

# PRINCETON HOUSING BOARD

## AGENDA

Wednesday, November 10, 2021  
VIA Zoom

- Opening Statement
- Public Comment
- Minutes
- Status Reports from CGP, PCH, PAH and ISLES
- Chair/Vice-Chair Status Reports
- Legal
- Business (Voting May be Required)
- ✓ Lex Kochman presentation on Habitat's Home Improvement Program
- ✓ Recommendations for Negotiating with AH Developers on matters such as parking fees
- ✓ Resolution Approving a Waiver for 27 B Palmer Square
- **Closed Session**
- ✓ Princeton Community Housing 2022 Contract
- ADJOURN

cc: Maureen Fullaway  
Maria Juega  
Dosier Hammond  
Mary Agnes Procaccino  
Colin Vonvorys  
Carol Golden  
Dwayne Williamson  
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 Mleczo

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



**PRINCETON MUNICIPAL  
AFFORDABLE HOUSING BOARD  
OPEN SESSION MEETING MINUTES  
October 6, 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, Kate Warren, Dwaine Williamson, Carol Golden (A1), Matt Mleczko (A3)

Excused: Colin Vonvorys, Lex Kochmann (A2)

Quorum: 7

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

**Approval of Minutes – September 8, 2021**

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

The motion to go out of order of agenda’s list was first moved by Mr. Hammond, seconded by Ms. Procaccino, all in favor by voice vote.

### *Housing Rehabilitation Program*

Ms. Fullaway reported that two affordable housing owners in Washington Oaks are having issues. The owner on the second floor has young children; first floor owner is complaining about the noise from their unit. Each owner is calling the Police complaining about each other. Ms. Fullaway offered to give the second-floor owner wall to wall carpeting at no cost to them to help muffle the noise; the second-floor owner refused the offer due to children's allergies. Ms. Fullaway offered the first-floor owner a rehabilitation loan to have insulation blown in between the ceiling and floor; owner got a quote for insulation for \$3,000. First floor owner opines that she should not have to pay for the insulation since we offered the second-floor owner carpeting at no cost. Ms. Fullaway explained to the owner that it made no sense to offer the second-floor owner a loan for the carpeting since it was not their idea to install it and it would muffle the nose only to her unit. The first-floor owner sent Ms. Fullaway another email stating that it was not fair that she would have to take out a loan to pay for the work. Mr. Schmierer is concerned that spending \$3,000 for the insulation might not solve the noise problem. Owner may come back to Ms. Fullaway seeking another solution. Per Mr. Schmierer, this is actually a private matter between the two residents; the resident can try to find another affordable unit and move. Mr. Schmierer opines that if we give the resident the funds to pay for the insulation, we will set a precedent with other residents where they will come to Ms. Fullaway for solutions. Whatever is decided by this Board, it will probably not be the right thing. Ms. Procaccino agreed with Mr. Schmierer; opines the resident can move. Mr. Hammond suggested we offer this as a one-time payment with the stipulation that the resident understands the insulation may not solve the problem. Ms. Fullaway stated that the first-floor resident is generally a very nice person, and is so stressed from the noise, her demeanor has changed. The noise is also affecting her 10 year daughter's ability to do her school work. Mr. Liverman suggested looking at carpeting that is hyper allergenic.

Ms. Procaccino made the motion to do nothing at this time. There was no second.

Ms. Juega made the motion that, since we made the offer to the second-floor owner, we make the offer to the first-floor owner as one time offer only at the maximum cost of \$3,000 pro bono for the insulation. The owner would have to sign a notice of understanding that we do not guarantee this will work, that it may not resolve the issue and this would be the only assistance we will provide. Mr. Hammond seconded the motion.

