

**Princeton Housing Authority**  
**Minutes of the Regular Meeting – December 18, 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; Roger Piné; Denny Velazquez; Jeffrey Oakman; Chairwoman Felicia Spitz; Board Attorney-Robert F. Casey; Municipal Liaison Leighton Newlin
- b. **Excused:** Commissioner Patricia Gillette
- c. **Members of public:** Peggy Brookes, Deputy Director

**III. Public Comment – None.**

**IV. Reading of Minutes**

- a. No questions or corrections from November 2024 Minutes taken by Commissioner Velasquez.

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

John Clarke reported: Authority's equipment disposition list and advertisement for sale is being finished; Keith Van Liew passed away on December 9<sup>th</sup> and John recognized his service to PHA; John also recognized the hard work of Peggy Brookes and Erika Peterson; John recognized the work of the maintenance staff; there were no questions for John nor any on his written report.

**VI. Committee Reports**

a. Finance and Legal. Attorney Casey reported on some headway with Princeton on the cooperation agreement and their willingness to meet with us. The meeting has not been scheduled yet. Leighton relayed his advocacy and want for the cooperation agreement to be finalized. The Chair relayed her frustrations with the municipality.

b. Personnel and Operations. Chair reported that the ED search is underway, and we have been accepting applications (6 so far) for the position. A subcommittee of the Chair, Commissioners Velazquez and Pine, and Interim ED John Clarke has been formed to evaluate the candidates.

c. Special Projects: Chair reported on the Redding Sport Court. John is awaiting drafts from the architect to then prepare a budget, Suspect the job will go out for bid in February 2025 with a Summer 2025 anticipated completion timeframe.

d. Marketing and Community Relations. Chair reported on the Resident Council holiday event success and meetings a 1 Redding for 2025.

e. Redevelopment. No report.

f. Ad hoc: Chair reported on redevelopment updated and meeting on Monday with HUD re: OCAP increase from HUD after HUD noticed how low our subsidy is/was. Chair had

a successful and productive conversation with HUD on the topic. Also, the need to extend John's contract through February 2025 with Sunbelt.

**VII. Closed Session** – Closed session to discuss personnel / contract matters Motion made by Commissioner Sippelle and seconded by Commissioner Oakman to enter closed session; approved unanimously.

**VIII. Resolutions**

- a. Resolution #2024-53. Resolution Authorizing and Approving the a change order not to exceed 20% for the contract with Sunbelt Industries Inc. Motion made by Chair Spitz, seconded by Commissioner Pine and approved unanimously by the Commissioners in attendance.
- b. Resolution #2024-54 Resolution Authorizing and Approving the award of a contract for audit services for FYE 6/30/24 to Polcari & Co. for PHA in an amount not to exceed \$12,500.00. Motion made by Commissioner Becker, seconded by Commissioner Sippelle and approved unanimously by the Commissioners in attendance.

**IX. Consent Agenda**

- a. Resolution #2024-52. Resolution Approving and Authorizing payment of bills for the months of December 2024 and November 2024 Minutes. Motion made by Commissioner Sippelle, seconded by Oakman and approved unanimously by the Commissioners in attendance.

**X. Unfinished Business.** None

**XI. New Business.** None

**XII. Adjournment**

Motion to adjourn made by Commissioner Becker, seconded by Commissioner Oakman and approved unanimously the Commissioners in attendance. Meeting adjourned at 6:57 p.m.