

**MINUTES
MADISON HOUSING AUTHORITY
January 15, 2019 REGULAR MEETING**

Chairperson Lois Bhatt called the meeting to order at 4:30 PM in the conference room of the Barbara W. Valk Firehouse Apartments. The following Commissioners answered as present:

Lois Bhatt, Gregory Castano, Diane Driscoll, Gary Ruckelshaus, Jeffrey Smith, Mark Chiarolanza and Melissa Elias.

Also present were, Louis Riccio, Executive Director, Tanya Van Order, Deputy Director, Carmela Vitale, Council Liaison and William Katchen, Fee Accountant.

Mr. Riccio read the NJ Open Public Meetings Act Notice.

Approval of the Minutes

Commissioners Driscoll and Smith moved and seconded approval of the Minutes of the Regular Meeting of December 17, 2018. The minutes were approved by voice vote.

At this point in the meeting Ms. Bhatt relinquished the Chair to Mr. Riccio who asked for self-nominations for Chairperson of the housing authority for calendar year 2019. Ms. Van Order indicated that Commissioner Bhatt self-nominated via email in accordance with the process the Board outlined. There were no other nominations.

19-15-1-1 Resolution Approving the Election of Lois Bhatt as Chairperson of the Housing Authority.

Commissioners Castano and Driscoll moved and seconded the resolution. The roll call was unanimous and the Resolution was approved.

Ms. Bhatt asked for nominations for the Vice Chairperson of the housing authority for calendar year 2019. Ms. Van Order indicated that Commissioner Ruckelshaus self-nominated via email. There were no other nominations.

17-17-1-2 Resolution Approving the Election of Gary Ruckelshaus as Vice Chairperson of the Housing Authority.

Commissioners Driscoll and Bhatt moved and seconded the resolution. The roll call was unanimous and the Resolution was approved.

Report of Chairperson

Ms. Bhatt welcomed new commissioner Melissa Elias and invited her to introduce herself. Ms. Bhatt further welcomed Ms. Vitale now serving as Council Liaison. Ms. Bhatt asked Ms. Vitale to explain the role of her liaison position (see Report of Council Liaison).

Report of Council Liaison

Ms. Vitale noted that she had been Council Liaison to the housing authority board many years ago and that she was glad to return. Ms. Vitale explained her role as supporting a flow of communication between the housing authority and the Council. She further noted that, given the current situation the Borough faces in settling its affordable housing obligations numbers, we will all benefit from coordinating our efforts and communication. Lastly, Ms. Vitale reported that the Borough is still seeking a reasonable and achievable settlement with Fair Share Housing.

Report of Executive Director

Mr. Riccio reported that housing authority operations are status quo at present. See attached report.

Mr. Riccio introduced Mr. William Katchen, fee accountant for Madison Housing Authority to present the FYE 3/31/2020 budget and answer questions. Mr. Katchen provided a broad overview of the federal and state budget, noting that the 2016 RAD conversion has resulted in a positive cash flow, a healthy Replacement & Reserve account and the ability to address needed capital improvements. The FYE 3/31/2020 budget projects a surplus of \$133,443. Mr. Katchen pointed out that we have expended most of the borrowed funds for capital improvements so that, going forward, we will fund capital work through the R&R and operational income. The balance of borrowed funds for capital improvements is approximately \$300,000. Once the Board approves the proposed budget, the budget will be sent to the state. The state will return the budget in a few months and we will address any comments submitted. The Board will then formally adopt the budget in March.

Mr. Riccio reported that we are requesting additional funds from the Borough to convert the two 4-bedroom duplex at John Avenue into four 2-bedroom units. The cost estimates indicate that we will need \$250,000 in addition to the \$50,000 the Borough has already committed.

Lastly, Mr. Riccio informed the Board that he was a panelist at the NJNAHRO annual conference in November. He also serves as a Trustee of NJNAHRO.

Report of Deputy Executive Director

Ms. Van Order's report is attached and made a part of these Minutes.

Report of Attorney

No report.

Committee Reports

Building & Grounds: Mr. Ruckelshaus reported that we will organize a tour of the Authority's affordable housing properties in the spring.

Finance: See Mr. Katchen's report above.

MAHC Liaison: Mr. Riccio reported that the MAHC Board of Trustees met last week. A deed restriction is being filed for 30 Central Avenue adding 4 additional affordable housing credits for the Borough.

Public Relations: No report

Personnel: Mr. Riccio noted that the FYE 3/31/2020 budget includes a new hire in the front office as part of our succession planning. Mr. Riccio will convene the Personnel Committee in the near future.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

None.

Resolutions

CONSENT AGENDA – Resolutions 19-15-1-3 through 19-15-1-16:

- 19-15-1-3 Resolution Appointing a Qualified Purchasing Agent
- 19-15-1-4 Resolution Approving the Cash Management Plan
- 19-15-1-5 Resolution Authorizing a Policy Respecting Reimbursement of Authority Commissioner/Employees for Costs of Defending Against Criminal Charges
- 19-15-1-6 Resolution Indemnifying Commissioners and Employees Consistent with N.J.S.A. 59:10—4
- 19-15-1-7 Resolution Adopting a Form Required to be Used for the Filing of Notices of Tort Claims Against the Authority in Accordance the Provisions of the NJ Tort Claims Act, N.J.S.A. 59:8-6
- 19-15-1-8 Resolution Introducing the Operating Budget for FYE 3-31-2019
- 19-15-1-9 Resolution Designating Official Newspaper of the Housing Authority for Publication of Legal Notices
- 19-15-1-10 Resolution Approving the Payment of Invoices
- 19-15-1-11 Resolution Approving Meeting Dates for 2018
- 19-15-1-12 Resolution Designating Tanya Van Order as the Madison Housing Authority Public Agency Compliance Officer
- 19-15-1-13 Resolution Approving a Contract for a Risk Manager
- 19-15-1-14 Resolution Approving a Lease Agreement with the Morris County Department of Human Services for a Nutrition Program
- 19-15-1-15 Resolution an Amendment to the Section 8 Housing Choice Voucher Program & RAD Project-based Voucher Administrative Plan Increasing the Security Deposit Amount for the RAD PBV Program to Equal the Greater of Total Tenant Payment (TTP) or Current RAD Contract Rent for all Future RAD PBV Leases
- 19-15-1-16 Resolution Writing-Off Outstanding Tenant Accounts Receivables

Commissioners Bhatt and Chiarolanza moved and seconded a consent agenda for Resolutions 19-15-1-3 through 19-15-1-16. The roll call was taken and the resolutions were approved unanimously.

Adjournment

There being no further business before the Board, Chairperson Bhatt moved for adjournment at 5:30 P.M.

Next meeting: February 18, 2019 in the Board Room of the Barbara W. Valk Firehouse Apartments.

Respectfully submitted,

Tanya Van Order
Deputy Director