

Princeton Housing Authority
Tenants' Council Meeting

April 22, 2024

Meeting Agenda

Join Us for a Lunch & Learn*

Monday, April 22nd from 1:00 - 2:30 PM
Main Office – 179 Spruce Circle



Luncheon Agenda

- Learn more about “Healthy Living” program from **Capital Health’s Colleen Klock**
- Fire Extinguisher Demo and Safety Tips from **Princeton Fire Inspector, Peggy Brookes**
- PHA Board Updates
- News from the Office

Join by Zoom, if you can’t make it in person:

Login Link: <https://tinyurl.com/tenantcouncilpha>

Meeting ID: 847 1841 5150

Passcode: TCPHA

** Lunch is free – courtesy of Capital Health*



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.

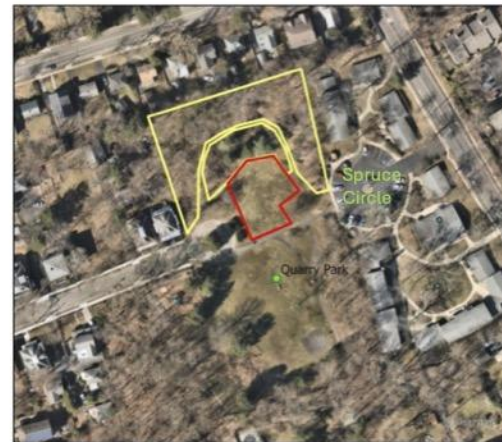
Updates from the Chairwoman

**from the April 2024
Meeting of the
Board of Commissioners**

Proposed MicroForest

QUARRY PARK MICROFOREST

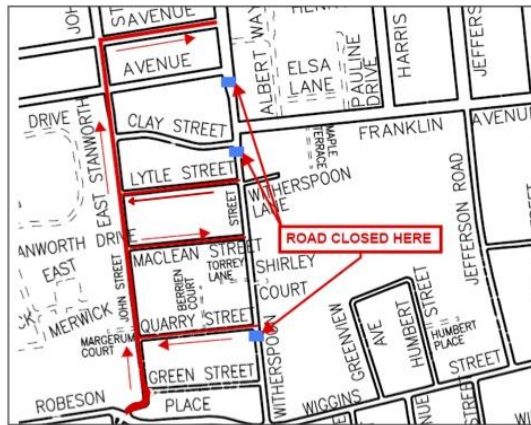
- **Remove invasive plants**
 - Small yellow polygon next to red area (area approx. 7,000 ft)
 - Larger yellow polygon north of small yellow polygon (area approx. 25,000 ft)
- **Remove grass layer in the red polygon (microforest area)**
- **Install deer fence to protect the proposed microforest**
- **Plant the microforest with trees and shrubs**
- **Water and remove invasives for 2-3 years as needed for the microforest to flourish**
- **Fence can be removed once the forest is established**



Witherspoon Street Closure

¡ESTAMOS ABIERTOS DURANTE LA CONSTRUCCIÓN!

La calle Witherspoon estará cerrada del 8 al 26 de abril, pero estaremos abiertos mientras se realizan las mejoras finales. Siga el desvío para llegar a nosotros:



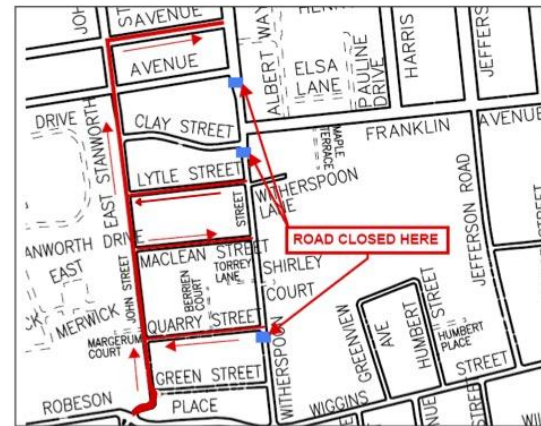
Tomar la calle John entre Quarry Street y Clay Street para regresar a Witherspoon Street. Luego, girar hacia Quarry Street o Lytle Street para conectar nuevamente con John Street. Continuar por el desvío hacia Birch Avenue para regresar a Witherspoon Street.



