



PRINCETON HOUSING AUTHORITY

1 REDDING CIRCLE
PRINCETON, NEW JERSEY 08540

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

BOARD OF COMMISSIONERS MEETING AGENDA

Meeting No.: 2022-05-18 Meeting May 18, 2022, 6:15 PM

Location: Virtual via zoom: zoom code: <https://us02web.zoom.us/j/84547037405>

Dial in Number: +1 312 626 6799 or +1 646 558 8656 Meeting Code: 845 4703 7405

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, May 18, 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 April 20, 2022

V. Interim Executive Director's Report

- a. Financial report

VI. Operations & Committee reports:

- a. Tenant balances and vacancy update
- b. Pannell Ctr/Clay St Committee Report
- c. Social Services Committee report
- d. Operations/Personnel Committee report
- e. Redevelopment committee report
- f. Finance Committee report

VII. Resolutions

- a. Resolution approving payment of bills for April-May, 2022 for the Princeton Housing Authority
- b. Resolution approving Fee Accountant Services for the Princeton Housing Authority
- c. Resolution approving Tree Removal Services for the Princeton Housing Authority
- d. Resolution approving HUD REAC Inspections for the Princeton Housing Authority

VIII. Unfinished Business

- a. Update on changes to tenant charges

IX. New Business

X. Adjournment

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

PRINCETON HOUSING AUTHORITY MINUTES, May 18, 2022

1 Redding Circle

609-924-3448

Fax: 609-924-1663

BOARD OF COMMISSIONERS MEETING

Meeting No.: 2022-5

Regular Meeting: May 18, 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
Absent:	None

Members of the Public:

Mr. Dale Mead

Mr. Michael Floyd

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 April 20, 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 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.

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

a. Approval of Minutes of April 20, 2022:

Ms. Spitz requested changes to the Minutes. Ms. Sippelle made a motion to approve the Minutes as amended and was seconded by Ms. Logan. All were in favor.

Interim Executive Director's Report:

b. Vacancies:

Mr. Clarke said that there were currently 8 vacancies and there were two requests for medical transfers.

c. Financial Report:

Mr. Clarke said that the PHA's finances were in good shape. Mr. Velazquez requested clarification on the insurance cost for Redding Circle which Mr. Clarke provided.

d. Tenant Balances:

Mr. Clarke said that legal letters had been sent to 8 residents who, among them, owed \$116,000. Mr. Clarke added that he and Attorney Casey were still trying to work with these individuals.

e. Pannell Center/Clay Street Report:

Ms. Spitz reported on the possibility of having pre-schools at the Pannell Center and in the Community Room at Redding Circle.

1. Operations and Personnel Committee Reports:

Mr. Clarke said that two new employees had been hired, Mr. Reggie Wright, Jr., as a Housing Manager and Mr. Tyler Leigh as a Maintenance Coordinator/Housing Inspector. Mr. Clarke added that all PHA staff members (both new and existing), would be receiving additional training on the PHA Web. Mr. Clarke said that there had been contact with the Princeton Free Garden Project, an Initiative of Send Hunger Packing

Princeton (SHUPP), about growing vegetables in suitable areas on PHA properties.

Social Services Committee Report:

2. Ms. Logan provided an overview of her and Ms. Sipprelle's zoom meeting with Ms. Sharon Hurley, PHA's liaison to the Princeton Senior Resource Center. Ms. Sipprelle said that they were concerned about the impact that inflation and the high cost of food was having on PHA residents, so had contact local food providers for updates and specific details on their operations. A finalized list would be sent to Mr. Clarke and Mr. Ronald Caporelli of the PHA staff, for distribution to residents.

Redevelopment Committee Report:

3. Mr. Weiss reported that the PHA's redevelopment lawyer was currently examining PHA's contract with CIS.

Resolutions:

- a. Resolution 2022 #11 approving the payment of bills for April-May, 2022 for the Princeton Housing Authority. Ms. Sipprelle made a motion to approve the payment of bills for April-May, 2022 and was seconded by Mr. Weiss. All were in favor.
- b. Resolution 2022 #12 Approving the contract for Fee Accounting Services with CM Accounting LLC in an Amount Not to Exceed \$17,000. A motion to approve the resolution was made by Ms. Sipprelle and seconded by Ms. Spitz. All were in favor.
- c. Resolution 2022 #13 Awarding and Approving Contract for Tree Removal Services with Justin Tree Service & Law Care in an Amount Not to Exceed \$17,000. A motion to approve the resolution was made by Mr. Weiss and seconded by Ms. Spitz. All were in favor.
- d. Resolution 2022 #14 Awarding and Approving Contract with HUD REAC Inspection Services with American Property Consultants Inc. in an Amount Not to Exceed \$8,127,20.20. A motion to approve the Resolution was made by Ms. Sipprelle and seconded by Ms. Logan. All were in favor.

Unfinished Business:

Ms. Spitz provided an update on tenant charges.

A motion to adjourn the meeting was made by Ms. Logan and seconded by Ms. Sipprelle. All were in favor.

