

Housing Authority
Borough of Princeton
Executive Committee Meeting
Monday, September 26, 2011
6:30 pm

The Executive Committee called an emergency meeting to discuss an Intergovernmental Service Agreement for Management Services by and between the Lakewood Housing Authority and the Princeton Housing Authority. (referred to in minutes as LHA and PHA.)

Present: Leighton Newlin, David DeGeorge, Barbara Trelstad, Toby Levy, Jacqui Swain and Linda Sipprelle.

Not Present: Henry Pannell

The above cited document having undergone several revisions was presented for approval by the HABOP Board of Commissioners. Due to an oversight, the Borough was not included in earlier discussions of the document. Mr. Newlin and Mr. DeGeorge ultimately met with Mayor Trotman and Mrs. Trelstad to make them aware of what has happened in light of the resignation of Scott Parsons, the E.D. of the Princeton Housing Authority. They had some concerns regarding the wording of some sections of the document. The elected officials asked that the HABOP board refrain from approving the document until the Borough attorney had the chance to review it. It was stated that the HABOP attorney has reviewed the document and approves it though he has not provided a written review. A question arose as to who will pay for the various attorney reviews. HABOP has paid Mr. Cochran and will request a written review. The Borough will pay their attorney since they are requesting an independent review.

There being no response from the Borough legal department and a need to have something in place ASAP since theoretically there is no E.D. presence at PHA, the Board called an emergency meeting to examine the options.

Concerns voiced by Ms. Trelstad and Commissioner Toby Levy focused on:

1. How the rate of salary aligns with the number of shared hours proposed by Mr. Parsons?

Clarification that agreement is with LHA for shared services, not with Mr. Parsons.

2. How many hours is Mr. Parsons required to be on site at the PHA?

The Board is working on some language they would like to see in the document that specifies a reasonable need for "on-site" service by Mr. Parsons.

3. What are financial ramifications if Mr. Parsons must devote more than the proposed 10 hours per week to PHA?

Though not clear, a general consensus feels that LHA would push back if this becomes excessive.

4. What portion of the services will be handled by LHA principals and how/if their providing the services impacts agreed upon payment to them for Mr. Parsons' services. There was an air of discomfort when the possibility that someone other than Mr. Parsons might be on site.

Mr. Newlin and Mr. DeGeorge clarified that the agreement is with LHA and no matter who handles portions of service the contract cost remains the same. PHA will seek clarity regarding who from LHA is to be on site at PHA.

5. Under "H Term" the method of pre-rating became a question.

Paragraph clearly indicates that pre-rated costs will be rendered through the date of termination.

The shared contract is for one year and there was minor discussion regarding a search for a new E.D. which will have to be mounted in a year or so.

It was generally agreed that if we try the arrangement and it does not work for PHA, we can always opt out. This will at least give the Board a chance to do an exhaustive search for candidates.

Commissioner Newlin indicated his desire to apply for the position which will mean that he will have to resign from the Board of Commissioners and be off the Board for at least one year. He will check with DCA to ascertain that this is the proper path to take.

In the absence of a secretary/recorder, Jacqui Swain was asked to summarize the proceedings. She announced that she would have to do this from memory. Nobody objected to her having to work from the memory of what had transpired in the 40 minutes of the discussion in she was present. At the time she left the meeting (7:00 pm) the consensus of the group is to accept the document based on clarification of questions and attorney review by the Borough lawyer. Ms. Trelstad indicated that she will try to get the Borough attorney's response to the documents ASAP.

Ms. Swain indicated before she left the meeting that pending attorney review that she approved the agreement.

Addendum:

As Jacqui Swain had already left the meeting, the following information was relayed to her by the Chair, after consultation with the Co-Chair. for inclusion in the minutes

David DeGeorge made a motion to accept the agreement with any amendments/changes which come up in the attorney review. Toby Levy provided a second..

The Board approved the agreement per any amendments.

A resolution will be drawn up by HABOP attorney and Chair to incorporate the agreement for shared services between LHA and PHA.