

Princeton Housing Authority
Tenants' Council Meeting

February 26, 2024



Agenda
February 26, 2024

Important News

Guest Speaker

Tenants' Council Business

Updates from the Chairwoman

Updates from the Office

Ronald Michael Caporelli

It was decided by tenants present that the Redding Community Room will be named for Ron upon completion.

WHEREAS, his constant on-site presence, loyalty to the residents and board, and communication to a multitude of organizations, individuals, and entities have provided operational continuity for the agency; and

WHEREAS, his presence has allowed the agency to successfully transition from Lakewood, to a multitude of organizations, individuals, and entities have provided operational continuity for the agency; and CIS. Ron's unique ability to address residential and other issues has allowed the board to focus efforts on creating a vision for the future; and

WHEREAS, Ron loves the "social work" part of the job, which includes addressing resident complaints, and concerns, assisting with rental help from area churches and organizations, and answering application and waiting list inquiries; and

WHEREAS, Ron has many fond memories of tenants and their families, and has spent time socializing with children and watched them grow into young adults and move on, and has seen and consoled families of longtime residents who have passed away, some expectedly and some unexpectedly; and

WHEREAS, Ron Caporelli is beloved by PHA tenants who never forget him on the occasion of his birthday and frequently present him with homemade treats; and

WHEREAS, every member of the board, along with Mayor Freda and members of the board, want Ron Caporelli to know that we have great admiration, appreciation, and respect for his constant presence over the years. We know how much you mean to the PHA residents and organization. While words on paper may not be the best way for us to communicate the many things that you do and have done, we hope you understand that our words come from collective hearts, and that we regard you as not merely the PHA bookkeeper, but as the proud and historical legacy of the PHA.

NOW, THEREFORE, I, Mark Freda, Mayor of Princeton, County of Mercer, State of New Jersey, on behalf of the Princeton Council, do hereby proclaim our respect and gratitude for Ron Caporelli. And I further declare that today January 9th, 2023 be known as:

RONALD MICHAEL CAPORELLI

Day of January 9th, 2023

Given under my hand and seal this 9th Day of January

Mark

Proclamation Office of the Mayor of Princeton



WHEREAS, Ronald M. Caporelli began his tenure as a Bookkeeper with the Princeton Housing Authority (PHA) on April 23, 2007, working in the PHA office located at 50 Clay Street in Princeton; and

WHEREAS, in 2012 the PHA Board of Commissioners entered into a shared services agreement with Lakewood Housing Authority (LHA) resulting in the PHA/LHA Executive Director being present in Princeton on a parttime basis; and

WHEREAS, Ron quickly took on additional duties in support of resident services, operational integrity, and interacting with the Board of Commissioners and the community at large; and

WHEREAS, as Bookkeeper, Ron was instrumental as a valued member of the PHA management team in support of the relocation of the PHA offices from Clay Street in August 2014 to its current location at Redding Circle; and

WHEREAS, the shared services agreement with the LHA ended abruptly in July 2018, leaving Ron Caporelli along with TWO members of the Maintenance Staff, to handle business-related matters by himself until August 2018 when the PHA Board of Commissioners transitioned to an interim management agreement with the Housing Authority of the City of Elizabeth (HACE); and

WHEREAS, during this critical and extremely challenging time Ron was instrumental in bringing the HACE Staff, up to speed on PHA matters and helped them to understand current conditions and issues facing the PHA, and to keep the agency in compliance with HUD rules and regulations, while still performing responsibilities of bookkeeper and other essential duties involving office management, daily interactions and problem solving with residents, suppliers, and other entities having business with the PHA; and

WHEREAS, Ron was central and critical again in March 2020 when the PHA Board of Commissioners made the decision to on board Community Investment Strategies (CIS) to manage PHA Operations with future growth, rehabilitation, and posterity; and provide development strategies to position the PHA for the PHA management office addressing resident services throughout the five sites operated by the PHA; and

WHEREAS, working with CIS, from March 2020 until March 2022, Ron continued to be a constant in the PHA management office addressing resident services throughout the five sites operated by the PHA; and

