

BOARD OF COMMISSIONERS MEETING AGENDA

Meeting No.: 2023-10-18 October 18, 2023, 6:15 PM

Join Zoom Meeting: <https://us06web.zoom.us/j/4104638895?pwd=nI6Qf4FXvazgHBDdffwFzWSFcK01qL.1>

Dial-In Number: 929 205 6099 Meeting ID: 410 463 8895 Passcode: 653605

- 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, Sippelle, Velazquez and Chairwoman Spitz. Welcome Interim ED John Clarke, PHA Board Attorney Casey, Town Council Liaison Newlin and the public
- III. **Public Comment**
- IV. **Reading of Minutes** – Questions or corrections?
- 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** - UFDPK RFP response, updating PILOT, Permit Parking Policy/1st Draft
 - b. **Marketing & Community Relations** - Summer BBQ, New Logo & Website Update
 - c. **Personnel & Operations** - Personnel Policy Draft/1st Reading
 - d. **Special Projects** - Maple Franklin Closing, CDBG Redding/Pannell projects, NP (PHACDC)
- VII. **Resolutions**
 - a. **2023-30:** Approving and Authorizing the Chairperson, 1st Vice Chairperson, and 2nd Vice Chairperson as Signatories to all Accounts with Santander Bank
 - b. **2023-31:** Ratifying and Approving the Office Move from 1 Redding Circle to 179 Spruce Circle and Related Renovations
 - c. **2023-32:** Authorizing and Approving the Sale of the Maple Franklin Property to Princeton
- VIII. **Consent Agenda - roll call**
 - a. JULY Minutes
 - b. **2023-25:** Resolution Ratifying, Authorizing and Approving Payment of Bills for the Months of JULY, AUGUST, and SEPTEMBER
 - c. **2023-26:** Ratifying and Approving a Contract with Rich Tree Service through the State Contract #18-DPP-00645
 - d. **2023-27:** Approving and Adopting the State of New Jersey Approved FY 2023-2024 Budget
 - e. **2023-28:** Approving and Authorizing a Contract for Roof and Siding Repairs of the Housing Authority Building Located at 179 Spruce Circle
 - f. **2023-29:** Approving and Authorizing Replacement of Pressure Tanks for the Hot Water Boiler System at Clay Street Property

- 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*

IV. JULY 2023: **Minutes**

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PRINCETON HOUSING AUTHORITY

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PRINCETON, NEW JERSEY 08540

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Minutes of the Princeton Housing Authority July 19, 2023

- I. **Notice of Meeting:** Read by Chairwoman Spitz.
- II. **Roll Call**
 - a. **Commissioners Present:** Felicia Spitz, Linda Sipprelle, Sam Becker, Patricia Gillette and Jeffrey Oakman.
 - b. **Commissioners not in attendance:** Roger Pine and Denny Velazquez.
 - c. **Others in Attendance:** PHA Attorney Robert F. Casey, Interim Executive Director John Clarke and Council Liaison Leighton Newlin.
- III. **Public Comment**
 - a. Charles Kratovil, Pamela Wells and Wilma Solomon.
- IV. **Interim Executive Director's Report**
 - a. John Clarke reported: Maple Franklin transition; August 26th BBQ; Clay Street boiler upgrade; work on units; new maintenance hire; work on Spruce Circle to begin July 24th.
- V. **Committee Reports**
 - a. Financial and Legal – Chairwoman Spitz reported: thanked/recognized part-time bookkeeper Kamini Lodhia; \$50.00 security deposit for Community Center Use Policy; development of an RFP for prekindergarten programming.
 - b. Marketing and Communications – Chairwoman Spitz reported: PHA logo redesign presented; BBQ sign-ups.
 - c. Personnel and Operations- No report.
 - d. Special Projects – Chairwoman Spitz reported: CDBG contractor approved and bid results (only 2 bids received); Maple Franklin moves all almost completed.
 - e. Redevelopment – Chairwoman Spitz reported: inquiry as to ownership of adjacent lands and identification of potential redevelopment sites.
- VI. **Closed Session** – No closed session.
- VII. **Resolutions**
 - a. Four proposed resolutions:
 - i. Resolution #2023-21 Resolution Authorizing and Approving Memorandum of Understanding between Princeton Housing Authority and Princeton Senior Resource Center. Motion made by Commissioner Becker, seconded by Commissioner Oakman and approved unanimously by the Commissioners.
 - ii. Resolution #2023-22 Resolution Authorizing and Approving hiring JH Williams for the CDBG projects at Redding Circle and the Henry F. Pannell Learning Center. Motion made by Chairwoman Spitz, seconded by Commissioner Sipprelle and approved unanimously by the Commissioners.
 - iii. Resolution #2023-23 Resolution Approving and Adopting the Community Room Use Policy (Rev. 07-19-23). Motion made by Commissioner Oakman, seconded by Commissioner Sipprelle and approved unanimously by the Commissioners.

- iv. Resolution #2023-24 Resolution Approving and Adopting the Language Assistance Plan for the Princeton Housing Authority (Rev. 07-19-23). Motion made by Commissioner Becker, seconded by Commissioner Oakman and approved unanimously by the Commissioners.
- v. Consent Agenda- approval of June 2023 minutes and bill payment, motion made by Charwoman Spitz, Seconded by Commissioner Sippelle and approved by all Commissioners.

VIII. Unfinished Business: None.

IX. New Business: None.

X. Adjournment: Motion to adjourn by Commissioner Sippelle, seconded by Commissioner Becker and unanimously approved by Commissioners. No August meeting. Meeting adjourned at 7:17pm.