

**MINUTES**  
**MADISON HOUSING AUTHORITY**  
**November 8, 2022, REGULAR MEETING**

Chairperson Lois Bhatt called the meeting to order at 4:30 PM in the 2<sup>nd</sup> floor Conference Room at the Hartley Dodge Memorial Building. The following Commissioners answered as present:

Lois Bhatt, Diane Driscoll, Mark McBride, Jeffrey Smith, and Mark Chiarolanza (speaker phone)

Commissioner Reyes was absent.

Also present were Tanya Van Order, Executive Director, Karen O’Keeffe, Deputy Director, Terrence Corriston, Attorney (speaker phone), and John Hoover, Council Liaison.

Ms. Van Order read the NJ Open Public Meetings Act Notice: Both adequate and electronic notice of this meeting has been provided by the Secretary of the Housing Authority of the Borough of Madison by preparing an Annual Notice dated January 18, 2022, setting forth the date, time, and place of this meeting. Said notice was filed with the Clerk of the Borough of Madison, forwarded to newspapers of local circulation and to the persons requesting it and posted to the Madison Housing Authority website.

**Approval of the Minutes**

Commissioners Smith and Driscoll moved and seconded approval of the Minutes of the Regular Meeting of October 18, 2022. The minutes were approved unanimously by voice vote.

**Council Liaison Report**

Madison Borough Council Liaison, John Hoover, provided his report as follows:

Drew University has not provided the survey of the land available on their campus for residential development. Pursuant to Judge Hansbury’s court order, the Borough will have 45 days to respond and identify steep slopes, wetlands, transition areas, Indiana Bat habitat, the significant tree canopy, and other impediments to development.

The Borough is negotiating a fee for service contract with the MHA to serve as the Administrative Agent for affordable housing units in Madison. Many thanks to the MHA Commissioners for supporting this initiative.

The field work for the Phase 1 archeological study of the Borough-sponsored affordable housing project site at the Civic Center required by the State Historic Preservation Office has been completed. We hope to have the final report in 30 days so construction can commence.

Commercial and residential construction activity is strong throughout town. Multiple projects are under way (former movie theater on Lincoln Place and a drive thru Starbucks at the Madison

Plaza) and significant development applications, such as 3-5 Central Avenue/66 Main Street (former Central & Main restaurant), are pending at the Planning Board.

### **Report of Chairperson**

Ms. Bhatt reported that the Board submitted names of potential candidates for the open Commissioner position to the mayor. The Board is awaiting the appointment of a new Commissioner by the Borough Council.

### **Report of Executive Director**

Ms. Van Order reported that there has still been no response from HUD regarding our public housing program closeout letter. She continues to follow up on this matter and recommends that we move forward with plans to develop additional housing on the Belmont Avenue site using the money raised by the Board in 2020-2021.

Ms. Van Order noted that a draft audit has been requested from our auditors and will be circulated to the Finance Committee upon receipts. The Finance Committee will be invited to a Zoom meeting with the auditor and MHA fee accountant to review the draft audit and will begin working on the FYE 3/31/2024 budget in the next month as well. The budget to actual in the Board package shows Section 8 tracking well and RAD budget showing excess revenue over expenses of \$63,000. \$100,000 will be drawn down from the Replacement and Reserve account to pay for the parking lot work, as reflected in the current budget.

Ms. Van Order updated the Board on the following capital improvement projects:

**Parking lots:** All the parking lot work has been completed.

**Flood Mitigation:** We have requested quotes from electrical contractors to replace the control components of the sewer ejector system. The first quote received was just over \$2000. As suggested by the consulting engineer as a cost savings measure, we have ordered the material components directly from the manufacturer, Cullen at a cost of \$6,500. It will take about 8 weeks to receive the new control panel. We continue to refine the plan for the dry proofing the boiler room and we are currently seeking a price estimate on using flood panels for this space. We would leave these panels in place permanently, removing them only when access is needed for repairs to the boiler room systems. The compactor room and exit stairwell doors would be replaced with flood proof doors as originally planned.

**HVAC System at Rexford Tucker Apartments:** MHA's HVAC maintenance contractor, Teknikon, met with management to discuss the condition of the rooftop air handler system at the senior building. The original system is over 35 years old and Teknikon strongly recommends that MHA plan to upgrade or replace the system in the next 2-4 years. The original system was designed using 100% outside air to pressurize the building and provide make up air for the exhaust fans servicing the building and providing heat to the hallways in the wintertime. In 1998, air conditioning was added to the system using R22 freon, a gas which is no longer manufactured and has become prohibitively expensive. We have solicited quotes from engineering consultants to evaluate the system and recommend a scope of replacement. The current system, while showing signs of wear and age, is fully operational.

