



## PRINCETON HOUSING AUTHORITY

1 REDDING CIRCLE  
PRINCETON, NEW JERSEY 08540

(609) 924-3448  
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### BOARD OF COMMISSIONERS MEETING AGENDA

Meeting No.: 202207-20 Meeting August 17, 2022, 6:15 PM

Join Zoom Meeting: <https://us02web.zoom.us/j/84547037405>

Dial-In Number: 312 626 6799 Webinar ID: 84547037405

- 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, August 17, 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 July 20, 2022
- V. Interim Executive Director's Report
  - a. Update on Vacancies and Properties
  - b. Financial Report
- VI. Operations & Committee Reports:
  - a. Operations and Personnel Committee Report
  - b. Pannell Ctr/Clay St Committee Report
  - c. Update on Case Management Work
  - d. Redevelopment Committee Report
- VII. Resolutions
  - a. Resolution ratifying and approving payment of bills for July, 2022
  - b. Resolution approving and adopting the updated Princeton Housing Authority Maintenance Charge Policy
  - c. Resolution approving tree removal services through State Contract # 18-DPP-00645 with Rich Tree Services for Princeton Housing Authority sites
  - d. Resolution approving and accepting quotes from the Air Care N.J. Inc. to address repairs needed identified by the State of New Jersey Inspection.

- e. Resolution ratifying and approving professional services contract with Joseph McKernan Jr. Architects and Associates to provide A&E services to the Princeton Housing Authority
- f. Resolution approving contract with Amramp Accessibly for the purchase and installation of ADA ramp for the laundry room at Redding Senior complex
- g. Resolution authorizing and approving the application for membership with the Education Services Commission of New Jersey (ESCNJ) Co-op under New Jersey State contract #65MCESCCPS
- h. Resolution approving support for the Clay Street Community Unity Event to be held on Clay Street, Princeton, NJ on August 27, 2022.
- i. Resolution recognizing and accepting the Karin Court Audit for FYE 12/31/21

VIII. Unfinished Business

IX. New Business

X. Closed Session

XI. Adjournment


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

# RESOLUTION 2022 # 20

## Resolution Ratifying, Authorizing and Approving Payment of Bills for the Month of July 2022

Passed on this 17<sup>th</sup> day of August 2022 (See attached Vote Box)

  
\_\_\_\_\_  
**JOSEPH HOBART WEISS, Chairperson**

  
\_\_\_\_\_  
**LINDA SIPPRELLE, Vice Chairperson**  
**Acting Recording Secretary**

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

## RESOLUTION 2022 # 21

### Resolution Approving and Adopting the Updated Princeton Housing Authority Maintenance Charge Policy

**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 an updated maintenance charge policy that details actual charges for the repairs and replacement of damaged or destroyed items at the PHA; and

**WHEREAS**, the attached Maintenance Charge Policy was created with actual replacement costs for items as well as the cost to complete the replacement of the item damaged or destroyed; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Princeton Housing Authority does hereby approve and adopt the updated Princeton housing Authority Maintenance Charge Policy.

**BE IT FURTHER RESOLVED** that the Interim Executive Director is directed to send out the new policy to all PHA residents in August and September (two separate notices) to advise them that this policy will go into effect on October 1, 2022.

Passed on this 17<sup>th</sup> day of August 2022 (See attached Vote Box)

  
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**JOSEPH HOBART WEISS, Chairperson**

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

**RESOLUTION 2022 # 21**

**Resolution Approving and Adopting the Updated Princeton Housing Authority  
Maintenance Charge Policy**

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

**RESOLUTION 2022 # 22**

**Resolution Awarding and Approving Contract for Tree Removal Services with Rich Tree Services through State Contract # 18-DPP-00645 in an Amount Not to Exceed \$32,000.00 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 additional tree removal services at a number of its housing authority locations where dead trees are threatening health and safety of buildings and tenants; and

**WHEREAS**, the Executive Director is utilizing State Contract #18-DPP-00645 for procure these services in accordance with the PHA policy. The proposal and the proposed amount most beneficial to the needs of the Housing Authority was provided by RICH TREE SERVICE 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 6/30/23 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 RICH TREE SERVICES, in an annual amount not to exceed \$32,000 dollars.

