



PRINCETON HOUSING AUTHORITY

1 REDDING CIRCLE
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Minutes of the Princeton Housing Authority January 17, 2024

- I. **Notice of Meeting:** Read by Robert F. Casey, Esq.
- II. **Roll Call**
 - a. **Commissioners Present:** Felicia Spitz, Denny Velazquez, Linda Sipprelle, Patricia Gillette, Roger Pine and Jeffrey Oakman.
 - b. **Commissioners not in attendance:** Sam Becker.
 - c. **Others in Attendance:** PHA Attorney Robert F. Casey, Interim Executive Director John Clarke and Council Liaison Leighton Newlin.
- III. **Annual Reorganization** by Robert F. Casey, Esq. - Elections for Chair, Vice Chair and Second Vice Chair.
 - a. Chairperson: Felicia Spitz was nominated by Denny Velazquez. The nomination was seconded by Patricia Gillette. All Commissioners voted in favor of Felicia Spitz as Chairperson for 2024.
 - b. Vice Chairperson: Denny Velazquez was nominated by Felicia Spitz. The nomination was seconded by Jeffrey Oakman. All Commissioners voted in favor of Denny Velazquez as Vice Chairperson for 2024.
 - c. Second Vice Chairperson: Sam Becker was nominated by Felicia Spitz. The nomination was seconded by Denny Velazquez. All Commissioners voted in favor of Sam Becker as Second Vice Chairperson for 2024.
- IV. **Public Comment**
 - a. Earlene Baumunk was in attendance and thanked the PHA Commissioners for their hard work in 2023 and continued success in 2024.
- V. **Interim Executive Director's Report**
 - a. John Clarke reported: first snow removal was a success and a few old radiator lines were creating an issue that was being addressed. New faces / hires on PHA operations side. RFP for legal counsel going out. Also reported on Spruce Circle and Pannell upgrades in painting and new signage.
- VI. **Committee Reports:** Chairwoman Spitz thanked John for his support and hard work. Also acknowledged Glen and the work done to the new van to allow for quicker response time on fixes needed around the properties. Also that Glen was leaving but thanked Glen for his work. 2024 Committees will be more active this year.
 - a. Financial and Legal – Chairwoman Spitz reported on the Personnel Policy final reading and the first reading of the Conflict of Interest Policy.
 - b. Marketing and Communications – Senior event at Spruce and website.
 - c. Personnel and Operations- Chairwoman Spitz reported on job descriptions and performance evaluations and the new link to the Personnel Policy. Demolition on the Redding Community Center has happened.
 - d. Special Projects – Chairwoman Spitz reported that she met with the YWCA and on updated programming and partnership with the YWCA. She has requested a Cooperation Agreement review meeting with Princeton and thanked Leighton for putting this important topic on the radar for us and Princeton. CDBG construction at Pannell and Redding Circle is underway.
 - e. Redevelopment – Met with Rick our redevelopment partner. Identified two new programs (Urban Preservation program and Workforce Housing Program) that may assist PHA. Commissioner Oakman

reported on these two programs and how they may be able to help us in the future with an emphasis on the Workforce Housing Program likely being more appropriate for PHA.

VII. Closed Session – No closed session.

VIII. Resolutions

a. Proposed resolutions:

- i. Resolution #2024-1. Resolution approving increase not to exceed 20% of current contract with Sunbelt Management. Motion made by Chairwoman Spitz, seconded by Commissioner Velazquez, and then approved unanimously by the Commissioners in attendance.
- ii. Resolution #2024-2. Resolution approving hiring of Erika Peterson as the Office Manager for PHA. Motion made by Commissioner Oakman, seconded by Commissioner Gillette and approved unanimously by the Commissioners in attendance.
- iii. Resolution #2024-3. Resolution approving and adopting Personnel Policy and Procedures Manual for PHA. Motion made by Chairwoman Spitz, seconded by Commissioner Velazquez and approved unanimously by the Commissioners in attendance.
- iv. Resolution #2024-4. Resolution ratifying, approving, and authorizing the Consent Agenda to include payment of bills and December 2023 minutes.

IX. Unfinished Business: None.

X. New Business: None.

XI. Adjournment: Motion to adjourn by Commissioner Sippelle, seconded by Commissioner Oakman and unanimously approved by Commissioners. Meeting adjourned at 7:13pm.