

# PRINCETON HOUSING BOARD

## AGENDA

Wednesday, February 8, 2022  
VIA Zoom

- Opening Statement
- Public Comment
- Minutes
- Status Reports from PCH, CGP, PAH and ISLES
- Chair/Vice-Chair Status Reports
- Legal – Review of BCC Handbook revised January 2022
- Legislative Update
- Accessory Dwelling Units update
- Business (Voting May be Required)
- **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  
January 12, 2022**

The Reorganization and Regular meeting of the Princeton Affordable Housing Board was called to order by Mr. Schmierer at 5:30 pm. He 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.”*

**Oath of Office**

Mr. Schmierer administered the oath to swear in re-appointed Board Member, Colin Vonvorys. Lance Liverman previously received and returned his oath to the Municipal Clerk.

**ROLL CALL**

Present: Dosier Hammond, Maria Juega, Lance Liverman, Councilman Leighton Newlin, Mary Agnes Procaccino, Colin Vonvorys, Carol Golden (1), Lex Kochmann (2), Matt Mleczeko (3), Kate Warren

Quorum: 10

Also present: Maureen Fullaway (PAH), Ed Schmierer, Esq., Ed Truscelli, (PCH) and Claribel Santiago (PCH), Gabby Michael (PCH)

Guests: Councilwoman Mia Sacks, Joseph Weiss (PHA), Kathleen Gittleman (HIP), Earlene Baumunk (public) and Elizabeth Bates (public)

**Election of Chairperson**

Mr. Schmierer opened the floor for nominations.

Mr. Liverman nominated Kate Warren as Chair. Seeing no other nominations, Mr. Schmierer closed the floor for nominations. Mr. Hammond seconded the nomination.

The motion to elect Kate Warren as Chair for the 2022 year was first moved by Mr. Liverman, seconded by Mr. Hammond, all in favor by voice vote.

Mr. Schmierer turned the meeting over Chair Warren and she continued to chair the meeting.

## **Election of Vice–Chairperson**

Ms. Procaccino nominated Dosier Hammond as Vice–Chair. Seeing no other nominations, Chair Warren closed the floor for nominations. Mr. Liverman seconded the nomination. Mr. Hammond accepted the nomination.

The motion to elect Dosier Hammond as Vice–Chair for the 2022 year was first moved by Ms. Procaccino, seconded by Mr. Liverman, all in favor by voice vote.

## **Welcome**

Chair Warren introduced newly appointed Councilman Leighton Newlin to the Board.

Chair Warren welcomed the new Chair of the Princeton Housing Authority (PHA), Joseph Weiss. Mr. Weiss invited Board members to attend PHA’s Zoom meetings held the third Wednesday each month.

Chair Warren welcomed Housing Initiatives of Princeton, Executive Director Kathleen Gittleman.

## **Approval of Minutes – December 8, 2021**

A motion to approve the minutes dated December 8, 2021 as presented was made first by Ms. Procaccino, seconded by Mr. Liverman, all in favor by voice vote.

## **Public Comments – None**

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

PCH Development Corporation – Ed Truscelli and Claribel Santiago

Mr. Truscelli shared his screen with PCH report. Ms. Santiago presented the update.

Merwick Stanworth rejected an application; the applicant is appealing the decision. There was discussion on application process from PCH to agent. PCH has to re–confirm agent’s rejection to ensure legitimacy of reason.