WHEREAS, Ron Caporelli was at the PHA in March 2022, along with the Board of Commissioners to welcome Mr. John Clarke as its new Interim Executive Director, and has supported the transition to a new and exciting time under an accomplished leader, professional Public Housing Director, Rutgers Board of Commissioners is transforming the operational integrity and trajectory of the PHA; and

WHEREAS, during the entire time, Ron Caporelli, in addition to performing his duties as Bookkeeper, has served as the PHA receptionist, office manager, assistant to the board, work order coordinator, and virtual face of the agency; and

WHEREAS, he has been responsible for accounts payable, accounts receivable, payroll, banking, and administrative assistance. In short, Ron Caporelli has been the constant that enabled the organization to manage these transitions during a most difficult, and challenging time; and

Guest
Speaker:
Capital
Health LIFE

Meet Karolina Zawadzka!

Some of what the Capital Health **LIFE** program includes free of charge for most Medicaid recipients:

- Primary medical and nursing care
- Social support services
- Prescription medications
- Transportation
- Rehabilitation therapy
- Meals and dietician consults
- Recreational therapy

Questions?

The background features several sets of concentric, curved lines in shades of gray, some solid and some dashed, creating a sense of motion and depth. A large orange speech bubble is positioned on the left side of the page.

Website Has
Been
Updated

New site launched! princetonhousing.org

The background features several concentric circles of varying radii, some solid and some dashed, creating a ripple effect. In the center, there is a large orange speech bubble with a white outline and a small tail pointing downwards. The text is centered within this bubble.

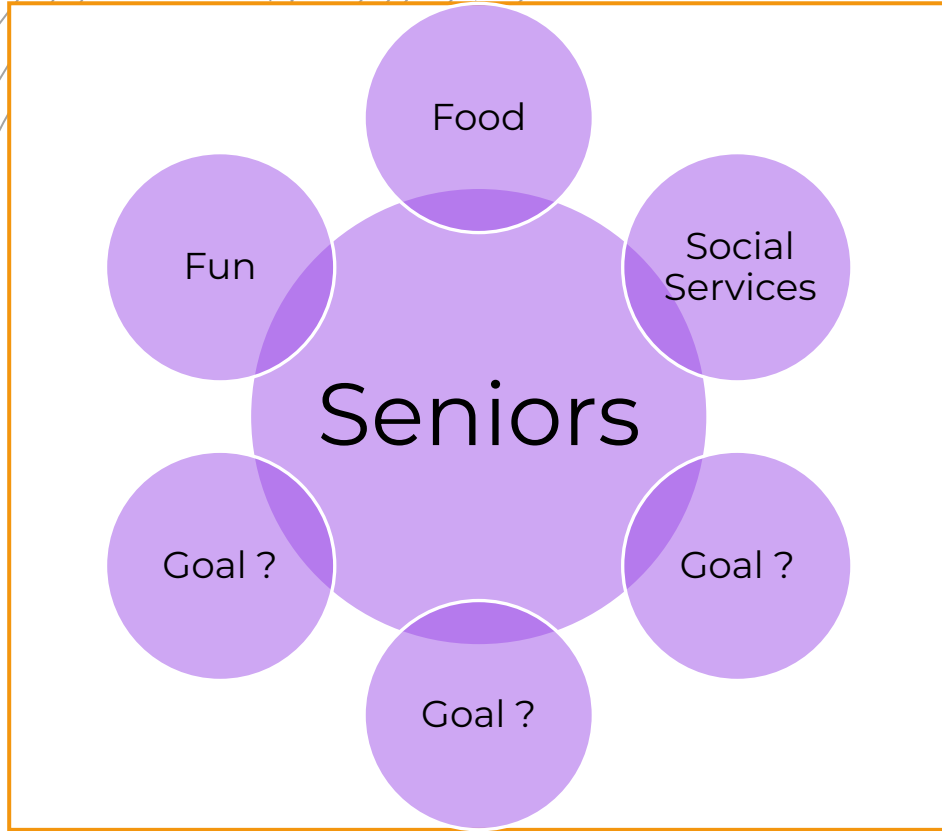
Why a Tenants' Council Is Needed

From Goals to Roles

The background features several concentric circles in light gray, some solid and some dashed, creating a ripple effect. In the center, there is a large orange speech bubble with a white outline and a small tail pointing downwards. The text is contained within this bubble.

