

**AN ORDINANCE CREATING THE POSITION OF MUNICIPAL HOUSING LIAISON FOR THE PURPOSE OF ADMINISTERING THE PRINCETON TOWNSHIP AFFORDABLE HOUSING PROGRAM PURSUANT TO THE NEW JERSEY FAIR HOUSING ACT**

**BE IT ORDAINED** by the Township Committee of the Township of Princeton as follows:

1. Article XXII, of Chapter 10B of the "Code of the Township of Princeton, New Jersey, 1968" which establishes the Princeton Township Affordable Housing Program is amended by adding thereto the following new Article XIIA creating the position of Municipal Housing Liaison for the purpose of administering the Township's Affordable Housing Program and shall read as follows:

**Article XIIA. Municipal**

**Housing Liaison for the Purpose of**  
**Administering Affordable Housing**  
**Program.**

**Sec. 10B-359.1. Purpose.**

The purpose of this Article is to create the administrative mechanisms needed for the execution of the Township's responsibility to assist in the provision of affordable housing pursuant to the Fair Housing Act of 1985.

**Sec. 10B-359.2. Definitions.**

As used in this Article, the following terms shall have the meanings indicated:

**MUNICIPAL HOUSING LIAISON:** The employee charged by the Township Committee with the responsibility for oversight and administration of the Affordable Housing Program for the Township.

**ADMINISTRATIVE AGENT:** The entity responsible for administering the affordability controls of some or all units in the affordable housing program for the Township to ensure that the restricted units under administration are affirmatively marketed and sold or rented, as applicable, only to low- and moderate-income households.

**Sec. 10B-359.3. Establishment of Municipal Housing Liaison Position and Compensation; Power and Duties.**

(a) Establishment of position of Municipal Housing Liaison. There is hereby established the position of Municipal Housing Liaison for the Township.

(b) Subject to the approval of the Council on Affordable Housing ("COAH"), the Municipal Housing Liaison shall be appointed by the Township Committee and may be a full or part-time municipal employee.

(c) The Municipal Housing Liaison shall be responsible for oversight and administration of the Affordable Housing Program for the Township, including the following responsibilities which may not be contracted out:

- (1) Serving as the Township's primary point of contact for all inquiries from the State, affordable housing providers, Administrative Agents, and interested households;
  - (2) Monitoring the status of all restricted units in the Township's Fair Share Plan;
  - (3) Compiling, verifying, and submitting annual reporting as required by COAH;
  - (4) Coordinating meetings with affordable housing providers and Administrative Agents, as applicable;
  - (5) Attending continuing education programs as may be required by COAH;
  - (6) If applicable, serving as the Administrative Agent for some or all of the restricted units in the Township as described in F. below.
- (d) Subject to approval by COAH, the Township may contract

with or

authorize a consultant, authority, government or any agency charged by the Township Committee, which entity shall have the responsibility of administering the Affordable Housing Program of the Township. If the Township contracts with another entity to administer all or any part of the Affordable Housing Program, including the affordability controls and Affirmative Marketing Plan, the Municipal Housing Liaison shall supervise the contracting Administrative Agent.

(e) Compensation. Compensation shall be fixed by the Township Committee at the time of the appointment of the Municipal Housing Liaison.

(f) Administrative powers and duties assigned to the Municipal Housing Liaison:

(1) Affirmative Marketing

(a) Conducting an outreach process to ensure affirmative marketing of affordable housing units in accordance with the Affirmative Marketing Plan of the Township and the provisions of *N.J.A.C. 5:80-26.15*.

(2) Household Certification.

- (a) Soliciting, scheduling, conducting and following up on interviews with interested households;
- (b) Conducting interviews and obtaining sufficient documentation of gross income and assets upon which to base a determination of income eligibility for a low-or moderate-income unit;
- (c) Providing written notification to each applicant as to the determination of eligibility or non-eligibility;
- (d) Requiring that all certified applicants for restricted units execute a certificate substantially in the form,

as applicable, of either the ownership or rental certificates set forth in Appendices J and K of *N.J.A.C. 5:80-26.1 et seq.*;

- (e) Creating and maintaining a referral list of eligible applicant households living in the housing region and eligible applicant households with members working in the housing region where the units are located; and
- (f) Employing the random selection process as provided in the Affirmative Marketing Plan of the Township when referring households for certification to affordable units.

