



**PRINCETON MUNICIPAL
AFFORDABLE HOUSING BOARD
MEETING MINUTES
March 14, 2023– VIRTUAL MEETING**

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, Colin Vonvorys, Kate Warren, Councilman Leighton Newlin, Lex Kochmann (2), Matt Mleczko(3)

Excused: Carol Golden (1), Mary Agnes Procaccino

Quorum: 8

Also Present: Lewis Hurd (PAH), Ed Schmierer, Esq., Ed Truscelli, (PCH) and Claribel Santiago (PCH)

Guests Present: Mayor Mark Freda, Michael Floyd, Wilma Solomon, Christopher Zingaro, Esq.

Public Comments – None

Approval of Minutes

A motion to approve the minutes dated January 10, 2023 as presented was made first by Ms. Kochmann, seconded by Mr. Mleczko, all in favor by voice vote.

Abstain: Warren

A motion to approve the minutes dated February 14, 2023 as amended was made first by Mr. Hammond, seconded by Councilman Newlin, all in favor by voice vote.

Status Reports from CGP&H, PCHDC and PAH

PCH Development Corporation – Ed Truscelli and Claribel Santiago

Mr. Truscelli shared his screen with the January 2023 report. Ms. Santiago went over the report.

New Unit Development – 2 Holly House Row

The new 25-unit complex has not been named. PCH is following Princeton’s Affirmative Marketing Plan. Regional preference will be given. Mr. Truscelli explained that applicants must apply for the new units if interested; housing waitlists cannot be utilized per COAH rules. The new units anticipated occupancy is June 1st. There was continued discussion on the new units marketing. PCH has already received hundreds of applications.

Community Grants, Planning & Housing (CGP&H)

Mr. Hurd reached out to Megan York from Avalon Bay to discuss format revisions to the monthly status report. Chair Warren also reached out to Ms. York regarding the Thanet Circle marketing flyer for the

six affordable units. Mr. Hurd has included a link to the application on the Municipal website. Chair Warren went over the Avalon Bay vacancy and application report.

Mr. Hurd will ask management when the anticipated completion date is for the Senior units at Thanet Circle.

Princeton Affordable Housing – Lewis Hurd

Chair Warren stated that, at her request, Manager Hurd had reached out to Sandra Webb, Princeton's Chief Financial Officer, to ask about the level of the Housing Trust Fund. Manager Hurd shared with Chair Warren that there is \$3.3 million in the Housing Trust Fund (HTF) and half is obligated to the Maple Franklin Development.

Chair Warren reached out to Mr. Schmierer about the Municipal Home Improvement Program and the Municipal Rehabilitation Program to see if they are the same program and if they are governed by the Operating Manual for the Home Improvement Program which is part of the third round settlement. Mr. Schmierer will look into it; it may be the same except with different affordability assistance. He believes it may be the 30% is earmarked for assistance.

Mr. Hurd reported on the ongoing issue at Washington Oaks in regards to sprinkler inspections. Some of the owners have requested financial assistance for the inspection and cost for repairs; this is an annual expense. He reported that as of now, eleven homeowners have requested assistance to get the work done. Mr. Hurd has been working closely with the municipal Fire Marshall on the inspections. He has been discussing using the Rehabilitation Loan Program to assist these homeowners with Mr. Schmierer. Mr. Schmierer explained how the loan program is repaid.

Mr. Hurd shared that money is set aside for the rehabilitation program in the municipal budget. Mr. Liverman added that the program started with \$180,000 and that funding was also available to residents not in an affordable unit who meet the household incomes.

As a requirement of the Homeowners Association Insurance Policy, the sprinkler systems are being inspected by an external company. Mr. Hurd explained that the inspections need to be completed in order to know if repairs are necessary. He and the Fire Marshall have been reaching out to the residents to see who needs assistance; the eleven households are a result of those efforts.

A motion to allow Mr. Hurd to allocate funds within the confines of the Rehabilitation Fund Program to assist Washington Oaks homeowners who request financial assistance for the sprinkler inspection and/or repairs was first moved by Mr. Liverman, seconded by Ms. Juega

Roll Call in Favor: Hammond, Juega, Liverman, Vonvorys, Newlin, Kochmann, Mleczo, Warren

Absent: Golden, Procaccino

Mr. Hurd reported that the Community Development Block Grant (CDBG) funding that pertains to the Princeton Housing Authority (PHA), that those documents should be in place for the Redding Circle project. Final documents will be sent to Mayor and Council for review.

Mr. Hurd reported that they started working on PHA's second round funding for the Pannell Learning Center project. Their first public hearing session will be March 20, 2023. Marc Leckington, municipal consultant, is coordinating the hearing and making sure that the second round funds are being reallocated from the Wi-Fi project to the Pannell Learning Center project. The Redding Circle project is

on hold; the Pannell Learning Center project is moving forward. They are working on getting Redding Circle project ready for next year.

