

Princeton Housing Authority
Minutes of the Regular Meeting – July 31, 2024 at 6:15 PM via Zoom

I. Notice of Meeting: read by Chairwoman Spitz

II. Roll Call

- a. **Present:** Interim Executive Director-John Clarke; Commissioners: Samuel Becker (Late Arrival); Patricia Gillette; Jeffrey Oakman; Roger Piné; Linda Sipprelle; Chairwoman Felicia Spitz; Denny Velazquez; Board Attorney-Robert F. Casey; Council Liaison Leighton Newlin
- b. **Excused:** None
- c. **Members of the public:** Karen McMullen, 25 Clay Street

III. Public Comment:

- a. Karen stated that she believes is a conflict of interest that Felicia is a volunteer and Chair of the Board and that she will be speaking with Leighton about this concern
- b. Felicia said that all members of the board are volunteers, all confidential information is removed from the board packets prior to distribution

IV. Reading of Minutes

- a. No questions or corrections from June 19, 2024

V. Interim Executive Director's Report

- a. John Clarke provided updates on the Preschool projects. There will be 7 to 8 days before PSE&G will complete work on Pannell. Soil testing at Pannell Plan A playground may not be resolved until September. The Plan B playground space has been cleared and accepted by the state.
- b. Questions on aging report. Felicia: Was balance of evicted tenants written-off since \$120k write-off was authorized in May as it does not appear on aging report? John: Yes, they were. The current report does not reflect balance of tenants currently in litigation however. He will provide a reconciliation of all tenants from May through July
- c. Linda asked if tenants are still receiving services from Princeton Senior resource center? Felicia stated that services ended in June and we are in the process of obtaining a new resource for our tenants.

VI. Committee Reports

- a. Chairperson's report. Residents have adopted a budget. Social services RFP is anticipated. Waiting list software – we will look into the PHA web module utility and expense. QPA process (procurement

management) can be managed with current staff and processes.
General disappointment with delays in learning center project progress.

Closed Session – Jeffrey moved that Board members entered into closed session with 2nd by Linda. Denny Motion Linda Second to return to open session at 7:30 PM

VII. Resolutions

a. Resolution #2024-25. Resolution Accepting the Karin Court Associates, LP Audit for FYE 12/31/23. Motion made by Spitz, seconded by Velazquez and approved unanimously by the Commissioners voting.

b. Resolution #2024-26. Resolution Authorizing and Approving the Budget for FYE 6/30/25 for the Princeton Housing Authority. Motion made by Velazquez, seconded by Gillette and approved unanimously by the Commissioners voting.

c. Resolution #2024-27. Resolution Approving the Budget of the Resident Council of Princeton Housing Authority. Motion made by Gillette, seconded by Spitz and approved unanimously by the Commissioners voting.

d. Resolution #2024-28. Resolution Approving and Adopting the Emergency Action and Fire Plan Policy for use by the Princeton Housing Authority. Motion made by Becker, seconded by Gillette and approved unanimously by the Commissioners voting.

e. Resolution #2024-29. Resolution Approving and Adopting the Financial Control Policy for use by the Princeton Housing Authority. Motion made by Spitz, seconded by Gillette and approved unanimously by the Commissioners voting.

e. Resolution #2024-30. Resolution for charge card users and per purchase limits (per Financial Control Policy). Motion made by Velazquez, seconded by Piné, and approved unanimously by the Commissioners voting.

f. Resolution #2024-31. Resolution for ACH-authorized individuals (per Financial Control Policy). Motion made by Sippelle, seconded by Gillette, and approved unanimously by the Commissioners voting.

g. Resolution #2024-32. Resolution Approving and Adopting the Hiring Policy for use by the Princeton Housing Authority. Motion made by Oakman, seconded by Velazquez, and approved unanimously by the Commissioners voting.

h. Resolution #2024-33. Resolution Approving and Adopting the Internal Controls Policy for use by the Princeton Housing Authority. Motion made by Velazquez, seconded by Spitz, and approved unanimously by the Commissioners voting.

i. Resolution #2024-34. Resolution Approving and Adopting the Violence Against Women Act (VAWA) Lease Addendum for use by the Princeton Housing Authority. Motion made by Sippelle, seconded by Oakman, and approved unanimously by the Commissioners voting.

j. Resolution #2024-35. Resolution Approving and Adopting the Procurement Policy for use by the Princeton Housing Authority. Motion made by Velazquez, seconded by Sippelle, and approved unanimously by the Commissioners voting.

k. Resolution #2024-36. Resolution Approving and Adopting the Records Retention and Disposition Policy for use by the Princeton Housing Authority. Motion made by Spitz, seconded by Velazquez, and approved unanimously by the Commissioners voting.

l. Resolution #2024-37. Resolution Approving and Adopting the Smoke-Free Policy for use by the Princeton Housing Authority. Motion made by Sippelle, seconded by Gillette, and approved unanimously by the Commissioners voting.

m. Resolution #2024-38. Resolution Approving and Adopting the Travel and Training Policy for use by the Princeton Housing Authority. Motion made by Spitz, seconded by Gillette, and approved unanimously by the Commissioners voting.

n. Resolution #2024-39. Resolution Approving and Authorizing PHA Staff Travel Expenses for 3Q and 4Q 2024. Motion made by Becker, seconded by Sippelle, and approved unanimously by the Commissioners voting.

VIII. Consent Agenda

a. Resolution #2024-24. Resolution Authorizing and Approving Payment of Bills for the Month of JUNE. Motion made by Oakman, seconded by Velazquez and approved unanimously by the Commissioners voting.

IX. Unfinished Business

a. None.

X. New Business

a. None.

XI. Adjournment

a. Motion to adjourn made by Gillete, seconded by Velazquez and approved unanimously by the Commissioners in attendance. Meeting adjourned at 8:00 p.m.