

**Princeton Housing Authority**  
**Minutes of the Regular Meeting – February 21, 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; Roger Piné; Chairwoman Felicia Spitz; Denny Velazquez; Board Attorney-Robert F. Casey; Council Liaison Leighton Newlin
- b. **Excused:** Linda Sipprelle
- c. **Members of public:** Earlene Baumunk, Maria Cruz and Maria Juega who were welcomed by Chair.

**III. Public Comment** – None.

**IV. Reading of Minutes**

- a. No questions or corrections from January 17, 2024 Minutes.

**V. Interim Executive Director's Report**

John Clarke reported: building personnel team within PHA to better serve the residents; staff training and certification updates; "Inspire" program training underway and begins with the person answering the phone!; new vehicles in use; and, policies and procedures updated across the board.

**VI. Committee Reports**

- a. Finance and Legal. Chair reports on Conflict of Interest Policy final reading; Interim ED and General Legal Counsel RFPs; functionality and use of website (walkthrough of the new website).
- b. Personnel and Operations. Chair reports on completion of training employees on new policies and slide deck available for employees to understand all they have access to.
- c. Special Projects: Chair reports on construction update and that the leaky pipe was trenched and finally repaired in the laundry room.
- d. Marketing and Community Relations. Discussed in closed session.

**VII. Resolutions**

- a. Resolution #2024-05. Resolution approving and adopting Conflict of Interest Policy for use by PHA. Motion made by Becker, seconded by Oakman and approved unanimously by the Commissioners in attendance.
- b. Resolution #2024-06. Resolution awarding and approving contract for general legal services to the Lenox Law Firm. Motion made by Velasquez, seconded by Gillette and approved unanimously by the Commissioners in attendance.
- c. Resolution #2024-07. Resolution awarding and approving contract for Interim Executive Director services was tabled; however, a motion from the floor was made by

Chair Spitz to extend the services of Interim Executive Director John Clarke (Sunbelt Industries, Inc.) for thirty (30) days. This motion was seconded by Velasquez and approved unanimously by the Commissioners in attendance.

**VIII. Consent Agenda**

- a. Resolution #2024-08. Resolution ratifying, approving, and authorizing the Consent Agenda to include payment of bills and January 2024 minutes. Motion made by Chair Spitz, seconded by Oakman and approved unanimously by the Commissioners in attendance.

**IX. Unfinished Business**

- a. None.

**X. New Business**

- a. None.

**XI. Adjournment**

- a. Motion to adjourn made by Gillette, seconded by Oakman and approved unanimously the Commissioners in attendance.