The meeting was adjourned at 8:05 PM

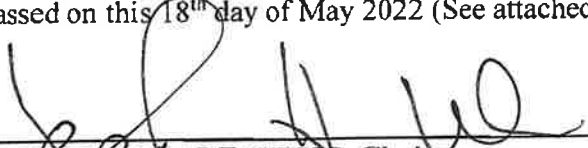
Respectfully submitted,

Linda Sipprelle, Recording Secretary

RESOLUTION 2022 # 11

**Resolution Ratifying, Authorizing and Approving Payment of Bills for the Months of
April-May 2022**

Passed on this 18th day of May 2022 (See attached Vote Box)



JOSEPH HOBART WEISS, Chairperson



LINDA SIPPELLE, Vice Chairperson
Acting Recording Secretary

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
PANNEL			✓			
SIPPELLE	✓		✓			
LOGAN			✓			
SPITZ			✓			
VELAZQUEZ			✓			
CHAIRPERSON HOBART WEISS		✓	✓			

RESOLUTION 2022 # 12

Resolution Awarding and Approving Contract for Fee Accountant Services with CM Accounting LLC in an Amount Not to Exceed \$17,500.00 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");

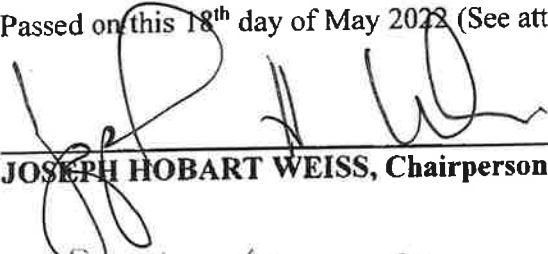
WHEREAS, the Housing Authority is in need of a fee accountant to provide accounting services in connection with all of its operations and programs; and

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 AC ACCOUNTING LLC 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 and FYE 6/30/23 Budgets;

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 AC ACCOUNTING LLC, in an annual amount not to exceed \$17,500 dollars.

Passed on this 18th day of May 2022 (See attached Vote Box)



JOSEPH HOBART WEISS, Chairperson



LINDA SIPPRELLE, Vice Chairperson
Acting Recording Secretary

RESOLUTION 2022 # 12

Resolution Awarding and Approving Contract for Fee Accountant Services with CM Accounting LLC in an Amount Not to Exceed \$17,500.00 Dollars

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

RESOLUTION 2022 # 13

Resolution Awarding and Approving Contract for Tree Removal Services with Justin Tree Services & Lawn Care in an Amount Not to Exceed \$17,000.00 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");

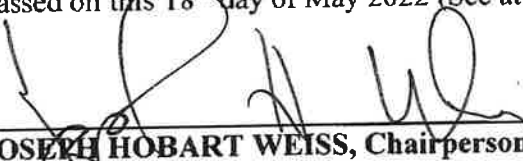
WHEREAS, the Housing Authority is in need of tree removal services at a number of its housing authority locations; and

WHEREAS, the Executive Director has solicited quotes 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 JUSTIN TREE SERVICES & LAWN CARE and thereof has been recommended by the Executive Director; and

WHEREAS, the Housing Authority has the monies available for payments of such Services in the FYE 6/30/22 and FYE 6/30/23 Budgets;

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 JUSTIN TREE SERVICES & LAWN CARE, in an annual amount not to exceed \$17,000 dollars.

Passed on this 18th day of May 2022 (See attached Vote Box)



JOSEPH HOBART WEISS, Chairperson



LINDA SIPPRELLE, Vice Chairperson
Acting Recording Secretary

RESOLUTION 2022 # 13

Resolution Awarding and Approving Contract for Tree Removal Services with Justin Tree Services & Lawn Care in an Amount Not to Exceed \$17,000.00 Dollars

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

RESOLUTION 2022 # 14

Resolution Awarding and Approving Contract for HUD REAC Inspection Services with American Property Consultants Inc. in an Amount Not to Exceed \$8,127.20.20 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");

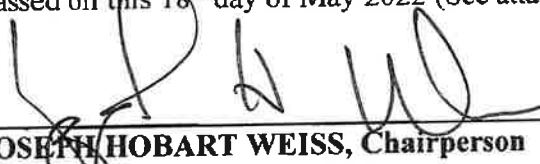
WHEREAS, the Housing Authority is in need of inspection services by certified housing inspectors at a number of its housing authority locations; and

WHEREAS, the Executive Director has solicited quotes 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 AMERICAN PROPERTY CONSULTANTS INC. and thereof has been recommended by the Executive Director; and

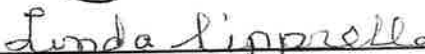
WHEREAS, the Housing Authority has the monies available for payments of such Services in the FYE 6/30/22 Budgets;

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 AMERICAN PROPERTY CONSULTANTS INC., in an annual amount not to exceed \$8,127.20 dollars.

Passed on this 18th day of May 2022 (See attached Vote Box)



JOSEPH HOBART WEISS, Chairperson



LINDA SIPPRELLE, Vice Chairperson
Acting Recording Secretary

RESOLUTION 2022 # 14

Resolution Awarding and Approving Contract for HUD REAC Inspection Services with American Property Consultants Inc. in an Amount Not to Exceed \$8,127.20.20 Dollars

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