Passed on this 17<sup>th</sup> day of August 2022 (See attached Vote Box)

  
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**JOSEPH HOBART WEISS, Chairperson**

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

**RESOLUTION 2022 # 22**

**Resolution Awarding and Approving Contract for Tree Removal Services with Rich Tree Services through State Contract # 18-DPP-00645 in an Amount Not to Exceed \$32,000.00 Dollars**

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

## RESOLUTION 2022 # 23

### Resolution Approving and Accepting Quotes from the Air Care N.J. Inc. to Address Repairs Needed Identified by the State of New Jersey Inspection

**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's boilers and hot water tanks/systems were recently inspected by the State of New Jersey and reports were issued July 25, 2022; and

**WHEREAS**, the report required a number of repairs and updates to systems that are beyond the abilities of PHA staff and require licensed boiler technicians to complete; and


**WHEREAS**, the Executive Director has evaluated the proposal and abilities of firm to meet the needs of the Housing Authority in accordance with the PHA policy. The proposal and the proposed amounts most beneficial to the needs of the Housing Authority was provided by AIRCARE N.J. 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 6/30/23 Budget;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Princeton Housing Authority does hereby ratify, approve and accept the quote from AIRCARE N.J. INC. to complete repairs to the boilers, hot water systems and other related items in a total amount not to exceed \$24,000.00 dollars.

Passed on this 17<sup>th</sup> day of August 2022 (See attached Vote Box)

  
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**JOSEPH HOBART WEISS, Chairperson**

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



**RESOLUTION 2022 # 23**

**Resolution Approving and Accepting Quotes from the Air Care N.J. Inc. to Address Repairs Needed Identified by the State of New Jersey Inspection**

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

**RESOLUTION 2022 # 24**

**Resolution Ratifying and Approving Professional Services Contract with Joseph McKernan Jr. Architects and Associates to Provide A&E services to the Princeton Housing Authority**

**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 or an A&E form to complete assigned tasks associated with architectural and engineering matters; and

**WHEREAS**, the Housing Authority received a proposal for A&E services (see attached); and

**WHEREAS**, the Executive Director has evaluated the proposal and abilities of the firm to meet the needs of the Housing Authority in accordance with the PHA policy. The proposal and the proposed amounts most beneficial to the needs of the Housing Authority was provided by JOSEPH MCKERNAN JR. ARCHITECTS AND ASSOCIATES and thereof has been recommended by the Executive Director in an amount not to exceed \$17,500.00 dollars; and

**WHEREAS**, the Housing Authority has the monies available for payments of such services in the FYE 6/30/23 Budget;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Princeton Housing Authority does hereby ratify, approve and accept the quote from JOSEPH MCKERNAN JR. ARCHITECTS AND ASSOCIATES to complete A&E tasks and assignments for the Princeton Housing Authority in a total amount not to exceed \$17,500.00 dollars.

Passed on this 17<sup>th</sup> day of August 2022 (See attached Vote Box)

  
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**JOSEPH HOBART WEISS, Chairperson**

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

**RESOLUTION 2022 # 24**

**Resolution Ratifying and Approving Professional Services Contract with Joseph McKernan Jr. Architects and Associates to Provide A&E services to the Princeton Housing Authority**

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

RESOLUTION 2022 # 25

**Resolution Approving Contract With Amramp Accessibility for the Purchase and Installation of ADA Ramp for the Laundry Room at Redding Senior Complex**

**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 an ADA ramp at its laundry room facility located at Redding Senior Development in order for tenants with disabilities to be able to access the laundry room facilities; and

**WHEREAS**, the Housing Authority received a proposals for ramps (see attached); and

**WHEREAS**, the Executive Director has evaluated the proposals and the abilities of the firms who submitted quotes to meet the needs of the Housing Authority in accordance with the PHA policy. The proposal and the proposed amount most beneficial to the needs of the Housing Authority was provided by AMPRAMP ACCESSIBILITY 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 6/30/23 Budget;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Princeton Housing Authority does hereby ratify, approve and accept the quote from AMPRAMP ACCESSIBILITY to install an ADA ramp at the laundry room at Redding Senior Development in a total amount not to exceed \$5,000.00 dollars.