(3) Affordability Controls

- (a) Furnishing to attorneys or closing agents forms of deed restrictions and mortgages for recording at the time of conveyance of title of each restricted unit;
- (b) Creating and maintaining a file on each restricted unit for its control period, including the recorded deed with restrictions, recorded mortgage and note, as appropriate;
- (c) Ensuring that the removal of the deed restrictions and cancellation of the mortgage note are

effectuated and properly filed with the appropriate County's Register of Deeds or County Clerk's Office after the termination of the affordability controls for each restricted unit;

(d) Communicating with lenders regarding foreclosure; and

(e) Ensuring the issuance of Continuing Certificates of Occupancy or certifications pursuant to *N.J.A.C. 5:80-26.10*.

4. Resale and rental

(a) Instituting and maintaining an effective means of communicating information between owners and the Administrative Agent regarding the availability of restricted units for resale or rental; and

(b) Instituting and maintaining an effective means of communicating information to low- and moderate-income households regarding the availability of restricted units for resale or re-rental.

(5) Communicating with unit owners

(a) Reviewing and approving requests from owners of restricted units who wish to take out home equity loans or refinance during the term of their ownership;

(b) Reviewing and approving requests to increase sales prices from owners of restricted units who wish to make capital improvements to the units that would affect the selling price, such authorizations to be limited to those improvements resulting in additional bedrooms or bathrooms and the cost of central air conditioning systems; and

- (c) Processing requests and making determinations on requests by owners of restricted units for hardship waivers.
- (6) Enforcement
- (a) Ensure that all restricted units are identified as affordable within the tax assessors' office and any municipal utility authority ("MUA") and upon notification to the Administrative Agent of change in billing address, payment delinquency of two (2) consecutive billing cycles, transfer of title, or institution of a writ of foreclosure on all affordable units, notifying all such owners that they must either move back to their unit or sell it;
  - (b) Securing from all developers and sponsors of restricted units, at the earliest point of contact in the processing of the project or development, written acknowledgment of the requirement that no restricted unit can be offered, or in any other way committed to any person, other than a household duly certified to the unit by the Administrative Agent;
  - (c) The posting annually in all rental properties, including two-family homes, of a notice as to the maximum permitted rent together with the

telephone number of the Administrative Agent where complains of excess rent can be made;

- (d) Sending annual mailings to all owners of affordable dwelling units, reminding them of the notices and requirements outlined in *N.J.A.C. 5:80-26.18(d)4*;
- (e) Establishing a program for diverting unlawful rent payments to the Municipality's Affordable Housing Trust Fund or other appropriate municipal fund approved by the DCA;
- (f) Establishing a rent-to-equity program;
- (g) Creating and publishing a written operating manual, as approved by COAH, setting forth procedures for administering such affordability controls; and
- (h) Proving annual reports to COAH as required.

7. The Administrative Agent shall have authority to take all actions necessary and appropriate to carry out its responsibilities hereunder.

**Sec. 10B-359.4. Severability.**

If any section, subsection, paragraph, sentence or other part of this Ordinance is adjudged unconstitutional or invalid, such judgment shall not affect or invalidate the remainder of this Ordinance, but shall be confined in its effect to the section, subsection, paragraph, sentence or other part of this Ordinance directly involved in the controversy in which said judgment shall have been

rendered and all other provisions of this Ordinance shall remain in full force and effect.

**Sec. 10B-359.5. Inconsistent Ordinances Repealed.**

All Ordinances or parts of Ordinances which are inconsistent with the provisions of this Ordinance are hereby repealed, but only to the extent of such inconsistencies.

**Section 10B-359.6. Effective Date.**

This Ordinance shall take effect immediately upon final adoption and publication in the manner prescribed by law.

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Linda S. McDermott, Clerk

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Phyllis L. Marchand, Mayor