



## PRINCETON HOUSING AUTHORITY

1 REDDING CIRCLE  
PRINCETON, NEW JERSEY 08540

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### **BOARD OF COMMISSIONERS MEETING AGENDA**

Meeting No.: 202210-19 Meeting October 19, 2022, 6:15 PM  
Join Zoom Meeting: <https://us02web.zoom.us/j/84547037405>  
Dial-In Number: 312 626 6799 Webinar ID: 84547037405

- I. Roll Call – Call to order
- II. Opening Statement:

The following is an accurate statement concerning the providing of notice of this regular meeting of the Board of Commissioners: Adequate notice to the public of the time, date and place of this regular meeting of the Board of Commissioners of the Princeton Housing Authority to be held virtually on Wednesday, October 19, 2022 at 6:15 p.m. via Zoom 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 notice 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, the official newspaper of the Princeton Housing Authority, notice hereof; and
3. Filing notice hereof on with the Clerk of the Municipality of Princeton, 400 Witherspoon Street, Princeton, New Jersey; and
4. Solely because of the COVID -19 pandemic and the Executive Orders of the Governor of the State of New Jersey, the meeting is being conducted virtually by internet.

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 this meeting.

- III. Public Comment
- IV. Approval of Minutes September 21, 2022
- V. Interim Executive Director's Report
  - a. Update on Properties, Programs and Operations
  - b. Financial Report
- VI. Operations & Committee Reports:
  - a. Operations & Personnel Committee
  - b. Pannell -Clay - Redding Facilities Committee
  - c. Social Services Committee Report
  - d. Special Projects Committee
  - e. Redevelopment Committee Report
- VII. Resolutions
  - a. Resolution ratifying and approving payment of bills for September, 2022
  - b. Resolution approving additional tree services through State Contract # 18-DPP-00645 with Rich Tree Services for Princeton Housing Authority sites
  - c. Resolution approving the Princeton Housing Authority Master Technology Policy and Cyber Incident Responses Plan
  - d. Resolution Adopting and Accepting the Princeton Housing Authority Audit for the Period Ending 6/30/21
- VIII. Unfinished Business
- IX. New Business
- X. Adjournment

Note: The meeting may also include other PHA business matters deemed necessary by the Board of Commissioners

## Princeton Housing Authority

### Minutes of the Regular Meeting -- October 19, 2022 at 6:15 PM via Zoom

**I. Notice of Meeting:** read by Chairperson Weiss.

#### **II. Roll Call**

**Commissioners Present:** Chairperson Weiss, Vice Chairperson Sipprelle, Commissioner Pannell, Commissioner Logan, Commissioner Spitz, Commissioner Velazquez. A quorum was established by the Secretary.

- a. **Others in attendance:** PHA Attorney Robert F. Casey, Interim Executive Director John Clarke, Council Liaison Newlin.
- b. **Members of public in attendance:** Wilma Solomon, Patricia Gillette, Richard Rein.

#### **III. Public Meeting.**

- a. A question of privilege affecting the assembly was raised by Commissioner Velazquez. Chairperson Weiss improperly delayed the question of privilege affecting the assembly. Chairperson Weiss then read a statement in which he resigned as the Chair of the PHA. It was noted by Commissioners Spitz and Velazquez that Chairperson Weiss was out of order.
- b. Commissioner Velazquez again raised a question of privilege affecting the assembly and motioned for the removal of Vice Chairperson Sipprelle from office. The motion was seconded and carried.
- c. A motion was made by Commissioner Velazquez for a vote to elect Commissioner Spitz as Chairperson. The motion was seconded and carried.
- d. A motion was made by Chairperson Spitz for a vote to elect Commissioner Velazquez as Vice Chairperson. The motion was seconded and carried.
- e. Chairperson Spitz, acknowledging Commissioner Sipprelle's comments, motioned to go into closed session. The motion was seconded and passed unanimously.
- f. **Approval of Minutes.** After the closed session, Commissioner Logan motioned for approval of the September 20, 2022 minutes with corrections. The motion was seconded and carried. The minutes of the September 20, 2022 regular meeting were approved with corrections. The journal of resolutions was amended to include the 2 resolutions made from the floor of the September 20, 2022 meeting.

- g. **Public Comment.** Two members of the public commented: Wilma Solomon and Patricia Gillette.
- h. Chairperson Spitz requested that attorney Casey prepare the minutes of the meetings of PHA going forward. Attorney Casey agreed.
- i. Interim Executive Director Clarke provided the update on the properties, programs, and operations in addition to the PHA Financial Report. Resolutions needed to be amended to correct the numbering by two. Per **I.f.**, Resolution 35 would now be revised to Resolution 37, and so forth.

