

Princeton Housing Authority
Minutes of the Regular Meeting – Oct 16, 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; Linda Sippelle; Chairwoman Felicia Spitz; Denny Velazquez; Council Liaison Leighton Newlin
- b. **Excused:** PHA Board Attorney Casey
- c. **Members of the public:** Earlene Baumonk

III. Public Comment:

- a. None

IV. Reading of Minutes

- a. No questions or corrections from Sep 18, 2024

V. Interim Executive Director's Report

- a. John Clarke provided updates on the Preschool projects. RAO's are submitted. Radon remediation underway at Pannell. Soil remediation at Pannell is underway, and we should have a proposal in the next couple of weeks.
- b. HUD will do MOR review. On-site one to two-day intensive review on 11/22. They will issue a corrective action report after the review.
- c. NSPIRE inspection schedule is ready. All PHA personnel are now certified.
- d. Spruce street parking lot sketches were completed and PHA is seeking funding sources in either county or CDBG.
- e. Will be converting a tub to a walk-in shower as a test for time and expense.
- f. Leighton question: Can any MOR recommendations impact our subsidy? And if we need an upgrade for the boiler, for example, will that enable us to get federal funds? John responded that MOR is strictly a compliance inspection. We no longer qualify for federal funds because of our conversion to PBRA with RAD. Leighton says he is committed in his next 3-year term to supporting public housing and the PHA.

- g. Felicia stated that all first floor senior units should be prioritized for conversion to walk-in shower units before moving to upper floors.
- h. Felicia learned from her NAHRO convention attendance that there is a properties solutions panel at HUD that can help authorities identify funding sources. We have reached out to HUD to get this review.

VI. Committee Reports

- a. Chairperson's report. We will not work on policies and job descriptions until we have the two classrooms ready. Technically, we do not have a contract signed for the pre-schools with the YWCA at this time, but we are working to execute it.
- b. Resolutions are not up on the website, so John was asked to have the office staff implement a procedure so the resolutions are signed and put on the website in a timely manner.
- c. Patricia described a holiday event on December 8th at the Ron Caporelli Center. The tenant board will run, including a cookie and craft event for each attending family
- d. Felicia stated that we will be in search of a full-time Executive Director. John has put together a draft for the position which will be posted soon as a national search.

VII. Resolutions

- a. Resolution #2024-46. Resolution Authorizing and Approving a Contract for Fee Accountant and HR Consulting Services for the Princeton Housing Authority with CM Accounting LLC not to exceed \$30,000. Motion made by Velazquez, seconded by Sippelle and approved unanimously by the Commissioners voting.
- b. Resolution #2024-47. Resolution Authorizing and Approving a Contract for Architectural and Engineering Service for the Princeton Housing Authority with Joseph F. McKernan Architects & Associates in an amount not to exceed \$80,000. Motion made by Spitz, seconded by Oakman and approved unanimously by the Commissioners voting.
- c. Resolution #2024-48. Resolution Approving Renewal of Membership in the New Jersey Public Housing Authority Joint Insurance Fund for the Princeton Housing Authority. Motion made by Sippelle, seconded by Gillete and approved unanimously by the Commissioners voting.

VIII. Consent Agenda

- a. Resolution #2024-45. Resolution Authorizing and Approving Payment of Bills for the Month of September. Motion made by Spitz, seconded by Gillette and approved by all Commissioners except for Sipprelle which abstained.

IX. Unfinished Business

- a. None.

X. New Business

- a. None.

XI. Adjournment

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