*Roll call in favor:* Hammond, Juega, Liverman, Golden

*Opposed:* Procaccino, Warren

*Abstained:* Williamson

***Motion carries: 4-2***

### *Resolution Approving a Waiver for 27 B Palmer Square*

Chair Warren reminded the Board of the resolution previously discussed, that would allow Palmer Square to rent the 2-bedroom unit to a single occupant. Ms. Fullaway stated that the unit is a small 2 bedroom and difficult to rent. Per Chair Warren, usually the landlord would come to the Board to request this waiver. Since this unit has been vacant for years, this Board would like to give them the resolution asking them to waive the required number of occupants. Per Mr. Schmierer, we have to understand that we cannot mandate the landlord to do so; they may not agree to the resolution. Ms. Santiago is currently certifying a three person household for this unit, however if they do not qualify, the unit will remain vacant.

The motion to approve the resolution allowing Palmer Square to market unit #27B to single occupant was first made by Ms. Procaccino, seconded by Mr. Liverman, all in favor by voice vote.

### **Status Reports**

#### ***PCH Development Corporation, Ed Truscelli and Claribel Santiago***

Mr. Truscelli shared his screen showing their report. Ms. Santiago provided PCH's report on the rentals. She is currently certifying an applicant for 27B Palmer Square; the landlord is considering waiving this applicant's credit score; applicant has a good rental payment history. Palmer Square is considering the waiver for only this unit because it has been vacant for so long. Ms. Juega asked for the ethnicity of applicant; Mr. Truscelli said he did not know the ethnicity of the applicant and even if he did not think it was appropriate to divulge in a public meeting; he will provide this information to Ms. Fullaway to distribute. Ms. Juega expressed her concerns for racial discriminatory practices. Chair Warren suggested Ms. Fullaway and Mr. Schmierer discuss with Palmer Square our concerns for discriminatory practices. Mr. Truscelli would like to be included in that conversation; it is PCH's responsibility as the Administrative Agent to uphold COAH rules. Ms. Juega would like them to ask if this represents a change in Palmer Square's policy. Ms. Santiago continued with her report on Griggs Farm, Elm Court, Harriet Bryant and Merwick Stanworth. At the request of Ms. Juega, Ms. Santiago provided details of the certification process.

#### ***Avalon Bay***

Ms. Fullaway reported that Avalon Bay has no vacancies. They have approximately 7,540 people on waiting list, of which 1,715 are in Region 4.

## ***For Sale Units***

Ms. Fullaway reported the following:

- *38 Billie Ellis* – open house is scheduled for October 17<sup>th</sup>
- *274 Griggs Drive* – Ms. Fullaway is still waiting for a corrected power of attorney, which would allow the Owner's brother authority to sell on his behalf. She has an interested buyer and has emailed the brother to request a showing; he has not shown the unit. The Owner wanted mother to buy, but she is not income qualified and may not be able to afford the unit. Ms. Fullaway and Mr. Schmierer will revisit selling to mother with guaranteed income from the son. Mr. Schmierer explained the enforcement provision in the ordinance that allows us to take a course of action against the Owner in Municipal Court where they would have to come to court and explain why he is not living there. It will be difficult to process since the Owner is in Haiti.
- *37 Billie Ellis* is privately owned; Ms. Fullaway believes they should be going to closing soon.
- *35 Billie Ellis*, Owner passed away. Ms. Fullaway is still waiting for contact information on the Executor of the Estate.

Chair Warren raised the question about an organization wanting to buy this unit to sell to a refugee family; can we sell to an organization. PCH had rented a unit to an Afghanistan Family and wondered how that happened. Ms. Fullaway stated that this discussion came up at a Sukkah Village presentation, not in this Board. Chair Warren explained how an organization can get permission to rent to a refugee family; there was discussion on the process. Chair Warren will ask Mr. Truscelli to share this information at the next meeting.

## ***Financial Literacy Pilot Program***

Chair Warren stated that the report shows limited information in ISLES' Report, but some one-on-one meetings with families have been reported. We need to review the MOU for details on their responsibilities to the agreement. Ms. Juega suggested that she and Ms. Fullaway meet with Elena Hung-Shum from ISLES to get an understanding of what is going on. Per Ms. Juega, we are in the sixth month of the agreement and do not see one-on-one meetings. ISLES has submitted an invoice to Ms. Fullaway. Ms. Fullaway is not happy with the condition of the report; she had to extrapolate information so it would make sense.