## **Guest Speaker, Q&A with Councilwoman Mia Sacks**

Chair Warren sent Councilwoman Sacks questions from the Board regarding affordable housing. Chair Warren also sent Board members the link to view Kevin VanHise’s affordable housing presentation prior to this meeting. Councilwoman Sacks responded to the questions submitted, and even welcomed additional questions outside the meeting. Councilwoman Sacks stated that she, Councilwoman Lambros, and Councilman Cohen are now known as the *Planning and Redevelopment Committee*. She said this name was changed from the *Affordable Housing Committee* and better describes the roles the Committee plays regarding future development. There was discussion regarding parking fees and amenity fees for affordable housing renters. Mr. Hammond thought affordable housing residents could not be charged for amenities. Mr. Schmierer explained the old COAH Board interpretation; if you charge

for parking and amenities fees for market rate units, affordable housing residents can also be charged these fees. Mr. Hammond expressed his concerns for the fees particularly because parking fees vary with each developer. Ms. Juega asked if we can approach other local organizations to ask if they would allow residents to park in their lots during nonpeak hours. Mr. Schmierer said the Board can ask the Municipality to consider it, however the Municipality would have to approach those organizations. Ms. Golden stated that amenities are not required to be purchased by the affordable housing residents; Avalon Bay made it sound like it was required and continues to charge all renters both in market rate and affordable units without their consent. Ms. Golden noted that amenity fees are an opt-in option for affordable housing residents, not an opt out. With regard to the Franklin Maple mixed use development, Councilwoman Sacks stated that the planning process continues while the Princeton Housing Authority (PHA) restructures. She provided an update on the various projects that are in the planning stages throughout the Municipality in the context of Princeton's Third Round settlement agreement. She described the mixed income projects the Planning and Redevelopment Committee is working on, and said the Committee continues to negotiate with developers on each of them. Councilwoman Sacks was happy to report that most planned developments are net zero ready including full electrification (with some exceptions). Units will be cutting edge sustainability. Councilwoman Sacks continued responding to the questions from the Board. She reviewed the Accessory Dwelling Unit (ADU) ordinance (and suggested it is still a work in progress) and the bulk standard ordinance in the overlay zones. She responded to the questions regarding the administrative role in providing financial counseling to residents.

### **Meeting Dates**

Ms. Fullaway explained that the meeting will have to be changed to the 2<sup>nd</sup> Tuesday of the month to accommodate Council Newlin's schedule.

The motion to meet the 2<sup>nd</sup> Tuesday of the month at 5:30 pm was first moved by Ms. Procaccino, seconded by Mr. Hammond, all in favor by voice vote.

### **Community Grants & Planning (CGP)**

Princeton Affordable Housing – Maureen Fullaway

Ms. Fullaway an update on the following for sale units:

**35 Billie Ellis** – owner passed away and was renovated by friends and put on the market; no interest was generated. They asked if this would be considered a hardship for the current owners to continue to maintain HOA fees; they asked if Princeton can purchase the unit from them. However, they just received an interested purchaser; Ms. Fullaway just sent purchaser the final application. She would like to give the chance to the interested applicant to consider purchasing before the Municipal does.

**274 Griggs Farm** – Both seller and purchaser are out of the country; seller is still in Haiti. Owner stated the that Haiti is in turmoil and the consulate is closed. In order for the Power of Attorney to be recognized by Mercer County, the POA has to approved by the Haitian Consulate. The seller sells he cannot leave Haiti. Per Mr. Schmierer, the POA has to be stamped legitimate by the Consulate in order for Mercer County to recognize the POA. Ms. Juega suggested that the brother reach out to the Haitian Consulate in NYC for assistance. However, if the POA was notarized in Haiti, the Haitian Consulate can provide an apostille who can certify the document.

Ms. Fullaway reported on Avalon Bay report; one 3-bedroom very low income unit is available. She explained how Avalon Bay’s waiting list works. There are currently 8,075 applicants on the Princeton AvalonBay waiting list. Of them, 1,898 applicants have priority because they live or work in Region 4. When the planned AvalonBay properties open, all interested applicants must apply to specific affordable housing developments; they cannot transfer existing applications to new sites. Councilman Newlin expressed his concerns for the limited diversity of applicants/residents. Administrative Agents for the new units have not been secured yet. AvalonBay has to affirmatively market three months prior to opening.