What Are Your Goals?

Ideas to make a BIG difference
(People with Disabilities, Families, & Seniors)



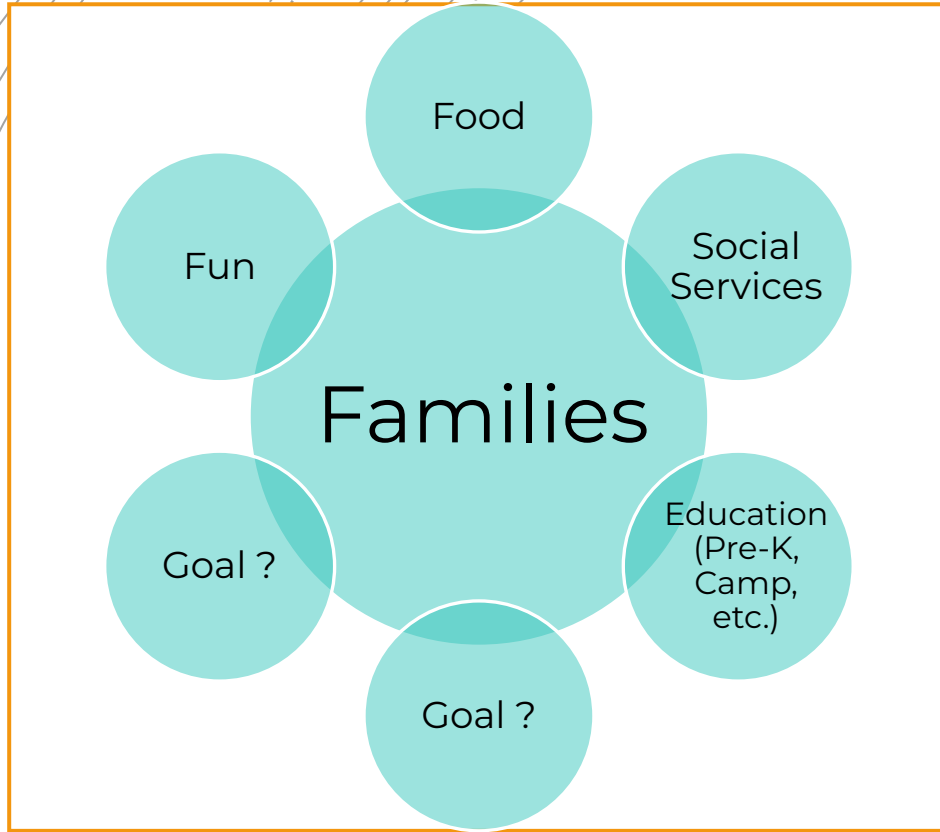
Other Examples:

- Email setup and help
- Computer access/training
- Garden Club
- Crafting Club
- Book Club
- Bingo
- Health & Fitness



Other Examples:

- Computer access/training
- Email setup and help
- Book Club
- Games or Bingo
- Health & Fitness
- Job readiness (Resume, interview practice, etc.)



Examples:

- Summer jobs for teens
- Before & After care
- College planning/applications
- Vo Tech opportunities
- SAT preparation
- Book Club
- Job Readiness (resume, mock interview, etc.)

Goals:
Common
& Unique



The background features several concentric circles of varying radii, some solid and some dashed, in a light gray color. In the center, there is a large orange speech bubble with a white outline and a small tail pointing downwards. The text is contained within this bubble.

How Do We Begin to Address Goals?

We Get a Tenants' Council Organized!

Bylaws Review

1. **Name** - Resident Council of the PHA

2. **Purpose**

- Represent tenants to PHA
- Provide feedback regarding issues of importance
- Create activities that foster a positive environment
- Rights & Responsibilities education
- MOU with PHA
- Advocate for residents
- Create committees

3. **Membership**

- Nominate members for RC Board
 - President (or co-president) = Tenant Commissioner
- Vote to elect
- Participate in meetings
- Vote on matters
- Serve on committees

Bylaws Review

4. Meetings

- At least quarterly (we've been doing at least 8)
- Emergency meetings as needed
- At PHA or via Zoom
- Agenda, president is chair
- Voting and Quorum

5. Board of Directors

- Minimum of 5
- Two-year term
- Meet separately (or not!)

