Months of January 2022 and February 2022

Passed on this 25th day of March 2022 (See attached Vote Box)



JOSEPH HOBART WEISS, Chairperson



LINDA Sippelle, Vice Chairperson
Acting Recording Secretary

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
PANNELL			✓			
SIPPRELLE	✓		✓			
LOGAN		✓	✓			
SPITZ			✓			
VELAZQUEZ			✓			
CHAIRPERSON HOBART WEISS			✓			

RESOLUTION 2022 # 2

A Resolution Authorizing and Approving a Shared Service Agreement Between the Princeton Housing Authority and Princeton to use CDBG (or other grant provided funds) from Princeton, to complete renovations, updates and/or repairs to the Henry Pannell Center and/or the PHA property located at 50 Clay Street in an amount not to exceed \$173,000 dollars (see attached resolution).

WHEREAS, the Princeton Housing Authority (including any successors or assigns, the "Housing Authority"), was duly created as an agency and instrumentality of the municipality of the State (the "Local Unit") in which such Housing Authority is located, and has been continued as a housing authority pursuant to and in accordance with the provisions of the Local Redevelopment and Housing Law, constituting Chapter 79 of the Laws of 1992 of the State, and the acts amendatory thereof and supplemental thereto (*N.J.S.A. 40A:12A-1 et seq.*) (the "Local Housing Law");

WHEREAS, the Housing Authority is in need of a grant to complete repairs and renovations at the Henry Pannell Center and to complete repairs and renovations at it's building located at 50 Clay Street, Princeton, NJ; and

WHEREAS, the Housing Authority has discussed executing a shared service agreement with Princeton to allow Princeton to provide CGDB (or other funds) toward those projects; and

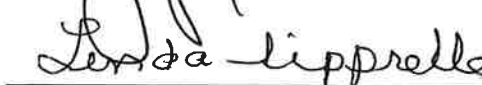
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Princeton Housing Authority does hereby authorize the Executive Director and Housing Authority Attorney to work tother with Princeton on drafting a shared service agreement between the PHA and Princeton.

BE IT FURTHER REOLVED, the Board of Commissioners authorizes the Operations/Personnel Committee to review and approve a finalized version of the document and approves the documents executing by the Chairperson.

Passed on this 25th day of March 2022 (See attached Vote Box)



JOSPH HOBART WEISS, Chairperson



LINDA SIPPRELLE, Interim Executive Director
And Secretary to the Board

RESOLUTION 2022 # 2

A Resolution Authorizing and Approving a Shared Service Agreement Between the Princeton Housing Authority and Princeton to use CDBG (or other grant provided funds) from Princeton, to complete renovations, updates and/or repairs to the Henry Pannell Center and/or the PHA property located at 50 Clay Street in an amount not to exceed \$173,000 dollars (see attached resolution).

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
PANNELL			✓			
SIPPRELLE		✓	✓			
LOGAN			✓			
SPITZ	✓		✓			
VELAZQUEZ			✓			
CHAIRPERSON HOBART WEISS			✓			

RESOLUTION 2022 # 3

Resolution Awarding and Approving Contract for Auditing Services for Karin Court Associates LLC with Giampaolo & Associates in and Amount Not to Exceed \$6,000.00 Dollars

WHEREAS, the Princeton Housing Authority (including any successors or assigns, the "Housing Authority"), was duly created as an agency and instrumentality of the municipality of the State (the "Local Unit") in which such Housing Authority is located, and has been continued as a housing authority pursuant to and in accordance with the provisions of the Local Redevelopment and Housing Law, constituting Chapter 79 of the Laws of 1992 of the State, and the acts amendatory thereof and supplemental thereto (*N.J.S.A. 40A:12A-1 et seq.*) (the "Local Housing Law");

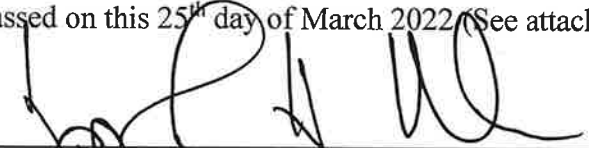
WHEREAS, the Housing Authority is in need of a firm to provide audit services in connection with the Karin Court Associates LLC and its operations and programs for a period ending 6/30/21; and

WHEREAS, the Executive Director has solicited quotes from three firms and has evaluated those quotes and the abilities of all firms in accordance with the PHA policy. The proposal and the proposed amount most beneficial to the needs of the Housing Authority was provided by GIAMPAOLO & ASSOCIATES and thereof has been recommended by the Executive Director; and

WHEREAS, the Housing Authority has the monies available for payments of such Services in it's FYE 6/30/22 Budget;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Princeton Housing Authority does hereby approve and accept the quote for auditing services by GIAMPAOLO & ASSOCIATES, in an annual amount not to exceed \$6,000 dollars.

