

# PRINCETON HOUSING BOARD

## AGENDA

Wednesday, January 12, 2022  
VIA Zoom

- Opening Statement by Edwin Schmierer, Esq.
- Nominations and Elections of Chair and Vice Chair
- Swearing in Chair, Vice-Chair and new Council Liaison, Leighton Newlin
- Public Comment
- Minutes
- Affordable Housing Q&A with Councilwoman Mia Sacks
- Status Reports from PCH, CGP, PAH and ISLES
- Chair/Vice-Chair Status Reports
- Legal
- Business (Voting May be Required)
  - Mtg dates: Every 2<sup>nd</sup> Wednesday of the month. Needs to be approved by vote
- **Closed Session**
  - Purchase of 35 Billie Ellis Lane
- ADJOURN

cc: Maureen Fullaway  
Maria Juega  
Dosier Hammond  
Mary Agnes Procaccino  
Colin Vonvorys  
Carol Golden  
Leighton Newlin  
Kate Warren  
Lex Kochman

Bulletin Board  
Clerk's Office  
Princeton Website  
Bernard Hvozdovic  
Ed Schmierer, Esq.  
Jeff Grosser, Health  
Ed Truscelli, PCH  
Lance Liverman  
Mathew Mleczko

**Please refer to the Sunshine Notice for the Zoom link**



**PRINCETON MUNICIPAL  
AFFORDABLE HOUSING BOARD  
OPEN SESSION MEETING MINUTES  
December 8, 2021**

The regular meeting of the Princeton Affordable Housing Board was called to order by Chair Kate Warren at 5:30 pm. She recited the announcement in compliance with the Open Public Meetings Act: *“In compliance with Chapter 231 of the Public Laws of 1975, adequate notice of this meeting has been provided as required by the Open Public Meetings Act. Notice was provided of the date, time and location of this regular meeting by posting a copy with the Clerk’s Office and by emailing copies to the Princeton Packet and the Town Topics.”*

Adequate notice as well as electronic notice of this meeting was provided in accordance with the requirements of the Open Public Meetings Act and State regulations governing remote public meetings. The notice included the time, date and location of the meeting and clear and concise instructions for accessing the meeting via computer, smart device, or telephone. The agenda and all related documents and other materials were posted electronically on Princeton’s meeting portal and made available for download at least forty-eight hours prior to the Meeting.

**ROLL CALL**

Present: Dosier Hammond, Maria Juega, Lance Liverman, Mary Agnes Procaccino, Colin Vonvorys, Kate Warren, Dwaine Williamson, Carol Golden (1), Lex Kochmann (2), Matt Mleczo (3)

Excused:

Quorum: 7

Also present: Maureen Fullaway (PAH), Ed Schmierer, Esq.

**Approval of Minutes – November 10, 2021**

Ms. Juega made revisions to the minutes.

A motion to approve the minutes dated November 10, 2021 as amended was made first by Mr. Hammond, seconded by Councilman Williamson, all in favor by voice vote.

*Abstained:* Mr. Vonvorys

**Public Comments – None**

**Status Reports from CGP, PCH and PAH**

Ms. Fullaway reported on Avalon Bay. There is one 3-bedroom, very low income available and it is being marketed. There was an overall increase of applications by 104. There are 1,783 applications for Region 4; an increase of 19 applications from last month.

## **Chair/Vice–Chair Status Reports**

### *Tree Dedication to Christy Peacock*

Chair Warren read the inscription that Ms. Peacock’s son wrote for her plaque. Mr. Liverman is working get the tree planted near an affordable housing development. Once location is determined, there will be a planting ceremony in Ms. Peacock’s honor.

Vice–Chair Hammond reported that the *Best Practices & Legislation Subcommittee* met last month. They decided to work on legislative priorities that are in front of the NJ Legislature pertaining to housing. One of the issues is the Credit Worthiness legislation. The Affordable Housing Board created a draft resolution supporting the legislation and submitted it to Mayor and Council for consideration. The resolution be voted on by Mayor and Council at their December 13, 2021.

Mr. Hammond explained additional bills currently before the legislature. He then reported on the rental eviction issue and stated that both New Jersey and Princeton have been successfully helping tenants with rent subsidies. HIP continues to work with renters to help them secure Mercer County Rental Assistance funding to avoid eviction during this pandemic. There is still funding available for tenants and landlords to apply for funding.

### *Overlay Ordinance*

Chair Warren reported that the Affordable Housing Ordinance and Overlay Ordinance will be heard at the December 21, 2021 Council meeting. She explained the two ordinances and had questions for Councilman Williamson regarding the overlay zone. There was discussion on the building height increase of 5’. Mr. Schmierer explained the height revision was meant to allow additional properties to be included in the overlay zone. Chair Warren will attend the Council meeting on December 21, 2021.