Nos disculpamos por las molestias mientras Princeton termina las mejoras para hacer este tramo de la calle Witherspoon más seguro para peatones, ciclistas y nuestros clientes.

WE'RE OPEN DURING CONSTRUCTION!

Witherspoon Street will be closed from April 8 to April 26, but we will be open while the final improvements are being constructed. Follow the detour to reach us:



Take John Street from Paul Robeson Place to Maclean Street. Witherspoon Street will be drivable between Quarry Street and Clay Street.

To get back to Witherspoon Street, take either Quarry Street or Lytle Street back to John Street. Follow the detour to Birch Avenue to return to Witherspoon Street.



We apologize for the inconvenience as Princeton finishes the improvements to Witherspoon Street.

Board Updates

- **Reviewing Memo of Understanding for PSRC/CMAP**
 - What's your experience been?
- **Still Waiting for Princeton Meeting**
 - Initial parking ticket meeting in May, 2023
 - Formal request for renegotiation in June, 2023
 - Parking Policy (location of overflow spots)
 - Snow plow, sewer fees, road/sidewalk repairs, etc.
- **Construction projects underway**
 - Requested timelines
 - Delays due to fire, downed utility pole, rain
 - Pannell Learning Center, Redding Learning Center/Laundry, Ron Caporelli Community Room, Spruce Office

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Guest Speaker and
Demonstration
**Princeton Fire Inspector
Peggy Brookes**

Videos & Flyers for Proper Use of Fire Extinguishers

Steps to using a fire extinguisher:



NOTIFY Activate the building alarm system and dial 911 to notify the fire department, or have someone else make the call if you can't.



EVACUATE Help people in immediate danger or incapable of exiting the building on their own without risking your own safety.



EXTINGUISH Extinguish the fire yourself after calling 911 and evacuating others from the building.

When it's time to use a fire extinguisher, just remember

P.A.S.S.



PULL the pin.



AIM the nozzle or hose at the base of the fire from the recommended safe distance.



SQUEEZE the operating lever to discharge the fire extinguishing agent.



SWEEP the nozzle or hose from side to side until the fire is out, starting at the recommended distance. Move forward or around the fire area as the fire diminishes. Watch the area in case of re-ignition.

FOR MORE INFORMATION VISIT FEMALIFESAFETY.ORG

FIRE EQUIPMENT
MANUFACTURERS'
ASSOCIATION

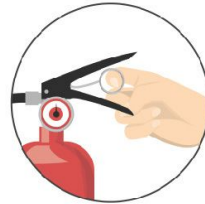
How to Use Video:

[English](#)

Videos & Flyers - Spanish

How to Use Video: [Spanish](#)

Cómo Utilizar un Extintor de Incendios.



Retira el pasador de seguridad o anillo extintor.



Apunte a la base del fuego.



Apriete la palanca.



Dirija el chorro de lado a lado.

Source: National Fire Protection Association (NFPA)

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 white triangle pointing downwards at its base. The text is centered within this bubble.

