



PRINCETON HOUSING AUTHORITY

1 REDDING CIRCLE
PRINCETON, NEW JERSEY 08540

(609) 924-3448
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BOARD OF COMMISSIONERS MEETING AGENDA

Meeting No.: 2023-4-19 April 19, 2023, 6:15 PM

Join Zoom Meeting: <https://us02web.zoom.us/j/87460347542>

Dial-In Number: 312 626 6799 Webinar ID: 874 6034 7542

- I. **Notice of Meeting:** Notice of this meeting was provided in accordance with the requirements of the Open Public Meetings Act and State regulations governing remote public meetings, including the time, date and location of the meeting and clear and concise instructions to the public for accessing the meeting and making comments. In addition, the agenda was posted electronically and made available to the public on Princeton's meeting portal in advance of the meeting.
- II. **Roll Call** – Call to order, Commissioners: Becker, Gillette, Oakman, Piné, Sipprelle, Velazquez and Chairwoman Spitz. Welcome ED John Clarke, Attorney Casey, TC Liaison Newlin and the public
- III. **Public Comment**
- IV. **Reading of Minutes**
- V. **Interim Executive Director's Report**
 - a. Update on Properties, Programs and Operations
 - b. Financial Reports:
 - i. Checks & Payments
 - ii. Progress Against Annual Contracts, Not to Exceed Agreements, MOUs, etc.
 - iii. Operating Statements
 - iv. Tenants with High Balances
 - v. Housing Needs, Vacancies, & Pending Actions
- VI. **Committee Reports and Progress**
 - a. Finance & Legal - Redevelopment Consultant, Initial Meeting with Accountant
 - b. Marketing & Community Relations - Spring Planting Events, Bench, Computer Class & Computers, Community Relations Slide Deck
 - c. Personnel & Operations
 - d. Special Projects - CDBG fund update, RFP for HFP Learning Center & Redding Community Center, new committee needed
 - e. *Ad hoc* (as necessary) - *NEW* Redevelopment Committee
- VII. **Resolutions**
 - a. **2023-11:** Resolution authorizing and approving a moving expense reimbursement for additional tenants required to move to accommodate Franklin and Maple transfers
 - b. **2023-13:** Resolution accepting and approving a contract for Redevelopment Partner & Management Consulting Services with The Brooke Group LLC for the Princeton Housing Authority
- VIII. **Consent Agenda - roll call**
 - a. March 20, 2023 Minutes
 - b. **2023-10:** Ratifying, Authorizing, and Approving Payment of Bills for the Month of March, 2023
 - c. **2023-12:** Resolution accepting and approving the Karin Court Annual Audit and Tax Submission for Karin Court Associates, LP
 - d. **2023-14:** Resolution accepting and approving a contract for Landscaping Services with Camillo Pirone & Son for the Princeton Housing Authority
- IX. **Unfinished Business**

X. New Business

XI. Adjournment

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



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Minutes of the Princeton Housing Authority April 19, 2023

- I. **Notice of Meeting:** Read by Chairwoman Spitz.
- II. **Roll Call**
 - a. **Commissioners Present:** Felicia Spitz, Roger Pine, Linda Sipprelle, Sam Becker, Patricia Gillette, Jeffrey Oakman, and Denny Velazquez.
 - b. **Others in Attendance:** PHA Attorney Robert F. Casey, Interim Executive Director John Clarke, and Council Liaison Leighton Newlin.
- III. **Public Comment**
 - a. Present: Maria Evans inquired as to the use of the Pannell Center; Maria Juega commented on CDBG grants and Maple Franklin status.
- IV. **Interim Executive Director's Report**
 - a. John Clarke reported on: operations and program side; annual recertification being ahead of schedule; new lease signings, site assessment by the staff, high balance tenant letters sent; budget and capital projects; tree treatment; completing a capital budget and DCA approval; staff training; and, maintenance staff vehicles.
- V. **Committee Reports**
 - a. Chairwoman Spitz recognized two PHA employees (Derek and Ron).
 - b. Chairwoman Spitz presented Finance and Legal report- met with Trenton Housing Authority; Brooke Group redevelopment on board with PHA; Maple Franklin never received any HUD money because self-subsidized so now all our units will receive HUD funding which is a positive;
 - c. Chairwoman Spitz presented Marketing & Community Relations report – Investment in resident programming is a top priority; beautification of the PHA community; and, YWCA computer training and free tablets from PSRC.
 - d. Chairwoman Spitz reports on Special Projects- reported that the CDBG shared services agreement with Princeton is signed and funding is on the Town's agenda imminently. Clarified that the elevator at the Pannell Center does operate but is locked when there are children in the Pannell Center. Chairwoman provided an overview of the two CDBG projects slated for the Pannell Center and Redding Community Center as well as a future potential projects at Redding Circle Park and Lloyd Terrace rain garden. The prior MOU with the YWCA will not be renewed and the concentration is on programming for PHA tenants to be run out of PHA properties to serve PHA tenants. An ad hoc Redevelopment Committee was formed by the Chairwoman with Chairperson Piné, Chairperson Oakman and Chairwoman Spitz to serve. Board retreat planning was discussed.
- VI. **Resolutions**
 - a. Three proposed resolutions:
 - i. Approval of moving expense reimbursement to Maple Franklin tenants or any PHA tenant required to be relocated up to \$1,200.00. Motion to approve the resolution made by Commissioner Becker and seconded by Commissioner Velazquez. All other Commissioners voted in support of the motion and the resolution #2023-11 was approved;
 - ii. Approval of contract for redevelopment services with the Brooke Group up to \$80,000.00 for

one year term. Motion to approve the resolution made by Chairwoman Spitz, seconded by Commissioner Gillette. All other Commissioners voted in support of the motion and the resolution #2023-13 was approved;

- iii. Consent Agenda: Resolution #2023-10 - Payment of March 2023 bills; Resolution #2023-12 – Accepting and approving Karin Court Annual Audit and Tax Submission for Karin Court; Resolution #2023-14 - Accepting and approving landscaping contract with Camillo Pirone & Son; and, approval of the March 20, 2023 minutes. Motion to approve the resolution made by Chairwoman Spitz, seconded by Commissioner Gillette. All other Commissioners voted in support of the motion and the Consent Agenda was unanimously approved by the Board.

- VII. **Unfinished Business:** None.
- VIII. **New Business:** None.
- IX. **Closed Session:** No closed session.
- X. **Adjournment:** Motion to adjourn by Commissioner Oakman, seconded by Chairwoman Sippelle, and unanimously approved by Commissioners. Meeting ended at approximately 7:19pm.