## ***Chair/Vice-Chair Status Reports***

Chair Warren reported that the Mayor and Council passed the resolution eliminating the social security number from the preliminary Universal application. Ms. Fullaway has completed the basic editing to the application; there is no reference to SS#, TIN or criminal background check. The revised application is in use now, but it needs to be edited and reformatted in the near future.

### *Tree Memorial for Christy Peacock*

Mr. Liverman reported that he completed the application. He has been working with the arborist to have the tree planted in front of an Affordable Housing development in a park like setting where the tree will have better chance to survive. He needs all information by February 2022.

### *Witherspoon Overlay*

Chair Warren reported the Mayor and Council postponed their discussions. She asked if our vote regarding the overlay was sent to the Mayor and Council; no. It was Councilman Williamson's understanding that a Board representative was planning to attend the meeting to discuss issues with the ordinance. Councilman Williamson will let the Chair know when it will be included on the Council's agenda.

### *Planning Board*

Chair Warren reported that the Planning Board will be meeting again regarding the Avalon Bay Developers' Agreement. There was discussion on who we should notify of our concerns regarding residential parking and amenities fees. Councilman Williamson explained the process; whatever issues we have should be sent to Michael LaPlace and the subcommittee members for review and discussion with developers. It can also be brought up with the Planning Board. Chair Warren asked Mr. Schmierer to draft a letter of our concerns for fees that may prohibit someone from moving. Mr. Schmierer agreed with Councilman Williamson, that we should reach out to the subcommittee with our concerns. Mr. Liverman agreed, also suggested that we copy all the Council Members.

Vice-Chair Hammond reported on the Best Practice Subcommittee; they met and decided to combine the legislative and best practice committees.

Vice-Chair Hammond reported on the *Build Back Better Bill* that is before Congress. There is over \$330 billion dollars for affordable housing that would assist over 3 million people by building significantly more affordable housing units. This is currently being debated in Congress.

Vice-Chair Hammond reported on the *credit worthiness* issue that will come up in November. The subcommittee will work with Housing Community Development Network of NJ for best ways to encourage landlords to not consider alternatives to credit scores by using other methods to check on the residents' ability to pay their rent.

*Evictions:* Vice-Chair Hammond reported that NJ is #1 in the Country in terms of the state getting money for eviction protection to Municipalities. Unfortunately, municipalities are not doing well in getting the money out to landlords; there is a lot of paperwork for both the landlords and tenants.

Ms. Golden from Housing Initiatives of Princeton (HIP) reported that Mercer County funding is not getting to the landlords in a timely way. She explained the process to apply for County funding. Applications are being distributed in Spanish however, if an application is incomplete, the follow-up is

being sent in English to the applicant. HIP is trying to reach out to those who have applied to the County and been denied, to see what the issues are and to assist applicants to successfully complete their County application. HIP is working with PCH to assist residents and it has been successful. HIP is also trying to work with PHA and has found it to be difficult. HIP has been reaching out to residents to provide assistance, but if they do not respond, there is not much else they can do.

**Legal** – Ed Schmierer, Esq.

Chair Warren requested an update from Mr. Mleczko’s research on application fees from other municipalities.

Mr. Schmierer reported on the response from Copperwood regarding parking fees. He reached out to the new Owners and asked them to consider waiving the parking fees for the twelve affordable housing units. Copperwood representatives acknowledged the receipt of his request and will discuss and respond at a later date. Mr. Schmierer is waiting for their response.

Chair Warren stated that the information Mr. Mleczko has already provided to the Board can be created into a resolution to be presented to the Mayor and Council; draft may be ready for the next meeting to discuss and vote on.. Mr. Mleczko reported on his fee research; fees are based on various tiers. Chair Warren stated how the fees can be a burden if there is more than one adult and if s/he put in several applications; applicants are not guaranteed an apartment. Ms. Juega made suggestion how to assist with the rental application. Some states require landlords to provide a copy of the background check to applicant. Mr. Liverman’s company does not allow landlords to issue the copy of the credit report to any applicant; he believes it is a state requirement. Michael Floyd suggested Mr. Mleczko speak with Fair Share Housing regarding their findings regarding application fees. Chair Warren asked Mr. Schmierer to let us know if we can use funds to help offset the application fees so we can discuss at the next meeting.