### *Affordable Housing Ordinance*

The Board discussed the ordinance including incentives that could be negotiated. Ms. Juega asked if language can be added to the ordinance indicating that developer agreements be presented to this Board to review before they are executed. Mr. Schmierer explained how the agreements are developed; we can review and comment but not be part of the agreement negotiations. Ms. Fullaway provides a weekly report to the Princeton Administrator and Council; she will include in her report that developer’s agreements should be reviewed by this Board before they are executed.

### *Washington Oaks*

Ms. Fullaway reported that a Washington Oaks resident’s unit had a water leakage issue. Turns out the leaking pipe is from the upper unit, therefore not her responsibility. Currently we are waiting to see if the upper unit will make the repair, otherwise our resident may want to take a rehabilitation assistance loan to make the repair since it is affecting her unit.

### *Affordable Sales Units*

Ms. Fullaway reported on the following:

- *274 Griggs Farm* – has a buyer; the owner corrected the Power of Attorney (POA); POA needs to be recorded with the Mercer County Clerk's office.
- *38 Billie Ellis* – owned by Princeton. Ms. Fullaway has an interested buyer whose income technically falls into the low income category. Ms. Fullaway explained the buyer's situation. Mr. Schmierer that if she qualifies for the waiver and if Board chooses, we can approve the sale. The Board unanimously approved the sale.
- *35 Billie Ellis*, privately owned unit; open house was held; they received 7 applications. Ms. Fullaway is waiting for documents from applicants to qualify them; documents are due to her by December 27<sup>th</sup>. Ms. Fullaway does not believe she will receive documents from all seven. Chair Warren stated that the family did a great job marketing the unit on social media outlets.

### *Financial Literacy Pilot Program*

Ms. Fullaway sent the Board the ISLES' report as she received it. It is a small paragraph. Basically, it states that ISLES tried several methods to encourage renters to attend financial counseling sessions, but no one showed up. ISLES has an interactive webinar session in January; they have been reaching out to people and only one person has registered. People are not interested in participating. Mr. Liverman stated that this has been the case for a number of years. Ms. Juega stated that the methods ISLES tried are to blame. Our intent was to provide one-on-one counseling, not group counseling and webinars. ISLES has not provided this service. Ms. Juega opined that the one- on-one counseling has proven to be effective over the years. She suggested we give ISLES a final deadline to meet and improve progress before pulling the contract. Ms. Procaccino stated that other boards she participated on also tried to host one-on-one counseling and it was not successful; people do not want to participate. Ms. Golden agreed that it is difficult to get participants because they are not comfortable taking a closer look at their finances; it is scary to them. HIP has been successful but their ISLES presentative had to work really hard to get people to participate. ISLES has not done one-on-one sessions; they only spoke about showing interactive webinars. Ms. Juega and Fullaway met with ISLES before the launch and specified the need for one-on-one counseling. Ms. Golden suggested they meet with leaders at ISLES to discuss our contract. One payment has been made to ISLES. Mr. Mleczo reiterated what Ms. Juega was saying about the importance of one-on-one counseling. Our contract with ISLES states that they are to provide one-on-one counseling. Mr. Schmierer stated that he can step in and send a letter to ISLES to terminate contract if need. Ms. Kochmann stated that financial counseling is difficult because it is a very personal conversation. She agreed that hosting a webinar is not useful.

*Copperwood Apartment*

Mr. Schmierer reported that he has received a response from Copperwood regarding parking fees. They are willing to reduce the first car fee from \$100 to \$50 beginning January 2022. This discount will not apply to additional cars and the fee will remain \$100.

**Public Comments – None**

Joanne Parker, resident, wanted to be sure residents are being taken care. Her comments should be addressed to the Princeton Housing Authority.

**Other Business**

*2022 Meeting Dates*

Ms. Fullaway stated that the Wednesday meetings work best for her; it gives her the opportunity to make last minute changes/additions to the agenda if needed. Meetings at this time remain virtual.

**ADJOURNMENT**

The motion to adjourn the meeting at 6:35 pm was first moved by Mr. Vonvorys, seconded by Mr. Liverman, all in favor by voice vote.