#### **IV. Resolutions**

- a. A motion by Commissioner Logan for approval of Resolution 2022-37 (September 2022 bill paying). The motion was seconded and passed unanimously.
- b. A motion by Commissioner Logan for approval of Resolution 2022-38 (tree services through state contract with Rich Tree Services). The motion was seconded and passed unanimously.
- c. A motion by Commissioner Logan for approval of Resolution 2022-39 (master technology insurance policy and cyber response plan). The motion was seconded and passed unanimously.
- d. The proposed resolution approving the audit for period ending June 30, 2021, was tabled until the November 2022 regular meeting.

#### **V. Unfinished Business**

None.

#### **VI. New Business**

- a. Chairperson Spitz will provide draft bylaws and an ethics pledge to be circulated before next month meeting.
- b. Committee assignment sheet will be circulated as well.

#### **VII. Adjournment**

A motion was made by Commissioner Logan to adjourn the meeting. The motion was seconded and passed unanimously, and the meeting ended at approximately 8:30 pm.

# RESOLUTION 2022 # 37

## Resolution Ratifying, Authorizing and Approving Payment of Bills for the Month of September 2022

Passed on this 19<sup>th</sup> day of October 2022 (See attached Vote Box)

[REDACTED]

[REDACTED]

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
PANNELL			✓			
SIPPRELLE			✓			
LOGAN	✓		✓			
HOBART WEISS			✓			
VELAZQUEZ		✓	✓			
CHAIRPERSON SPITZ			✓			

**RESOLUTION 2022 # 38**

**Resolution Awarding and Approving Contract for Tree Removal Services with Rich Tree Services through State Contract # 18-DPP-00645 in an Amount Not to Exceed \$18,000.00 Dollars**

**WHEREAS**, the Princeton Housing Authority (including any successors or assigns, the "Housing Authority"), was duly created as an agency and instrumentality of the municipality of the State (the "Local Unit") in which such Housing Authority is located, and has been continued as a housing authority pursuant to and in accordance with the provisions of the Local Redevelopment and Housing Law, constituting Chapter 79 of the Laws of 1992 of the State, and the acts amendatory thereof and supplemental thereto (*N.J.S.A. 40A:12A-1 et seq.*) (the "Local Housing Law");

**WHEREAS**, the Housing Authority is in need of additional tree removal services at a number of its housing authority locations where dead trees are threatening health and safety of buildings and tenants; and

**WHEREAS**, the Executive Director is utilizing State Contract #18-DPP-00645 for procure these services in accordance with the PHA policy. The proposal and the proposed amount most beneficial to the needs of the Housing Authority was provided by RICH TREE SERVICE and thereof has been recommended by the Executive Director; and

**WHEREAS**, the Housing Authority has the monies available for payments of such Services in the FYE 6/30/23 Budget;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Princeton Housing Authority does hereby approve and accept the quote for auditing services by RICH TREE SERVICES, in an annual amount not to exceed \$18,000 dollars.

Passed on this 19<sup>th</sup> day of October 2022 (See attached Vote Box)

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# RESOLUTION 2022 # 38

**Resolution Awarding and Approving Contract for Tree Removal Services with Rich Tree Services through State Contract # 18-DPP-00645 in an Amount Not to Exceed \$18,000.00 Dollars**

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
PANNELL			✓			
SIPPRELLE			✓			
LOGAN	✓		✓			
HOBART WEISS			✓			
VELAZQUEZ		✓	✓			
CHAIRPERSON SPITZ			✓			

**RESOLUTION 2022 # 39**

**Resolution Approving the Princeton Housing Authority Master Technology Policy  
and Cyber Incident Reponses Plan**

**WHEREAS**, the Princeton Housing Authority (including any successors or assigns, the "Housing Authority"), was duly created as an agency and instrumentality of the municipality of the State (the "Local Unit") in which such Housing Authority is located, and has been continued as a housing authority pursuant to and in accordance with the provisions of the Local Redevelopment and Housing Law, constituting Chapter 79 of the Laws of 1992 of the State, and the acts amendatory thereof and supplemental thereto (*N.J.S.A. 40A:12A-1 et seq.*) (the "Local Housing Law");

**WHEREAS**, the Housing Authority is a member of the New Jersey Public Housing Joint Insurance Fund (NJ-PHA JIF); and

**WHEREAS**, the Housing Authority wishes to obtain cyber security insurance coverages and in order to qualify for the coverage it must have certain agreement in place and adopted by its Board; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Princeton Housing Authority does hereby approve and adopt the Princeton Housing Authority Master Technology Policy and Cyber Incident Response Plan for use the Housing Authority.

Passed on this 19<sup>th</sup> day of October 2022 (See attached Vote Box)

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**RESOLUTION 2022 # 39**

**Resolution Approving the Princeton Housing Authority Master Technology Policy  
and Cyber Incident Reponses Plan**

<b>COMMISSIONERS</b>	<b>MOVES</b>	<b>SECONDS</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
PANNELL			✓			
SIPPRELLE			✓			
LOGAN	✓		✓			
HOBART WEISS			✓			
VELAZQUEZ		✓	✓			
CHAIRPERSON SPITZ			✓			