

MINUTES
MADISON HOUSING AUTHORITY
January 17, 2023, REGULAR MEETING

Vice-Chairperson Jeffrey Smith called the meeting to order at 4:32 PM. The following Commissioners answered as present:

Mark Chiarolanza, Diane Driscoll, Mark McBride, Caridad Reyes and Jeffrey Smith

Commissioner Bhatt was absent.

Also present were Tanya Van Order, Executive Director, Karen O’Keeffe, Deputy Director, John Hoover, Council Liaison and Terrence Corrison, attorney, on phone.

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, posted to the Authority’s official bulletin board on January 18, 2022, and posted to the Madison Housing Authority website.

At this point in the meeting Mr. Smith relinquished the Chair to Ms. Van Order who asked Deputy Director O’Keeffe if there were any self-nominations for Chairperson of the housing authority for calendar year 2023. Ms. O’Keeffe reported that Commissioner Smith self-nominated via email for Chairperson There were no other email nominations. Ms. Van Order asked if there were any further nominations from the Board for Chairperson. There were no further nominations.

Ms. Van Order asked Deputy Director O’Keeffe if there were any self-nominations for Vice-Chairperson of the housing authority for calendar year 2023. Ms. O’Keeffe reported that Ms. Driscoll self-nominated via email for Vice-Chairperson. There were no other email nominations. Ms. Van Order asked if there were any further nominations from the Board for Vice-Chairperson. There were no further nominations.

23-17-1-1 Resolution Approving the Election of Jeffrey Smith as Chairperson of the Housing Authority.

23-17-1-2 Resolution Approving the Election of Diane Driscoll as Vice-Chairperson of the Housing Authority.

Commissioners Driscoll and Reyes moved and seconded the Resolutions 23-17-1-1 and 23-17-1-2. The roll call was unanimous, and the Resolutions were approved.

Approval of the Minutes

Commissioners Driscoll and Reyes moved and seconded approval of the Minutes of the Regular Meeting of December 13, 2022. The minutes were approved unanimously by voice vote.

Council Liaison Report

Borough Council Liaison, John Hoover, delivered his report as follows.

The initial construction pricing for the Walnut Street affordable housing development exceeds budget due to inflation and supply chain issues. An application for a supplemental grant has been submitted to the New Jersey Housing and Mortgage Finance Agency.

Thanks to the efforts of Congresswoman Mikie Sherrill, a \$2.1 million-dollar Special Appropriation grant was secured for the Walnut Street project.

The MHA leadership staff has been serving as the Administrative Agent regarding the Borough's affordable housing inventory on a courtesy basis. That arrangement will be converted into a formal Shared Service Agreement with the Borough paying the MHA \$20,000.00 annually for this professional service.

Drew University has signed a Letter of Intent with a national residential developer to sell them 10.2 acres of the Drew Campus fronting on Madison Avenue. A meeting with the designated developer to be scheduled.

Report of Chairperson

Mr. Smith expressed his appreciation for the leadership of Chairwoman Lois Bhatt. He stated that he looks forward to working with the Board and staff in continuing the mission of the Housing Authority.

Report of Executive Director

Ms. Van Order reported that MHA Commissioners were sent a bound copy of the 2022 audit. The audit requires Board approval by resolution and the signature of each Board member on a group affidavit form prior to submission to NJ Division of Local Government Services. Additionally, the Board will formally introduce the 2023 Budget.

Ms. Van Order updated the Board on various capital improvement projects.

Flood Mitigation: The new control panel for the Sewer Ejector system will arrive soon and we will hire an electrician to install it. We solicited three quotes from electrical contractors in accordance with our Procurement policy, which have been forwarded to the engineering firm assisting us with the project. The bid package has been completed for the additional flood remediation work (installation of flood control doors, an exterior flood barrier system, waterproof aluminum panel on interior side of louvered wall in the boiler room and waterproofing to masonry walls of the impacted area) and will be published this week.

HVAC System at Rexford Tucker Apartments: Faust Engineering, the independent engineering firm engaged to assess the conditions, recommend a scope of work and provide a cost estimate for this future capital project, is gathering information related to the structural properties of the senior building. **Morris County Office of Community Development 2023 CDBG & HOME applications** are due in mid-February. We will be applying for \$150,000 in CDBG funding for additional flood mitigation work at the senior building, including moving the transformer to higher ground and redesigning the paved drive entrance to the rear of the building to reduce runoff from Belleau Ave that is not captured in the Borough storm drain system.

Ms. Van Order reported that Ray Codey has informed her that the Borough wishes to enter into a Shared Services Agreement with the Authority to become the Borough's Affordable Housing Administrative Agent. The Borough will compensate MHA \$20,000 per year for these services.

