



PRINCETON HOUSING AUTHORITY

1 REDDING CIRCLE
PRINCETON, NEW JERSEY 08540

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BOARD OF COMMISSIONERS MEETING AGENDA

Meeting No.: 202212-21 December 21, 2022, 6:15 PM

Join Zoom Meeting: <https://us02web.zoom.us/j/84547037405>

Dial-In Number: 312 626 6799 Webinar ID: 84547037405

- I. **Notice of Meeting:** Notice of this meeting was provided in accordance with the requirements of the Open Public Meetings Act and State regulations governing remote public meetings, including the time, date and location of the meeting and clear and concise instructions to the public for accessing the meeting and making comments. In addition, the agenda was posted electronically and made available to the public on Princeton's meeting portal in advance of the meeting.
- II. **Roll Call – Call to order**
- III. **Public Comment**
- IV. **Approval of Minutes**
 - a. November 16, 2022 Minutes
- V. **Proclamation – Hank F. Pannell**
- VI. **Interim Executive Director's Report**
 - a. Update on Properties, Programs and Operations
 - i. Vacancies
 - ii. Franklin Maple recertification outcomes and transfer updates
 - b. Financial Report
- VII. **Committee Reports**
 - a. Finance & Legal: Bylaws final reading; first reading of Lease with Pet Policy & Application, House Rules, and One Strike policies
 - b. Marketing & Community Relations: PSRC offering ACP, YWCA signed residents up for computer classes; Logo and Website on hold until 1Q23, PYA restarting as of 1/9/23
 - c. Personnel & Operations: COVID-delayed projects; Office move and renovation of Redding Community Center
 - d. Special Projects: RFQ holding for Redevelopment Counsel; CDBG SSA to town (Redding & Pannell); state nonprofit filing 12-5-22 and federal 1023 form 12-9-22
- VIII. **Resolutions**
- IX. **Consent Agenda**
 - a. Resolution ratifying and approving payment of bills for December 2022
 - b. Resolution approving the 2023 Board of Commissioners Meeting Schedule for the Princeton Housing Authority
 - c. Resolution approving and adopting revised Bylaws for the Princeton Housing Authority
 - d. Resolution Appointing John Clarke as Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the Princeton Housing Authority
- X. **Unfinished Business**
- XI. **New Business**
- XII. **Adjournment**

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

Minutes of the Princeton Housing Authority

Regular Meeting December 21, 2022 at 6:15 PM via Zoom

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

II. Roll Call

- a. **Commissioners Present:** Chairperson Spitz, Vice Chairperson Velazquez, Commissioner Pannell and Commissioner Becker. A quorum was established by the Secretary.
- b. **Others in attendance:** PHA Attorney Robert F. Casey, Interim Executive Director John Clarke, Council Liaison Leighton Newlin, Mayor Mark Freda and Council President Leticia Fraga.
- c. **Commissioners Not Present:** Commissioner Weiss and Commissioner Sippelle.
- d. **Members of public in attendance:** Earlene Baumunk and Yina Moore.

III. Public Meeting

- a. Public Comment. Resident Earlene Baumunk inquired as to plans for Maple Franklin. Yina Moore had kind words for Commissioner Pannell.
- b. Approval of Minutes. The approval of the November 2022 minutes will be added to January 2023 agenda.
- a. Chairperson Spitz introduced Mayor Mark Freda, Council President Leticia Fraga and Council Liaison Leighton Newlin who all delivered and presented to Commissioner Pannell a heartfelt and deserved proclamation for his service to the community, the Municipality of Princeton and to the PHA thus creating Hank Pannell Day in Princeton!
- b. Interim Director Report. John Clarke provided his report. Also, snow equipment is ready to go and the last employee hire is on board.
- c. Committee Reports:
 - i. Finance and Legal – Commissioner Spitz presented the revised bylaws for a final reading and approval.
 - ii. Marketing and Community Affairs – Commissioner Spitz reported on HUD's Affordable Connectivity Program and YWCA computer class.
 - iii. Personnel and Operations- Commissioner Velasquez reported on identifying Covid-delayed projects.
 - iv. Special Projects – Commissioner Spitz reported that the RFQ for the global development consultant will be issued after the RFP for redevelopment counsel has been hired, and the non-profit paperwork was filed.
- d. Chairperson Spitz made a motion to allow YWCA to teach residents how to use the Google Suite of products and to provide ThinkPads to residents. The motion was seconded and passed unanimously.
- e. Chairperson Spitz made a motion to approve the Consent Agenda. The motion was seconded and passed unanimously.
- f. Chairperson Spitz made a motion to go into closed session regarding Maple Franklin property. The motion was seconded and passed unanimously.

- g. Chairperson Velasquez made a motion to end the closed session and resume the public session. The motion was seconded and passed unanimously.
- h. Chairperson Spitz made a motion to begin work on a purchase agreement with the Municipality of Princeton based on the Municipality's appraisal of the Maple Franklin property. The motion was seconded and passed unanimously.

IV. Resolutions.

- a. Consent Agenda approved as per motion above: 1) payment of bills for December 2022; 2) 2023 Meeting Schedule for the Authority; 3) adoption of revised Bylaws of the Authority; and, 4) appointment of John Clarke as Fund Commissioner for NJPHA Joint Insurance Fund for the Authority.

V.Unfinished Business

None.

VI.New Business

None.

VII. Adjournment

A motion was made by Chairperson Spitz to adjourn the meeting. The motion was seconded and passed unanimously, and the meeting ended at approximately 7:15 pm.


RESOLUTION 2022 # 45

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

Passed on this 21st day of December 2022 (See attached Vote Box)


FELICIA SPITZ, Chairperson


DENNY VELAZQUEZ, Vice Chairperson

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

RESOLUTION 2022 # 46

Resolution Approving the 2023 Board of Commissioners Meeting Schedule for the Princeton Housing Authority

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");

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Princeton Housing Authority does hereby approve the 2023 Board of Commissioners Meeting Schedule for the Princeton Housing Authority.

Passed on this 21st day of December 2022 (See attached Vote Box)




FELICIA SPITZ, Chairperson



DENNY VELAZQUEZ, Vice Chairperson

RESOLUTION 2022 # 46

Resolution Approving the 2023 Board of Commissioners Meeting Schedule for the Princeton Housing Authority

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

RESOLUTION 2022 # 47

Resolution Approving and Adopting Revised Bylaws for the Princeton Housing Authority

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 needs to periodically update bylaws to incorporate changes in HUD policy and other federal, state, and local policies, a review and update of the Bylaws of the Princeton Housing Authority was in order.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Princeton Housing Authority does hereby approves and adopts the revised Bylaws for the Princeton Housing Authority.

Passed on this 21st day of December 2022 (See attached Vote Box)




FELICIA SPITZ, Chairperson



DENNY VELAZQUEZ, Vice Chairperson

RESOLUTION 2022 # 47

Resolution Approving and Adopting Revised Bylaws for the Princeton Housing Authority

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

RESOLUTION 2022 # 48

Resolution Appointing John Clarke as Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the Princeton Housing Authority

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 NJ-JIF required that each Housing Authority appoint a Fund Commissioner to represent the Housing Authority as a member agency.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Princeton Housing Authority does hereby appoints John Clarke as the Fund Commissioner for the Princeton Housing Authority.

Passed on this 21st day of December 2022 (See attached Vote Box)




FELICIA SPITZ, Chairperson



DENNY VELAZQUEZ, Vice Chairperson

RESOLUTION 2022 # 48

Resolution Appointing John Clarke as Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the Princeton Housing Authority

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