Passed on this 25th day of March 2022 (See attached Vote Box)



JOSEPH HOBART WEISS, Chairperson



LINDA Sippelle, Vice Chairperson
Acting Recording Secretary

RESOLUTION 2022 # 3

Resolution Awarding and Approving Contract for Auditing Services for Karin Court Associates LLC with Giampaolo & Associates in and Amount Not to Exceed \$6,000.00 Dollars

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
PANNELL			✓			
SIPPRELLE			✓			
LOGAN	✓		✓			
SPITZ		✓	✓			
VELAZQUEZ			✓			
CHAIRPERSON HOBART WEISS			✓			

RESOLUTION 2022 # 4

Resolution Awarding and Approving Contract for Auditing Services with Polcari & Co. in and Amount Not to Exceed \$11,000.00 Dollars

WHEREAS, the Princeton Housing Authority (including any successors or assigns, the "Housing Authority"), was duly created as an agency and instrumentality of the municipality of the State (the "Local Unit") in which such Housing Authority is located, and has been continued as a housing authority pursuant to and in accordance with the provisions of the Local Redevelopment and Housing Law, constituting Chapter 79 of the Laws of 1992 of the State, and the acts amendatory thereof and supplemental thereto (*N.J.S.A. 40A:12A-1 et seq.*) (the "Local Housing Law");

WHEREAS, the Housing Authority is in need of a firm to provide audit services in connection with the housing authority's operations and programs for a period ending 6/30/21; and

WHEREAS, the Executive Director has solicited quotes from three firms and has evaluated those quotes and the abilities of all firms in accordance with the PHA policy. The proposal and the proposed amount most beneficial to the needs of the Housing Authority was provided by POLCARI & CO. and thereof has been recommended by the Executive Director; and

WHEREAS, the Housing Authority has the monies available for payments of such Services in it's FYE 6/30/22 Budget;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Princeton Housing Authority does hereby approve and accept the quote for auditing services by POLCARI & CO, in an annual amount not to exceed \$11,000 dollars.

Passed on this 25th day of March 2022 (See attached Vote Box)



JOSEPH HOBART WEISS, Chairperson



**LINDA Sippelle, Vice Chairperson
Acting Recording Secretary**

RESOLUTION 2022 # 4

**Resolution Awarding and Approving Contract for Auditing Services with Polcari & Co. in
and Amount Not to Exceed \$11,000.00 Dollars**

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
PANNELL			✓			
SIPPRELLE		✓	✓			
LOGAN	✓		✓			
SPITZ			✓			
VELAZQUEZ			✓			
CHAIRPERSON HOBART WEISS			✓			

RESOLUTION 2022 # 5

A Resolution Prioritizing the Relocation of Residents from Maple Terrace and Franklin Terrace for Transfers or Relocation

WHEREAS, the Princeton Housing Authority (including any successors or assigns, the "Housing Authority"), was duly created as an agency and instrumentality of the municipality of the State (the "Local Unit") in which such Housing Authority is located, and has been continued as a housing authority pursuant to and in accordance with the provisions of the Local Redevelopment and Housing Law, constituting Chapter 79 of the Laws of 1992 of the State, and the acts amendatory thereof and supplemental thereto (*N.J.S.A. 40A:12A-1 et seq.*) (the "Local Housing Law");

WHEREAS, the Housing Authority properties at Maple Terrace and Franklin Terrace in Princeton, NJ have been identified for asset reposition and the tenants living there need to vacate the property in order to move forward with a proposed redevelopment project; and

WHEREAS, there are currently 19 occupied units at these properties and all of those units will need to be moved to other Princeton Housing Authority own and managed properties; and

WHEREAS, the Housing Authority has determined that it is in the best interest of the agency that these tenants be relocated by moving them other Housing Authority units or to relocation these tenants to other suitable housing; and

WHEREAS, the 19 occupied units at Maple Terrace and Franklin Terrace need to be given priority transfers, so they can be moved to other units within the Housing Authority or be transferred as quickly and efficiently as possible.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Princeton Housing Authority does hereby approve giving priority to all the current tenants at Maple Terrace and Franklin Terrace for transfer within other units owned or managed by the Princeton Housing Authority or to be transferred to other suitable housing.