Passed on this 17<sup>th</sup> day of August 2022 (See attached Vote Box)

  
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**JOSEPH HOBART WEISS, Chairperson**

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

## RESOLUTION 2022 # 25

### Resolution Approving Contract With Amramp Accessibility for the Purchase and Installation of ADA Ramp for the Laundry Room at Redding Senior Complex

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

**RESOLUTION 2022 # 26**

**Resolution Authorizing and Approving the Application for Membership with the Education Services Commission of New Jersey (ESCNJ) Co-op Under New Jersey State contract #65MCESCCPS**

**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 wished to join a cooperative in order to access certain good and services that have already been bid through a public bidding process; and

**WHEREAS**, the Education Services Commissioner of New Jersey (ESCNJ) is a state approved cooperative that allows Housing Authority to join and also provide good and services to it's members that have been public bid and procured; and

**WHEREAS**, the Interim Executive Director has evaluated the cooperative and determined that it is beneficial to the meeting the needs of the Housing Authority.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Princeton Housing Authority does hereby approve membership to the Education Services Commissioner of New Jersey and authorizes the Interim Executive Director to move forward with all actions necessary to complete the application for membership and to maintain membership with the ESCNJ).

Passed on this 17<sup>th</sup> day of August 2022 (See attached Vote Box)

  
\_\_\_\_\_  
**JOSEPH HOBART WEISS, Chairperson**

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

**RESOLUTION 2022 # 26**

**Resolution Authorizing and Approving the Application for Membership with the Education Services Commission of New Jersey (ESCNJ) Co-op Under New Jersey State contract #65MCESCCPS**

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

**RESOLUTION 2022 # 27**

**Resolution Approving Support for the Clay Street Community Unity Event to be Held on Clay Street, Princeton, NJ on August 27, 2022.**

**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 wished to partner with residents and members of the community to hold Clay Street Community Unity Event; and

**WHEREAS**, the Housing Authority staff have been meeting with residents and town representatives to coordinate this event to take place on August 27, 2022 on Clay Street.

**WHEREAS**, the Interim Executive Director has confirmed that funds are available within the FYE 6/30/23 Budget for a resident/community event of this type.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Princeton Housing Authority does hereby approve support for the Clay Street Community Unity Event and authorizes a budget of \$2,500.00 dollars for the event and authorizes the Interim Executive Director to move forward with this event.

Passed on this 17<sup>th</sup> day of August 2022 (See attached Vote Box)

  
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**JOSEPH HOBART WEISS, Chairperson**

  
\_\_\_\_\_  
**LINDA SIPPRELLE, Vice Chairperson**  
**Acting Recording Secretary**



**RESOLUTION 2022 # 27**

**Resolution Approving Support for the Clay Street Community Unity Event to be Held on Clay Street, Princeton, NJ on August 27, 2022.**

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

**RESOLUTION 2022 # 28**

**Resolution Recognizing and Accepting the Karin Court Associates Audit for FYE 12/31/21**

**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 has received the Karin Court Associates Audit for FYE 12/31/21 completed by Giampaolo & Associates; and

**WHEREAS**, the audit has no finding and shows that Karin Court Associates, L.P. remains in strong financial position with healthy reserves.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Princeton Housing Authority does hereby accept the Karin Court Associates audit.

Passed on this 17<sup>th</sup> day of August 2022 (See attached Vote Box)

  
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**JOSEPH HOBART WEISS, Chairperson**

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

RESOLUTION 2022 # 28

Resolution Recognizing and Accepting the Karin Court Associates Audit for FYE 12/31/21

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