**Relocation of Transformer at Rexford Tucker Apartments:** We received a quote from Accurate Electric to move the transformer to higher ground, a concept arrived at in coordination with Jim Mattina from the Borough Electric Department. The initial quote was \$52,000 and when revised to reflect prevailing wage, it came back at \$69,000. This capital improvement project, together with the improvements to the rear driveway area, will be budgeted the next fiscal year.

Ms. Van Order reported that MHA was the target of a cyber billing scam involving a known email address from a valid vendor requesting payment by Electronic Funds Transfer. MHA policy does not permit vendor payments by EFT. The scam was uncovered when we submitted a formal complaint to the Morris County Cooperative Pricing Council about the vendor's behavior.

Ms. Van Order and Ms. O'Keeffe met with Ray Codey and Jim Burnet to discuss MHA assuming the role of Affordable Housing Administrative Agent for the Borough. We followed up with a proposed scope of service and fee, emailed to Ray and Jim 10/26/22 and are awaiting their review and reply to this proposal.

Lastly, Ms. Van Order noted that the Board has received information related to the resolution amending the annual contributions contract, which is the first step in moving forward with our participation in the MTW Demonstration program. The ACC is the contractual vehicle that MHA has with HUD to administer the HCV and RAD PBV programs. The next steps in coming onboard the MTW program will involve detailed planning of our Asset Building program with broad resident and community input.

### **Report of Deputy Director**

Ms. O'Keeffe reported that as of November 1, 2022, 54 of our 56 family units and 77 of our 79 senior units are leased.

Our residents did a great job clearing cars from the parking lots to enable the line striping. The front of the senior building is well marked as a no parking/fire zone. The lines and numbers of all the spots are clearly marked and look great.

On November 1<sup>st</sup> Ms. O'Keeffe met with JCT Solutions at the senior building. JCT is working with the Borough on installing systems to allow access to emergency services personnel at Borough buildings. The Borough has requested that MHA have JCT install cameras and access ability for emergency services at the senior building. MHA has received a proposal for that work.

Additionally, MHA has requested JCT provide a proposal to upgrade the current access system at RTA since there some functional issues with it. Ms. O'Keeffe will also be requesting a quote from another security system vendor.

A holiday luncheon is scheduled at the senior building on Tuesday, December 13<sup>th</sup>. More information will follow.

The Residents' Organization at the senior building hosted a Halloween Meet & Greet. They have been very active and are planning a lot of activities. Zufalls will be providing another

AmeriCorps volunteer for the Zip Program which provides exercise and wellness classes among other activities. The seniors have really enjoyed the past two AmeriCorps volunteers.

On November 21<sup>st</sup> members of St. Vincent's Church will deliver Thanksgiving food baskets to the senior building.

### **Committee Reports**

None.

### **Public Comment**

None.

### **Old Business**

None.

### **New Business**

None.

### **Correspondence**

- Tenant Letter of Appreciation for Madison Housing Authority Maintenance Personnel: Julio Duque and Wilson Castaneda
- Madison Eagle Article: Madison Housing Authority Selected for Federal Demonstration Program
- NAHRO Certification for Jessica Kirchenbauer: Certified Specialist of Family Self-Sufficiency
- NAHRO Certification for Jessica Kirchenbauer: Housing Quality Standards
- NAHARO Exam Certificate for Jessica Kirchenbauer: NAHRO HQS Certification Exam – V3.5

### **Resolutions**

22-8-11-1 Resolution Approving Payment of Invoices

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

22-8-11-2 Resolution Approving Submission of the MTW ACC Amendment to the Public Housing & Housing Choice Voucher Annual Contributions Contract

Commissioners Driscoll and McBride moved and seconded approval of the resolution: The roll call was unanimous, and the Resolution was approved.

22-8-11-3 Resolution Authorizing Membership in the Educational Services Commission of New Jersey Cooperative Pricing System

Commissioners Driscoll and McBride moved and seconded approval of the resolution; The roll call was unanimous, and the Resolution was approved.

**Adjournment**

There being no further business before the Board, Commissioner Bhatt moved for adjournment at 5:23 P.M.

**Next meeting: December 13, 2022, at 4:30 PM in the 2<sup>nd</sup> Floor Committee Room of the Hartley Dodge Memorial Building at 50 Kings Road, Madison, NJ.**

Respectfully submitted,

Karen O’Keeffe  
Deputy Director