BE IT FURTHER RESOLVED, that the Board of Commissioners directs the Interim Executive Director to give these 19 units high priority transfers to other units at the Princeton Housing Authority or to assist these tenants with relocation to other suitable housing and to provide all assistance to these tenants in accordance with its policies.

Passed on this 25th day of March 2022 (See attached Vote Box)



JOSEPH HOBART WEISS, Chairperson



LINDA Sipprelle, Vice Chairperson
Acting Recording Secretary

RESOLUTION 2022 # 5

A Resolution Prioritizing the Relocation of Residents from Maple Terrace and Franklin Terrace for Transfers or Relocation

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
PANNELL			✓			
SIPPRELLE			✓			
LOGAN	✓		✓			
SPITZ		✓	✓			
VELAZQUEZ			✓			
CHAIRPERSON HOBART WEISS			✓			



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BOARD OF COMMISSIONERS MEETING

Meeting No.: 2022-3

Regular Meeting: March 25, 2022, 1:00 PM

Location: Due to Covid-19 Restrictions Virtual via zoom

Attendance: Commissioners present:

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

Commissioners absent:

None

Princeton Liaison:

Councilman Newlin

Staff:

Mr. Clarke
Attorney Casey

absent:

None

Members of the Public:

Mr. Richard Rein
Ms. Wilma Solomon
Mr. Larry Spruill
Mr. Michael Floyd
Mr. Dosier Hammond
Ms. Maureen Fullaway-Prince

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

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 March 25, 2022 at 1:00 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 meeting 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 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 Meeting Act shall be duly entered in the minutes of this meeting.

Mr. Weiss, Princeton Housing Authority (PHA), Chair, called the meeting to order and took roll call. All Commissioners were present.

Mr. Weiss asked if there was any public comment.

1. Public Comment:

Mr. Rein reported that he would be leading a walk on Sunday, March 27, at 11:00 A.M. sponsored by Princeton Future. The walk would begin at Thomas Sweet on East Nassau Street and go to LILLIPIES Bakery at the Princeton Shopping Center and back. Everyone was welcome to participate.

Ms. Solomon thanked the PHA for its input, assistance and insights in responding to her concerns about permit parking for residents who live in affordable housing in the Witherspoon/Jackson neighborhood.

Mr. Floyd, a member of the Permit Parking Task Force, said that the issue of permit parking on Clay Street as well as on the Tree Streets had been discussed by members of the Task Force but that no definitive decisions had been made.

Mr. Spruill said that all PHA residents had one free parking permit per household.

Mr. Pannell said that residents of Clay Street are afraid to move their cars during the day because they are afraid someone would take their spot. He also said that residents should be informed before any new parking permit regulations took place.

Ms. Logan said that one car that was parked on Clay Street was never driven.

Councilman Newlin stated that more retail establishments were being established in the Witherspoon/Jackson neighborhood which was a very positive manifestation and added that any decision on parking permits should serve to promote interconnectivity between Clay Street and the rest of the community.

After additional discussion of the parking permit issue, Mr. Weiss asked Ms. Logan to assess the number of parking spaces on Clay Street and added that he would work with her on this project. Ms. Logan said she would pursue this project.

As there were no additional comments Mr. Weiss closed the meeting to public comment.

2. Approval of Minutes of February 16, 2022

Ms. Spitz made a motion to approve the Minutes as presented and was seconded by Ms. Sippelle.

3. Interim Executive Director's Report:

Mr. Clarke said that there were currently 7 vacancies and added that there had been some medical transfers and other units were being prepared for occupancy and would be rented soon. Ms. Sippelle thanked Mr. Clarke, for assisting a resident to relocate to another unit. The resident had personally expressed his appreciation for Mr. Clarke's efforts on his behalf.

Mr. Clarke said that he had been working with Attorney Casey on getting tenants who were behind in their rent payments (some tenants were behind as much as 15 months), to comply with some success and added that to

date 6 notices had been sent to tenants addressing this issue. He added that evictions were the last resort. Ms. Fullaway-Prince, Affordable Housing Manager for the Municipality, said that Housing Initiatives of Princeton (HIP) still had rental assistance available using Covid relief funds. Individuals who apply self-certify that their inability to pay their rent was related to Covid and added that they could apply online.

