
BOARD OF COMMISSIONERS MEETING AGENDA

Meeting No.: 2023-12-20 December 20, 2023, 6:15 PM

Join Zoom Meeting: <https://us06web.zoom.us/j/4104638895?pwd=nl6Of4FXvazqHBDdffwFzWSFcK0lqL1>

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, Sipprelle, 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, & Actions](#)
- VI. **[Committee Reports and Progress](#)**
 - a. **Finance & Legal** - updating PILOT/Permit Parking Policy - on hold until Town can meet
 - b. **Marketing & Community Relations** - Website going live, New Year-New Office Social
 - c. **Personnel & Operations** - Personnel Policy final reading after staff meeting
 - d. **Special Projects** - Maple Franklin Closed, CDBG projects & Planning Board update
- VII. **[Resolutions](#)**
 - a. From the Executive Director

2023-35: Resolution Approving the Award of Contract for Preschool Provider with the YWCA of Princeton for the Princeton Housing Authority

2023-37: Resolution Ratifying and Approving the Hiring of Isaac Roberts as a Maintenance Coordinator/Housing Inspector with the Princeton Housing Authority

2023-39: Resolution Ratifying and Approving the Award of Contract for Snow and Ice Removal with Coombs Fencing DBA Reliable Industries and the Princeton Housing Authority

2023-40: Resolution Ratifying and Approving and Authorizing the Purchase of Four (4) Maintenance Vehicles and an Administrative Pick-up Truck from Fred Beans Ford for the Princeton Housing Authority

2023-41: Approving the Award of Contract for Gutter, Roofing and Related Renovations at the Henry F. Pannell Center with United Roofing & Restoration Co. for the Princeton Housing Authority

2023-42: Resolution Ratifying and Approving a Change Order Not to Exceed 20% for the Current Contract for A&E Services with Joseph F. Mckernan and Associates with the Princeton Housing Authority

2023-43: Resolution Authorizing and Approving the Award of Contract for A&E Services with Joseph F. Mckernan and Associates with the Princeton Housing Authority

- b. From Finance & Legal, Marketing & Community Relations, Personnel & Operations, Special Projects, Redevelopment, or *ad hoc* committee report review

2023-38: Resolution Approving and Adopting the Princeton Housing Authority 2024 Meeting Schedule

VIII. Consent Agenda - roll call

- a. OCTOBER Minutes
- b. **2023-33:** Resolution Ratifying, Authorizing and Approving Payment of Bills for the Month of October, 2023
- c. **2023-34:** Resolution Ratifying, Authorizing and Approving Payment of Bills for the Month of November, 2023
- d. **2023-36:** Resolution Approving and Authorizing Contract for Annual Audit Services with Polcari and Associates for FYE 6/30/23 for the Princeton Housing Authority
- e. **2023-44:** Resolution Authorizing and Approving the Appointment of John Clarke as Member Representative of the Princeton Housing Authority as Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for 2024.

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. **OCTOBER 2023: Minutes**

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PRINCETON HOUSING AUTHORITY

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Minutes of the Princeton Housing Authority October 18, 2023

- I. **Notice of Meeting:** Read by Chairwoman Spitz.
- II. **Roll Call**
 - a. **Commissioners Present:** Felicia Spitz, Denny Velazquez, Linda Sipprelle, Sam Becker, Patricia Gillette, Roger Pine and Jeffrey Oakman.
 - b. **Commissioners not in attendance:** None.
 - c. **Others in Attendance:** PHA Attorney Robert F. Casey, Interim Executive Director John Clarke and Council Liaison Leighton Newlin.
- III. **Public Comment**
 - a. Ms. Earlene Baumonk
- IV. **Interim Executive Director's Report**
 - a. John Clarke reported: Maple Franklin transition completed by our staff in-house (recognizes Glenn Ferguson); Summer Youth Program and PHA residents (7 of 10 to work picnic are PHA residents); in process of checking all heating units; Any pest issues to advise office; tree removal; interviewing for maintenance manager; tenants with high balances; PHA takes on snow removal for Redding and Redding Senior site; thank yous to those in attendance at picnic.
- V. **Committee Reports:** Off the top Chairwoman Spitz recognized the efforts of everyone at the picnic and the accomplishment in the past year from tenant events and relocation of tenants to policies implemented to 2023 Spruce Renovation and laundry machines.
 - a. Financial and Legal – Chairwoman Spitz reported: UFDKPK RFP; updating the PILOT with Princeton; and, permit parking policy first draft.
 - b. Marketing and Communications – Chairwoman Spitz reported: great picnic with about 250 in attendance; recognizes John and Reggie in particular for their efforts; PHA logo update and website - first draft almost complete.
 - c. Personnel and Operations- Chairwoman Spitz reported on personnel policies and procedures manual ready for review and comment by Board; Clay Street boiler needs replacement and A&E firm to get bid out for this very expensive work.
 - d. Special Projects – Chairwoman Spitz reported: CDBG contractor has submitted for permits on Redding and Pannell Learning Center; non-profit approval coming soon.
 - e. Redevelopment – No report.
- VI. **Closed Session** – No closed session.
- VII. **Resolutions**
 - a. Four proposed resolutions:
 - i. Resolution #2023-30 Resolution Authorizing and Approving Santander Signatory. Motion made by Commissioner Pine, seconded by Commissioner Gillette and approved unanimously by the Commissioners except Commissioner Becker who left early and did not vote.
 - ii. Resolution #2023-31 Resolution Approving PHA office move to 179 Spruce Circle and related

renovations. Motion made by Commissioner Sippelle, seconded by Commissioner Velazquez and approved unanimously by the Commissioners except Commissioner Becker who left early and did not vote.

- iii. Resolution #2023-32. Resolution Authorizing and Approving the sale of the Maple Franklin Property to Princeton. Motion made by Chairwoman Spitz, seconded by Commissioner Velazquez and approved unanimously by the Commissioners except Commissioner Becker who left early and did not vote.
- iv. Consent Agenda- approval of July 2023 minutes and bill payment, motion made by Commissioner Oakman, Seconded by Commissioner Sippelle and approved by all Commissioners except Commissioner Becker who left early and did not vote.

VIII. Unfinished Business: None.

IX. New Business: None.

X. Adjournment: Motion to adjourn by Commissioner Sippelle, seconded by Commissioner Velazquez and unanimously approved by Commissioners except Commissioner Becker who left early and did not vote.