6. Elections of BoD

- Even year elections (2024, 2026, etc.)
- Resident of PHA, in compliance with Lease, not previously removed through recall
- Secret written ballot

Bylaws Review

- 7. Officers (Board of Directors “BoD”)**
 - President, Vice-President, Treasurer, Secretary
 - Job description enumerated in Bylaws
- 8. Committees** - can be created as needed
- 9. Fiscal** - July 1 to June 30
- 10. Bylaws** - adopted, amended, translated, etc.

Any questions or additions?

The background features several concentric, curved lines in shades of gray, some solid and some dashed, creating a sense of motion or a circular path. The lines are most prominent on the left and right sides of the page.

Bylaws Vote

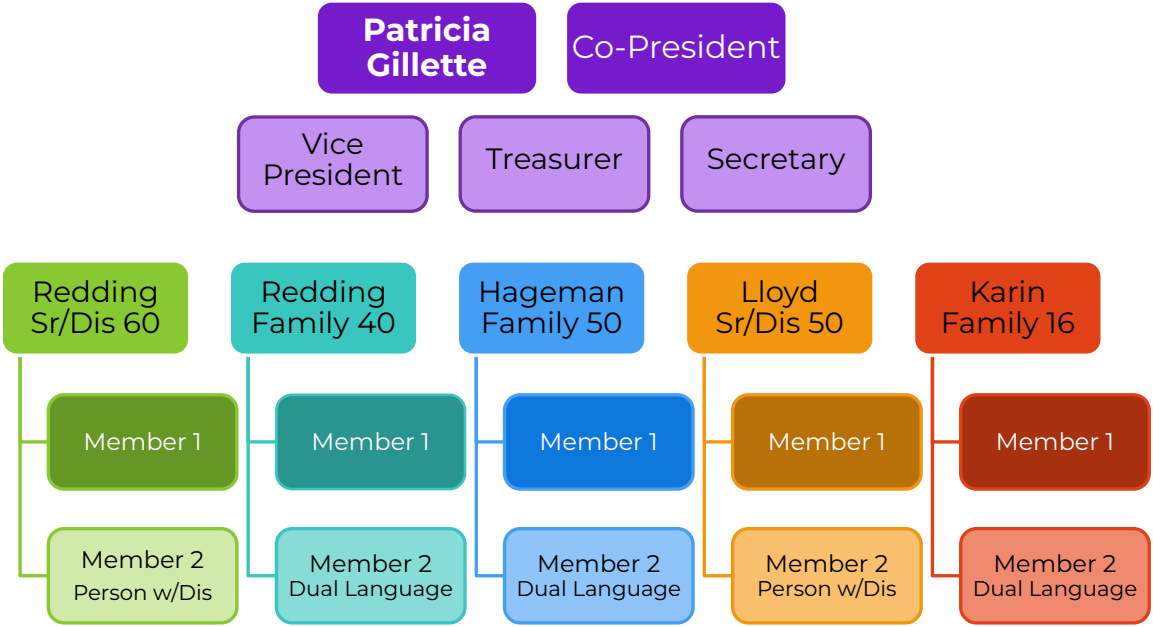
Motion:
Second:

Ayes

Nays

Abstains

Tenants' Council *Proposed* Organization Chart



Languages: Spanish, Russian, Korean, Mandarin, Haitian Creole or other
 Purple are *Initial Board of Directors*

Specific Skills Needed for Each Role

President (or Co-Presidents)

1. **Interpersonal skills** - consensus builder, good listener
2. **Communication skills** - provide Board and PHA Staff with updates, resident programming requests, etc.
3. **Organizational skills** - identify projects and needs, work with treasurer to create budget, work with BoC to coordinate, etc.
4. **Technical skills** - email, Google Docs

Vice President (or Co-VPs)

1. **Interpersonal skills** - Ability to work well with others
2. **Organizational skills** - works independently to complete projects
3. **Technical skills** - email, Google Docs

Treasurer (or Co-Treasurer)

