

**Princeton Housing Authority
Working Meeting Minutes
June 14, 2018
6:00 PM
400 Witherspoon Street
Princeton, N.J. 08542
Community Room**

The members of the Board of Commissioners of the Princeton Housing Authority met at a working session in the Community Room at 400 Witherspoon Street, Princeton, N.J.

The meeting was called to order at 6:00 pm by Chairperson Newlin and upon roll call, those present and absent were:

Present: Chairperson Newlin, Commissioners Sipprelle, Logan, Pannell, McGowan, Tuck-Ponder and Weiss

Absent: Attorney Cochran and Liaison Liverman

Opening Statement

A motion to open the meeting was made by Mr. McGowan and Seconded by Ms. Logan

Adequate notice to the public of the time, date and place of this working meeting of the Board of Commissioners of the Princeton Housing Authority to be held on Thursday, June 14, 2018, at 6:00 pm, in the Community Room, at 400 Witherspoon Street, Princeton, N.J. 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 boards 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 Meeting Act shall be duly entered in the minutes of the meeting

1. Public Comment Period

As there were no members of the public present, Mr. McGowan made a motion to dispense with the Public Comment Period and was seconded by Ms. Sipprelle.

2. Budget Committee Meeting:

Chairperson Newlin and Commissioners McGowan and Weiss, along with former Commissioner Toby Levy, met on Tuesday, June 5, at Chairman Newlin's home, 230 Birch Avenue, Princeton, N.J. 08542, at 6:15 PM to discuss the Princeton Housing Authority's 2019 Budget as well as the Rental Assistance Demonstration program (RAD). During the June 14 meeting, all Commissioners discussed RAD in detail. RAD is the centerpiece of HUD's strategy to preserve at-risk public and assisted-housing developments. The program allows public housing authorities (PHA's) to convert public housing to long-term Sec. 8 contracts, a move that positions them to leverage millions of dollars in private debt and equity to address capital needs and preserve the affordable units. In Princeton, the units are located at Clay Street, Redding Circle, Spruce Circle and Karin Court. Commissioners noted that RAD conversion closed in May with an effective date of July 1, 2018.

Commissioners are striving to understand all aspects of the RAD program and appreciate the explanations provided during a previous Board meeting by Richard Ginnetti, of the Brooke Group, LCC. Commissioners are now aware of the differences between the current HUD funding of the HA's operations and capital expenses and the RAD form of funding.

3. Personnel Committee Meeting:

Chairperson Newlin and Commissioners Sipprelle and Tuck-Ponder and Consultant Diane Johnson, met on Thursday, June 7, 2018, at the Princeton Public Library at 6:00 pm with a follow-on session at the Two Sevens restaurant on Witherspoon Street. During the June 7 meeting the following issues were discussed:

1. A proposal to change employee job functions and descriptions.
2. A plan to develop employee performance goals and objectives which are measurable.
3. A plan to join NAHRO (National Association of Housing and Redevelopment Officials).
4. A discussion on whether a full or part time Executive Director is preferable to a Shared Services Agreement.
5. A plan to draft a "Specific Demand Letter" with a designated time-line for the purpose of acquiring from Scott Parsons all proprietary information in his possession to include passwords, bank accounts, security camera software, files, payroll instructions, personnel files, and ELOCC's.
6. Schedule a meeting with Scott Parson for an exit interview and a final financial report.

During the June 14 meeting, it was decided that Ron Caporelli, currently the HA's bookkeeper and leasing assistant, would be asked to serve as an interim Executive Director (ED), while the Board searches and interviews candidates for the ED position. Mr. Caporelli would be offered a \$20,000 increase in his salary in light of his new responsibilities. Ms. Tuck-Ponder will draft a job description for the interim position and Consultant Johnson will speak with Mr. Caporelli.

Commissioners were in agreement that a new ED should be hired as soon as possible with the view of getting someone who can handle current responsibilities. An ED focused on Princeton seemed to be favored over an ED in a Shared Services Agreement. Depending on the new ED's qualifications, how much time and how many days of work would be required will be determined.

Chairperson Newlin suggested that an updated "Code of Conduct" should be drafted and presented to all HA employees.

The Board discussed the Hours of Operation for HA employees. It was agreed that everyone, both administrative and maintenance employees, should work from 8:00 am to 4:00 pm, with a half hour for lunch. A resolution addressing this issue will be prepared.

The Board agreed unanimously that Mr. Jim Kelly, Maintenance Supervisor, should proceed to hire a new maintenance employee. A proposal supporting this measure was proposed by Mr. McGowan and seconded by Ms. Tuck-Ponder.

The need to acquire an individual to handle the HA's website was discussed. Chairperson Newlin will speak with Liaison Liverman about the possibility of getting assistance from the Princeton Council.

4. Tenant Issues Committee:

Members of the Tenant Issues Committee include Chairperson Newlin and Commissioners Logan and Pannell. At the June 14 meeting, Ms. Logan and Mr. Pannell, along with the other Commissioners, discussed issues affecting the HA's tenants.

Chairperson Newlin provided the Board with the letter which was sent to all tenants advising them of the transition taking place at the HA.

Mr. Pannell suggested that residents, perhaps seniors, be hired to answer phones and greet visitors at Redding Circle, a suggestion which was approved by all Commissioners and was immediately adopted. Ron Caporelli will draft a job description. It was agreed that the new hire/s should be paid \$15:00 per hour.

Ms. Logan said that tenants need to be advised when a maintenance employee has entered their home, which is not currently the case. Ms. Logan will address this issue with Mr. Kelly.

Mr. Pannell said that some members of the maintenance staff do not dress appropriately. Ms Logan will discuss this issue with Mr. Kelly.

A motion to end the meeting at 8:15 pm was made by Mr. McGowan and seconded by Ms. Sippelle

Respectfully submitted,
Linda Sippelle, Interim Secretary