## **ADJOURNMENT**

The motion to adjourn the meeting at 7:10 pm was first moved by Mr. Liverman, 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 10/1/21 through 10/31/21**

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

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

Applications received	45
Applications accepted	43
Applications not qualified	0
Applications incomplete	2
Applicants on waitlist	620
Vacancies	<b>2</b>

<b>Princeton Rentals</b>	<u>27B Palmer Sq. 2</u>	49H Palmer Sq.
Vacancies	<b>bd. mod.</b>	<b>studio</b>
<b><u>Vacancy Statistics</u></b>		
<b>A – Total # of applicants</b>	37	Sent notice 10/28/21
<b>B- total applicants that responded</b>	2	
<b>C- total applicants that move to screening</b>	1	
<b>D- Declined screening</b>	0	
<b>E - didn't move forward w. screening</b>	1	
<b>F- passed</b>	1	
<b>G- credit/background not accepted</b>	0	

H- income/household size not accepted	0	
I - not accepted/other reason	0	
J. # in lottery	0	

**2. Griggs Farm: PCH Rentals**

**Waiting List, Applications and Marketing**

Applications received	47
Applications accepted	30
Applications not qualified	17
Applications incomplete	0
Applicants on waitlist	400
Vacancies	<b>3</b>

**Vacancies:** 3- 2bd.  
1 lease signing in 11/1/21  
2 units in turnover

**3. Elm Court: PCH Rentals**

**Waiting List, Applications and Marketing**

Applications received	11	
Applications accepted	8	
Applications not qualified	3	3- (under 62)
Applications incomplete	0	
Applicants on waitlist	0	
Vacancies	<b>171</b>	

**Vacancies:** 1 studio  
1 1-BR  
Eligibility Interviews in Place

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

**Waiting List, Applications and Marketing**

Applications received	15
Applications accepted	10
Applications not qualified	4 - 3- (under 62) and 1- (over income)

Applications incomplete	0
Applicants on waitlist	0
Vacancies	208

**Vacancies:** 2 1-BR Eligibility Interviews in Place

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

**Waiting List, Applications and Marketing**

Applications received	49
Applications accepted	44
Applications not qualified	2
Applications incomplete	3
Applicants on waitlist	557
Vacancies	<b>1</b>

<b><u>Vacancy Statistics</u></b>	
<b>A-</b> total full applications	42
<b>B –</b> total applicants that responded	16
<b>C-</b> total applicants that moved forward to screening	7
<b>D-</b> Declined screening	0
<b>E -</b> didn't move forward w. screening	0
<b>F-</b> passed	
<b>G-</b> credit/background not accepted	
<b>H-</b> income/household size not accepted	

I- not accepted/other reason	
J - # in lottery	

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**Avalon Princeton -November 4, 2021  
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	notified of upcoming vacancy on 10/28/21
Low		3		
Moderate		6		

Total number of applicants on waiting list:		7,728
Total number last month:		7,541
Increase:		187

Total number of applicants that live or work in Housing Region 4 (Mercer, Monmouth, and Ocean Counties)	1,764
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*Princeton has elected to give preference to in-region applicants.*

Megan York, PP, AICP

## Princeton Affordable Housing

### Status Report

November 10, 2021

**37 Billie Ellis: SOLD!**

**38 Billie Ellis:** 2 applications received. One was over-income and the other is being income qualified.

**274 Griggs:** 2 bedroom Mod : One Interested Applicant who has submitted income documentation. There is still a problem with Seller's Power of Attorney

**35 Billie Ellis:** 1 bedroom Mod: Family says the unit will be available for viewing next week