4. Pannell Center/Clay Street report:

Ms. Spitz reported that inspections of the Pannell Center and the former PHA office on Clay Street would soon begin prior to the planned renovations. She had visited the Community Room at Redding Circle and having two pre-school classes in the Community Room could be a possibility. She had also visited the pre-school at the Crimmins Center. Plans for the renovation of the former PHA Clay Street office would include a laundromat. Ms. Spitz continued that hopefully the YMCA's Princeton Young Achievers program would continue at the Pannell Center.

5. Operations/Personnel Committee Report:

Mr. Clarke reported that there had been multiple responses to the advertisement for a Housing Manager as well as a Maintenance Coordinator. The latter might also serve as a building inspector. Mr. Clarke added that inspections had not be done for 2 years but should be done annually.

6. Finance Committee Report:

Mr. Velazquez reported that the committee's goals were to get on top of the budget, monitor the redevelopment project, and clarify issues relating to Karen court. Mr. Clarke said that the budget would be on the agenda for approval, possibly at the May PHA meeting.

7. Resolutions:

a. Resolution Approval of the Payment of Bills for January and February

Mr. Velazquez and Ms. Sipprelle asked for clarifications on specific items listed on the Payments on the Bills which Mr. Clarke provided.

Ms. Sippelle made a motion to approve the payment of bills for January and was seconded by Ms. Logan. All were in favor.

Mr. Weiss took roll call for approval of the payment of bills for February. All were in favor.

b. Resolutions for a Shared Service Agreement Between the PHA and the Municipality of Princeton to use a CBDG Grant for Renovations of the Pannell Center.

A motion to approve the resolution was made by Ms. Spitz and seconded by Ms. Sippelle.

Mr. Weiss took roll call and all were in agreement. (Note: Mr. Clarke stated that the PHA would pay for the renovation and then get reimbursed.)

c. Resolution Approving Contract with Giampaolo & Assoc. for Karin Court Audit

A motion to approve the contract with Giampaolo & Assoc. for the Karin Court Audit was made by Ms. Logan and seconded by Ms. Spitz.

Mr. Weiss took roll call and all were in favor.

d. Resolution Approving Contract with Polcari & Co. for PHA Audit.

A Motion to approve the contract with Polcari & Co, for the PHA Audit was made by Ms. Sippelle and seconded by Ms. Logan.

Mr. Weiss took roll call and all were in favor.

e. Resolution Prioritizing the Relocation of Residents

Mr. Clarke said that all residents currently living in dwellings which would be torn down and redeveloped would be moved to PHA housing and added that vacant units to move residents into were usually only 4 or 5.

Councilman Newlin said that it was important to have a public meeting with these residents to explain the process and get their input. Mr. Weiss said that residents might be invited to a PHA sponsored social event where the relocation could be explained and questions answered.

Ms. Logan made a motion to approve the resolution prioritizing the relocation of residents and was seconded by Ms. Spitz.

Mr. Weiss took roll call and all were in favor.

8. Unfinished Business:

a. RFP for Development Legal Counsel:

Mr. Clarke reported that to date he had received 3 bids from firms and added that March 30, 2022, was the deadline for submissions.

b. Transition from CIS Management to on site management.

Mr. Clarke said that a letter was being drafted stating that the PHA's association with CIS had been terminated.

c. PHA and Princeton Website Status.

Mr. Weiss said the PHA's website needed refreshing. For example, the PHA could reach out to the community to let them know about our activities. He said that perhaps a community clean-up event could be planned. Ms. Spitz volunteered to manage PHA's website.

d. Pilot Review:

Councilman Newlin said he had been working with Mr. Clarke in acquiring the needed documents to assess the current Pilot program.

e. Insurance Review:

Mr. Clarke said he was working on getting new insurance quotes.

f. PHA Goals:

Mr. Weiss sent his proposed PHA goals for 2022, to all Board members and staff. Each goal, which was organized into categories such as Critical Tasks, Near Term Goals and Long-Term Goals were assigned to a specific committee for action with progress being monitored. Councilmembers expressed appreciation to Mr. Weiss for his proactive initiatives and organization.

New Business:

a. Formation of Maple/Franklin Redevelopment Committee:

Mr. Weiss asked Mr. Velazquez and Ms. Sippelle to join him on the Redevelopment Committee and both agreed to do so.

A motion to adjourn the meeting was made by Ms. Logan and seconded by Mr. Velazquez.

The meeting was adjourned at 2:31 PM.

Respectfully submitted,

Linda Sippelle, Recording Secretary