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

Chair Warren reported on Christie Peacock’s tree memorial. Ms. Kochmann suggested that when the Habitat for Humanity house is dedicated Ms. Peacock’s tree be planted by the park. This should take place in April or May.

Vice–Chair Hammond provided an update on the *Build Back Better Bill* in front of Congress. If you are in support of the bill, he asked Board Members to reach out to their Congressman and Senator tell them not to strip this bill of its funding.

Mr. Mleczo asked about the process in verifying the rejection of an applicant; Mr. Schmierer explained that once the landlord rejects an applicant, it has to return to the administrative agent to finalize their decision. The administrative agent has to be satisfied with the reason for rejection; it is a check and balance.

#### **ADJOURNMENT**

The motion to adjourn the meeting at 7:10 pm was first moved by Mr. Vonvorys, seconded by Ms. Procaccino, 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 - ADMINISTRATIVE AGENT STATUS REPORT Rental activity from 01/1/22 through 01/31/22

### 1. Princeton Rentals:      Administrative Agent Rentals

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

Applications received	60
Applications accepted	48
Applications not qualified	11
Applications incomplete	1
Applicants on waitlist	799
Vacancies	<b>1</b>

<b>Princeton Rentals - Vacancies</b>	49H Palmer Sq.  <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>	26
<b>C- total applicants that move to screening</b>	5
<b>D- Declined screening</b>	
<b>E - didn't move forward w. screening</b>	21
<b>F- passed</b>	
<b>G- credit/background not accepted</b>	

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 49  
 Applications accepted 25  
 Applications not qualified 21  
 Applications incomplete 3  
 Applicants on waitlist 517  
 Vacancies 2

**Vacancies:** 1- 1 Bd.  
 1- 2 Bd.

**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 142  
 Vacancies 5

**Vacancies:** 3 studio \* Lease Sign/Move In for 1 of 2 studios

3/1/2022

2 1-BR

Eligibility Interviews in Place

**4. Harriet Bryan House: PCH Rentals**

**Waiting List, Applications and Marketing**

Applications received	8	
Applications accepted	6	
Applications not qualified	2 -	2- (under 62)
Applications incomplete	0	
Applicants on waitlist	0	
Vacancies	2	

**Vacancies: 2 1-BR Vacant \* Lease Sign/Move In for 1 of 2 1-BR**

**3/1/2022**

**Eligibility Interviews in Place**

**5. Merwick-Stanworth: Administrative Agent Rentals**

**Waiting List, Applications and Marketing**

Applications received	46
Applications accepted	38
Applications not qualified	6
Applications incomplete	2
Applicants on waitlist	718
Vacancies	0

<b>Merwick -Vacancies</b>	
<b><u>Vacancy Statistics</u></b>	
<b>A- total full applications</b>	
<b>B – total applicants that responded</b>	



<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	

## 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. Ed Schmierer, Esq. sent the owner a letter indicating he is in violation of the deed restriction that mandates affordable units must be owner occupied.

**35 Billie Ellis:** 1 bedroom Mod: Owner is asking Princeton to purchase the unit as a hardship. However a buyer is very interested

**417 Brickhouse Road:** Studio Low. Owner is relocating due to job change.

**LEIGH AVE. Units #A,B,D,E**  
**HOT WATER HEATER QUOTES**

<b>VENDOR</b>	<b>ITEM</b>	<b>ITEM + INSTALLATION</b>	<b>PERMIT FEES</b>
<b>Tindall</b>	<b>Bradford # RG2PV50 50-Gallon White With expansion tank</b>	<b>\$ 3,416.00</b>	<b>No Permit fees included</b>
<b>Reddings</b>	<b>Bradford # RG2PV50 50- Gallon White with expansion tank</b>	<b>\$ 3,565.00</b>	<b>Permit fees included</b>
<b>Herrs Plumbing</b>	<b>Bradford White RG2PV50 with an expansion tank</b>	<b>\$ 3,225.00</b>	<b>Permit fees included</b>