Mr. Hurd reported that there are three properties currently up for sale: 21 Hamilton Avenue, 425 Brick House Road and 92 Clay Street. Mr. Hurd is working with potential purchasers. Once buyers are confirmed, he will present them to the Board. He explained how they are marketing the properties. There is another property coming up for sale in the next 30–45 days, 68 David Brearly Court.

Universal Application

Mr. Hurd reported that links have been added to the Universal Application for applicants to get detailed information for the specific site they are interested in. Not all properties are using the universal application.

Ms. Kochmann asked if anyone had information on 31 Maclean Street, owned by the Witherspoon Jackson Development Corporation (WJDC), a non-profit organization. The property has been vacant for years. It is her understanding that it was to become an affordable unit. Chair Warren and Mr. Hurd will discuss addressing a letter to the WJDC for an update.

Mr. Hurd reported that he is putting together a community and church organization list to be used for reaching out and sending information to the groups. Ms. Kochmann will forward Habitat for Humanity's list to Mr. Hurd.

Mr. Hurd reported that he is putting together an Affordable Housing Partner group list. The list will include colleagues in the field and used for networking purposes.

Mr. Hurd reported that he is updating the contractor list that his predecessor started to compile.

Mr. Hurd is working with Ms. Juega on information regarding a grant application that she is spearheading with the United Way.

Mr. Hammond stated that there was a meeting with Mr. Hurd, Mr. Truscelli, Ms. Juega, Ms. Golden and himself. The Universal Application only works for some organizations; each organization has different needs and they are not interested in using a Universal Application but prefer to use their own. Only certain organizations can use the Universal application.

Chair Warren commented that in the past Mr. Truscelli stated that the PCHDC software is not compatible with the Universal application. Mr. Hurd agreed with Mr. Hammond's comments; the application is a Universal Application in title only. In an effort to make the process easier, he made revisions to the Universal application by adding property links. Mr. Truscelli commented that the application works for most of their properties and will act as a resource page for applicants.

UHAC Tutorial – Tabled to the May meeting

Legal – Mr. Schmierer

Mr. Schmierer had nothing to report.

Mr. Hammond stated that he saw a report on The Alice development pilot; the development will include 20% affordable units. He shared that in order for the municipality to get the 20%, the developer had to get tax assistance. Mr. Hammond shared that he thought by law 20% had to be included. Chair Warren asked Mr. Schmierer if the property was zoned as an area in need of redevelopment. Mr. Schmierer confirmed that the area was zoned as an area in need of redevelopment.

Mr. Schmierer explained how the pilot worked and the 20% set aside and opined that incentives may have been part of the redevelopment package for this project.

Chair/Vice–Chair Status Reports

Board, Commission and Committee (BCC)

Per Chair Warren, the BCC Members’ Handbook was revised January 2023. In addition to the link that Chair Warren shared with the Board prior to the meeting, she shared that the Handbook can be found online for members to review. Chair Warren highlighted a few items in the Handbook as a reminder to members.

Vice-Chair Hammond did not have anything to report.

Other Business

Financial Counseling Subcommittee

Ms. Juega provided an update on the Financial Counseling Subcommittee activities. The subcommittee met with Mr. Truscelli and Mr. Hurd to discuss the objectives this project would seek to achieve. Ms. Juega reported on the input they received. She reached out to the United Way to persuade them to apply for a grant to create a housing resource center to provide these elements county wide, using Princeton for the pilot program. Jeff Grosser and Rho Jones were part of the initial meeting with the United Way. Ms. Juega is waiting for a response from the United Way. The goal is to create a coalition with the United Way being the lead grantee, partnering with Legal Services of NJ, a financial counseling agency and The College of NJ. The hope is to launch the project in the fall. The subcommittee will work on a Plan B in the event this does not work out.

Council Liaison Report

Councilman Newlin stated that this Board’s advocacy and support is greatly appreciated. The BCC Handbook is for all Boards to review and follow.

Councilman Newlin stated that he asked Councilwoman Sacks if she was aware of applications being accepted at this time for Thanet; they are waiting for final DHS approval of their process. She anticipates the approval this week.

Legislative Subcommittee Report

Mr. Hammond reported that there are a number of Bills going forward in the NJ Legislature.

- 1) Expand homeowners assistance with vouchers to help people to buy homes in NJ
- 2) Expand protection against lead in drinking water
- 3) Help with weatherization and energy efficiency costs for affordable residents
- 4) Strengthen Seniors and disabled eviction protection
- 5) Support more affordable housing for Vets

Mr. Hammond stated that he read an article on Perth Amboy’s rent control laws; it is a topic we need to discuss.

Accessory Dwelling Units (ADU)

Mr. Mleczko did not have anything to report.

Public Comments – None

ADJOURNMENT



The motion to adjourn the meeting at 7:00PM was first moved by Mr. Vonvorys, seconded by Ms. Kochmann, all in favor by voice vote.

Respectfully submitted by:

Julie M. Moy
Recording Secretary

APPROVED