News from the Office

Erika & Reggie's Corner

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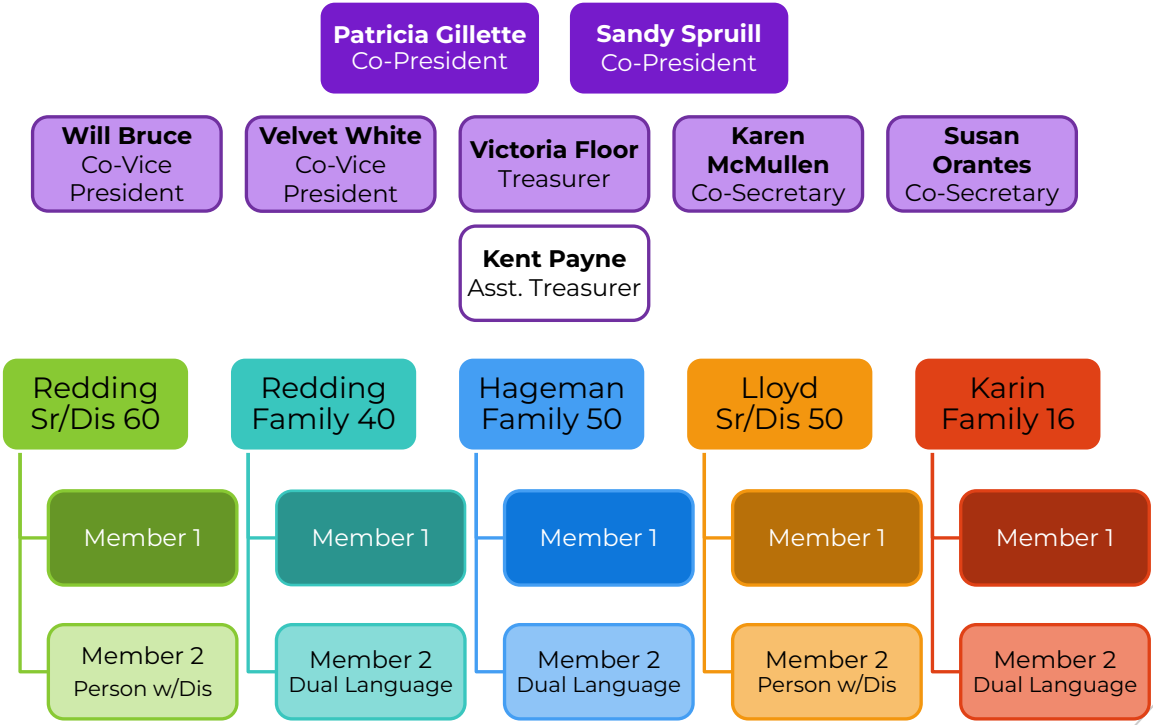
In the News...

- **Annual Recertification Packets have gone out!**
- **NSPIRE Pre-Inspections are underway**
- **Reggie relocating to Redding Maintenance HQ Office**

The graphic features a central orange speech bubble with a tail pointing downwards. The text "Resident Council Election" is centered within the bubble in white. The background is white with several concentric, overlapping circles in light gray, some solid and some dashed, creating a ripple effect.

Resident Council Election

Resident 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, 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, Docs

Treasurer (or Co-Treasurer)

1. **Financial skills** - ability to budget, track expenses and income
2. **Technical skills** - email, 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, Docs

Board of Directors Size

1. **President - Two Co-Presidents**
2. **Vice President - Two Co-VPs**
3. **Treasurer - with an Assistant who does not vote on the BoD**
4. **Secretary - Two Co-Secretaries**
5. **7 Total members of the Board of Directors**

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 of at least 5?

President (or Co-Presidents)

Patricia Gillette - *Tenant Commissioner*

1. How many? 2
2. Who: Patricia
3. Sandra Spruill

Vice President (or Co-VPs)

1. How many? 2
2. Who: Velvet White
3. Who: Willie Bruce

Treasurer (or Co-Treasurer)

1. How many? 1 with non-voting assistant
2. Who: Victoria Floor
 - a. Assistant: Kent Payne

Secretary (or Co-Secretary)

1. How many? 2
2. Who: Karen McMullen
3. Who: Sue Orantes

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

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 changes, questions, additions?

Bylaws Vote

Motion: Victoria Floor made a motion to approve

Second: Kent Payne seconded the motion

Ayes: all present

Nays: none

Abstains: none



Vote on
Officers of
Board of
Directors

Co-Presidents

1. Patricia Gillette - *Tenant Commissioner, BoC*
2. Sandra Spruill

Co-Vice Presidents

1. Will Bruce
2. Velvet White

Treasurer

1. Victoria Floor

Co-Secretaries

1. Karen McMullen
2. Susan Orantes



Slate of
Nominees
for Board of
Directors

Motion: Victoria Floor made a motion to approve

Second: Patricia Gillette seconded the motion

Ayes: all present

Nays: none

Abstains: none



Motion to
Adjourn

Motion: Patricia Gillette made a motion to approve

Second: Will Bruce seconded the motion

Ayes: all present

Nays: none

Abstains: none

Next Meeting: Monday, May 20th

1:00 - 2:30 PM

179 Spruce Circle