

**PRINCETON HOUSING AUTHORITY
MINUTES OF THE SPECIAL MEETING
April 22, 2018**

The members of the Board of Commissioners of the Princeton Housing Authority met at a special meeting at the Henry F. Pannell Learning Center, 2 Clay Street, Princeton, NJ.

The meeting was called to order at 12:05 p.m. by Chairperson Newlin and upon roll call, those present and absent were:

Present: Commissioners Newlin, Sipprelle, McGowan, Pannell, Logan and Weiss,
Attorney Cochran

Absent For

Portion of Meeting: Commissioner Tuck-Ponder

Guest: Dianc Johnson, Consultant

Opening Statement

A motion to open the meeting was made by Ms. Sipprelle and seconded by Mr. Pannell. All were in favor

The following is an accurate statement concerning the providing of notice of this meeting:

Adequate notice to the public of the time, date and place of this special meeting of the Board of Commissioners of the Princeton Housing Authority to be held on Sunday, April 22, 2018 at 12:00 p.m. at the Henry F. Pannell Learning Center, 2 Clay Street, Princeton, New Jersey was given by:

1. Providing notice of the same to the Municipality of Princeton, 400 Witherspoon Street, Princeton, New Jersey, for posting on the bulletin board reserved for notices of public meetings, at least 48 hours in advance of the meeting; and
2. Providing notice to and causing to be published in the Princeton Packet, official newspaper of the Princeton Housing Authority, notice hereof; and
3. Filing notice hereof with the Clerk of the Municipality of Princeton at 400 Witherspoon Street, Princeton, New Jersey.

This announcement of the Board of Commissioners' compliance with the notice provisions of the Open Public Meetings Act shall be duly entered in the minutes of the meeting.

I. Public Comment Period

None.

II. State Budget Approval.

Due to numerous questions by several Board members, Ms. Johnson advised that the Board needed to review both the HUD approved budget, on which the State Budget figures is based, although without the detail provided in the HUD approved budget, and the Needs Assessment/Five Year Capital Program report. Mr. Cochran agreed to contact Mr. Parsons to secure copies of the Needs Assessment/Five Year Capital Program report. By unanimous agreement of the Board, approval of the State Budget was tabled until the May, pending a workshop meeting on April 30, 2018 at which the PHA accountant will be asked to attend in order to answer questions from the Board.

III. Extra Insurance.

By unanimous approval of the Board, discussion of purchasing extra insurance was tabled until the May meeting pending the Board's review of the HUD approved budget.

IV. Summer Youth Employment Program.

By unanimous approval of the Board, discussion of purchasing extra insurance was tabled until the May meeting pending the Board's review of the HUD approved budget.

V. New Business

Work Sessions:

Ms. Johnson again stressed the importance for the Board to hold monthly work session meetings, especially in light of the pending RAD conversion, in advance of the regular monthly meetings. Attorney Cochran reported that all such work session meetings must be noticed under the Open Public Meetings Act. The Board agreed to address the scheduling and noticing of the work session meetings at the May meeting.

Transition from Shared Services Agreement:

Attorney Cochran reported that he and Mr. Parsons were communicating regarding informational requests of the Board and that Mr. Parsons had been quite helpful. Attorney Cochran also reported that Mr. Parsons' assistance in the RAD conversion closing was critical given that Mr. Parsons was individual most intimately familiar with the entire RAD conversion. Meanwhile, Ms. Johnson is continuing in her evaluation of the needs of PHA staff going forward in order to ensure a smooth transition from the Shared Services Agreement.

VI. Executive Session

Upon motion made by Mr. Weiss and seconded by Ms. Logan, a resolution approving the exclusion of the public from the executive session pursuant to *N.J.S.A. 4:10-12(b)(7)* was

unanimously adopted by roll call vote.

Attorney Cochran explained to the Board that an issue had arisen with respect to the maintenance staff and the personnel policy respecting overtime pay based upon a very unusual set of circumstances occurring on March 7, 2018.

Specifically, on March 7, 2018, the area experienced a 10" snowfall. Due to attrition, the PHA maintenance staff has been reduced to 4 members and PHA no longer contracts with third parties for snow removal. As a result, the maintenance staff worked between 2.75 hours and 8.25 hours in excess of 8 hours that day in performing snow removal. The following day, the PHA office was closed. Pursuant to PHA personnel policy, the office staff was paid for the day off, but the maintenance staff was required to report to work. Unfortunately, on March 8, 2018, in addition to being tired from having worked late into the night on March 7, PHA and the surrounding area sustained a power outage which limited the work the maintenance staff could accomplish. Consequently, the maintenance staff worked only 4.50 hours on March 8, 2018. Although the office staff worked only 28 hours during this pay period, they were paid for 35 hours. The maintenance staff was paid overtime only for the time actually worked in excess of 40 hours, regardless of the fact that two individuals worked 16.25 hours on March 7.

A proposal was presented to amend the personnel policy to account for the rare times when the maintenance staff which states:

In the event of a weather or other emergency requiring a maintenance employee to work more than 8 hours on any given day, and provided that the PHA office is closed the following day, and a maintenance employee reports to work on the day that the office is closed but does not work a full 8 hour day, the hours worked the preceding day in excess of 8 hours, be paid at one and one-half times the employee's regular hourly rate of pay.

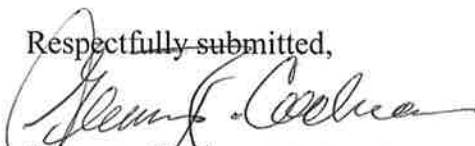
Following a discussion among the Board members, a motion was made by Mr. McGowan and seconded by Ms. Sipprelle to come out of executive session for purposes of adopting a resolution memorializing the personnel policy amendment. All were in favor.

VII. Amendment to Personnel Policy.

Upon a motion made by Mr. McGowan, and seconded by Ms. Sipprelle, Resolution 2018-9, adopting the amendment to the personnel policy respecting overtime was unanimously adopted as reflected in the roll call vote at the bottom of the resolution.

There being no further regular business, a motion to adjourn the meeting was made at 1:00 p.m. by Mr. McGowan and seconded by Mr. Pannell. All were in favor.

Respectfully submitted,



Glenn R. Cochran (Acting Secretary)