Respectfully submitted by:

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*Julie M. Moy*

Recording Secretary

# PCH Development Corporation

*An Affiliate of Princeton Community Housing*

One Monument Drive, Lower Level, Princeton, NJ 08540

609-924-3822 609-924-3827 (fax) [www.pchhomes.org](http://www.pchhomes.org)

## **PRINCETON**

### **AFFORDABLE RENTALS -**

#### **PRINCETON AFFORDABLE RENTALS -**

#### **ADMINISTRATIVE AGENT STATUS REPORT**

#### **Rental activity from 12/1/21 through 12/31/21**

### **1. Princeton Rentals:      Administrative Agent Rentals**

#### **Waiting List, Applications and Marketing**

Applications received	36
Applications accepted	25
Applications not qualified	7
Applications incomplete	4
Applicants on waitlist	736
Vacancies	<b>1</b>

**27 Palmer Sq. - pending lease signing**

<b>Princeton Rentals -</b>	49H Palmer Sq.
Vacancies	<b>studio</b>
<b><u>Vacancy Statistics</u></b>	
<b>A – Total # of applicants</b>	Sent notice 1/6/22
<b>B- total applicants that responded</b>	
<b>C- total applicants that move to screening</b>	
<b>D- Declined screening</b>	
<b>E - didn't move forward w. screening</b>	

F- passed	
G- credit/background not accepted	
H- income/household size not accepted	
I - not accepted/other reason	
J. # in lottery	

**2. Griggs Farm: PCH Rentals**

**Waiting List, Applications and Marketing**

Applications received	37
Applications accepted	26
Applications not qualified	8
Applications incomplete	3
Applicants on waitlist	477
Vacancies	3

**Vacancies:** 1- 1 Bd.  
2- 2 Bd.  
1- 2bd. lease signing 2/1/22

**3. Elm Court: PCH Rentals**

**Waiting List, Applications and Marketing**

Applications received	10	
Applications accepted	8	
Applications not qualified	2	2- (under 62)
Applications incomplete	0	
Applicants on waitlist	176	
Vacancies	4	

**Vacancies:** 2 studio  
2 1-BR  
7

Eligibility Interviews in Place

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4. Harriet Bryan House: PCH Rentals

**Waiting List, Applications and Marketing**

Applications received	9
Applications accepted	6
Applications not qualified	3 - 2- (under 62) 1- (over income)
Applications incomplete	0
Applicants on waitlist	213
Vacancies	<b>2</b>

**Vacancies:** 2 1-BR

Eligibility Interviews in Place

1 1-BR Lease Sign/Move In 1/21/2021

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5. Merwick-Stanworth: Administrative Agent Rentals

**Waiting List, Applications and Marketing**

Applications received	26
Applications accepted	21
Applications not qualified	4
Applications incomplete	1
Applicants on waitlist	659
Vacancies	<b>1- starting certification process another applicant</b>

<b>Merwick -Vacancies</b>	202 Stanworth Lane – 2 <sup>nd</sup> notice <b>2 bd. low</b>
<b>Vacancy Statistics</b>	
<b>A-</b> total full applications	
<b>B –</b> total applicants that responded	
<b>C-</b> total applicants that moved forward to screening	
<b>D-</b> Declined screening	
<b>E -</b> didn't move forward w. screening	
<b>F-</b> passed	
<b>G-</b> credit/background not accepted	
<b>H-</b> income/household size not accepted	
<b>I-</b> not accepted/other reason	
<b>J - #</b> in lottery	5

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**Avalon Princeton -January 6, 2022  
Status Report**

	Number of units in complex	Number of Vacancies this month	Number of Full Applications	Notes
<b>Studio</b>				
Very Low	1			
Low	2			
Moderate	2			
<b>1 Bedroom</b>				
Very Low	1			
Low	2			
Moderate	3			
<b>2 bedroom</b>				
Very Low	3			
Low	14			
Moderate	16			
<b>3 bedroom</b>				
Very Low	3	1	1	working on filling vacancy. 1st full Application reviewed was over income.
Low	3			
Moderate	6			

Total number of applicants on waiting list:	8,075
Total number last month:	7,832
Increase:	243

Total number of applicants that live or work in Housing Region 4 (Mercer, Monmouth, and Ocean Counties)	1,898
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Vice President

## Princeton Affordable Housing

### Status Report

December 8, 2021

**38 Billie Ellis:** Under Contract

**274 Griggs:** 2 bedroom Mod : Power of Attorneys for both Buyer and Seller must be recorded with Mercer County Clerk. This is proving difficult because both are out of the country.

**35 Billie Ellis:** 1 bedroom Mod: Owners held an Open House and 7 potential buyers attended. Princeton Affordable Housing did not receive any applications. We then sent Owner several more names that had recently come onto the Waiting List and again we did not receive any applications. Owner is asking Princeton to purchase the unit as a hardship. This will be discussed in Closed Session