

**Princeton Housing Authority
Minutes of the Regular Meeting – May 15, 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; Patricia Gillette; Jeffrey Oakman; Linda Sippelle; Chairwoman Felicia Spitz; Denny Velazquez; Board Attorney-Robert F. Casey; Council Liaison Leighton Newlin; Portfolio Manager Reginald Wright Jr.
 - b. **Excused:** Roger Piné.
 - c. **Members of the public:** None.
- III. Public Comment –** None.
- IV. Reading of Minutes**
 - a. No questions or corrections from April 17, 2024 Minutes.
- V. Interim Executive Director's Report**

John Clarke reported: HUD inspections new date in June; work order process; housekeeping notices sent out to residents; annual recertification packages are also out to residents; temporary Redding Community Room and card reader system update; all contracts signed for renovation projects; staff training updates and boiler license. John then introduced Peggy Brookes as Deputy Director; Peggy spoke and Chair Spitz reports on Peggy's qualifications and experience. Leighton supports candidacy of Peggy.
- VI. Committee Reports**
 - a. Finance and Legal. No report.
 - b. Personnel and Operations. Chair reports on waitlist servicing options to add to the website and the marketing of PHA for our waitlist. The need is there to assess the current waitlist and purge the list (clean it up). John Clarke explains the waitlist process and procedure.
 - c. Special Projects: CDBG- Chair reports CDBG projects not yet completed but pushing hard to get them done because the State needs to inspect still.
 - d. Marketing and Community Relations. Chair reports on recommendations in report to broaden the services we offer our residents; Chair and Commissioner Velasquez meeting to discuss feasibility of programming versus the budget; Chair met with Capital Healthy Living re: training and programs for balancing issues with independent living for our residents; trying to offer fitness class through them via Zoom or in-person.
 - e. Redevelopment. Chair reports that she met a local redevelopment site in Princeton to see how they have succeeded; John and Committee meeting with Rick to discuss redevelopment and keeping eyes open to find any local real estate opportunities.

VII. Resolutions

- a. Resolution #2024-16. Resolution approving write-offs for FYE 6/30/23 totaling \$48,815.88 and write-offs for FYE 6/30/24 totaling \$72,437.00 as uncollectible by staff and personnel of PHA. Motion made by Becker, seconded by Oakman and approved unanimously by the Commissioners voting. Commissioner Pine was not present and did not vote.
- b. Resolution #2024-17. Resolution authorizing and approving the hiring of Peggy Brookes as Deputy Director for PHA. Motion made by Spitz, seconded by Sipprelle and approved unanimously by the Commissioners voting. Commissioner Pine was not present and did not vote.

VIII. Consent Agenda

- a. Resolution #2024-15. Resolution ratifying, approving, and authorizing the Consent Agenda to include payment of bills for the month of April 2024 and the April 17, 2024, minutes. Motion made by Sipprelle, seconded by Oakman and approved unanimously by the Commissioners voting. Commissioner Pine was not present and did not vote.

IX. Unfinished Business

- a. None.

X. New Business

- a. None.

XI. Adjournment

- a. Motion to adjourn made by Sipprelle, seconded by Spitz and approved unanimously the Commissioners in attendance. Meeting adjourned at 7:07 p.m.