1. **Financial skills** - ability to budget, track expenses and income
2. **Technical skills** - email, Google Sheets or Excel
3. **Communication skills** - work with PHA staff to manage Resident Council budget

Secretary (or Co-Secretary)

1. **Communication skills** - send monthly correspondence, type up minutes, etc.
2. **Organizational skills** - regular attendance to capture minutes or coordinate proxy
3. **Technical skills** - email, Google Docs

Board of Directors Size

1. **President (or Co-Presidents)**
2. **Vice President (or Co-VPs)**
3. **Treasurer (or Co-Treasurer)**
4. **Secretary (or Co-Secretary)**
5. **Alternate**

Considerations:

- **Bylaws** - at least 5, odd number recommended
- **Larger** - more people to help with the work
- **Smaller** - fewer people makes it quicker sometimes (schedule meetings, come to decision, etc.)
- **2024** - make one choice, for 2026 Election choose differently based on lessons learned

Nominations for Initial Board

President (or Co-Presidents)

Patricia Gillette - *Tenant Commissioner*

1. How many?
2. Who:

Vice President (or Co-VPs)

1. How many?
2. Who:
3. Who:

Treasurer (or Co-Treasurer)

1. How many?
2. Who:
3. Who:

Secretary (or Co-Secretary)

1. How many?
2. Who:
3. Who:

Vote on Officers

Next Month's Meeting

Tally Options:

1. Count at meeting (everyone waits around)
OR
2. Email results

Secret Ballot

President (or Co-VPs)

1. Patricia Gillette - *Tenant Commissioner, BoC*
2. Name

Vice President (or Co-VPs)

1. Name
2. Name

Treasurer (or Co-Treasurer)

1. Name
2. Name

Secretary (or Co-Secretary)

1. Name
2. Name

After the
Vote, Let's
Get
Planning!

Ideas for Activities/Programs

- **Socials**
 - Coffee talk, movie or game night, sports
 - Frequency - quarterly, monthly?
- **Annual Project**
 - 2023 - beautification
 - 2024 - compost bins, raised-bed gardens?
- **Annual Event: Summer BBQ**
- **Other Needed Resources**
 - Pantry
 - Coordinate with providers, stock weekly
 - Need Something Closet
 - Coats, gloves, boots, etc.

The background features several concentric, overlapping curved lines in shades of light gray and white, some solid and some dashed, creating a sense of motion and depth. In the center, there is a large orange speech bubble with a white outline and a white tail pointing downwards. The text is contained within this bubble.

Updates from the Chairwoman

December 2023, January and February 2024
Board of Commissioners' Meeting

Social Service Programming

Universal Full Day Pre-Kindergarten

- YWCA and Princeton Public Schools
- 3 Classrooms (45 total students)
- Begins September 2024

YWCA Strive Computer Class

- Tuesdays at 1:00 PM
- Spruce Community Room

Tenant Events

- Resident Council host & organize

Construction Projects - Updates

Redding Circle: Family & Senior

- New Learning Center
 - New kitchen & child bathroom
 - Fenced play area
- Office conversion to Community Center
 - For all PHA tenants
- Laundry Room
 - Fix underground pipe

Spruce Circle: Senior & Staff

- Office repaired/renovated and staff relocated
 - Parking spots for staff vehicles (2-4)

Hageman Homes: Family

- Henry F. Pannell Learning Center
 - New kitchen & child bathroom
 - Fenced play area

Maintenance Reorganization

Reggie Wright
Portfolio Manager

Derek Cottrell
Sr. Maintenance
Coordinator

Glenn Ferguson
Sr. Maintenance
Coordinator

Alex Henriques
Maintenance
Coordinator

Tyler Leigh
Maintenance
Coordinator

Isaac Roberts
Maintenance
Coordinator

Parking Policy

- STILL waiting for Town to schedule a meeting



Tenant Moves

Over/Under/Aged Out

- Will begin in the next several months

Waiting List

- Hoping to open before 2025

The background features several concentric circles of varying radii, some solid and some dashed, in a light gray color. In the center, there is a large orange speech bubble shape with a pointed bottom. The text is centered within this bubble.

Office Updates

Erika and Reggie