Ms. Van Order reported that Attorney Steve Azzolini is working on our application to the appropriate land use board for the subdivision on Belmont Avenue. We are hiring an architect to create a design concept for the proposed units and a professional engineer to develop the site plan with the details related to topography, grading, drainage, etc. Both professionals were selected through a non-competitive process, which is permitted because the money being used to pay for this is held by HQM Properties, Inc. and is not subject to local public contracts law. There is also a landscape architect, Tom Salaki, who is essentially donating his services. As noted last month, buffering will be important to the project. Tom Salaki is highly regarded by Madison's Environmental Commission.

Lastly, Ms. Van Order reported that as of January 1st 2023 MHA is officially an MTW agency. Staff has been attending training webinars and we will begin working on our MTW Supplement to the Annual/5-year Plan in April. The MTW Supplement will outline all the MTW activities we plan to implement. It will also address how we plan to use funding flexibly in the future, both as required by our specific MTW cohort with its focus on asset building, and other opportunities for flexible spending, such as landlord incentives and use of unrestricted administrative fee surplus for developing additional affordable housing. We will engage a consultant to assist us with developing our MTW Supplement, which involves a public process to gather feedback and input on the MTW activities we wish to implement.

Report of Deputy Director

Ms. O'Keeffe reported that as of January 1, 2022, 55 of 56 family units and 77 of 79 senior units are leased.

Ms. O'Keeffe stated that she and Office Administrator, Elaine Martino have monthly meetings to assess the rent rolls and to discuss delinquent accounts. Currently several households have repayment agreements with the Housing Authority. There are five pending eviction cases. Two hearings are scheduled for Thursday, January 19, 2023. Hearings are still being held virtually in Morris County. Terry Corrison will be representing MHA at those hearings.

The Housing Authority facilitated a lease up for one of the Borough's affordable units on Elm Street and is currently assisting with finding prospective tenants for two affordable units at the new construction located at 4 Community Place. To date, two prospective applicants have been sent to the Property Manager at 4 Community Place, and MHA is awaiting confirmation as to those lease-ups. Finding income-qualified applicants takes some time due to the income restrictions. For example, the 3 BR unit is designated as VERY LOW income which means an income limit of \$31,102 for a household size of three people.

Ms. O'Keeffe reported, we are taking steps to purge our waitlists and once we assess the purged lists, we will look at possibly reopening our waitlists. It is expensive to market and manage the opening of the waitlists so we will be deliberately managing each step.

She stated that the Housing Authority wanted to thank the Borough for the new MHA staff identification badges. Michael Pellessier from the Borough coordinated the effort and processed the badges very quickly. The staff appreciates having badges for inspections and on other occasions when accessing units.

Madison resident, Joanne Spigner, who runs a consulting firm called VisionFirst donated her time to facilitate a discussion with the MHA office staff on their DiSC profiles. DiSC is a tool that allows one to understand their style of interacting with others, and with that understanding, enables one to work

more effectively with others. The staff found the presentation very helpful and plans to use this tool going forward.

Ms. O’Keeffe reported that she recently reached out to her former colleagues at Legal Services of Northwest Jersey, and they have agreed to come to our senior building to do a presentation on their services. They will also bring in pro-bono attorneys to help our residents establish simple wills, and POA for financial issues as well as Advanced Healthcare Directives. Interested residents will be screened for income eligibility. We are looking at setting a date for the presentation in early March.

Ms. O’Keeffe reminded the Commissioners that of the post-holiday dinner which is scheduled for January 24th at 6:30 p.m. at the Park Avenue Club.

Committee Reports

Finance: Mr. McBride reported that the Finance Committee met with the Authority’s fee accountant, Bill Katchen, to review the proposed 2023 budget. A discussion and review of the audit and budget ensued.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

Apartment Unit Performance Trend Report

Proposal for Professional Landscape Architectural Services for Belmont Avenue Subdivision

Letter of Appreciation from U.S. Army Veteran John Larkin

RUTGERS University Certificate of Completion: Financial Management for Karen O’Keeffe

NAHRO Family Self Sufficiency Certification for Lisa Jorgenson

Resolutions

23-17-1-3 Resolution Authorizing the Payment of Invoices.

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

23-17-1-4 Resolution Certifying the 2022 Audit.

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

23-17-1-5 Resolution Introducing the Operating Budget for FYE 3-31-2024.

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

CONSENT AGENDA – Resolutions 23-17-1-6 through 23-17-1-18:

23-17-1-6 Resolution Appointing a Qualified Purchasing Agent.

23-17-1-7 Resolution Approving the Cash Management Plan.

23-17-1-8 Resolution Authorizing a Policy Respecting Reimbursement of Authority Commissioners/Employees for Costs of Defending Against Civil Claims and Criminal Charges.

23-17-1-9 Resolution Indemnifying Commissioners and Employees Consistent with N.J.S.A 59:10-4.

23-17-1-10 Resolution Adopting a Form Required to be Used for the Filing of Notices of Tort Claims Against The Authority in Accordance With the Provisions of The New Jersey Tort Claims Act, N.J.S.A. 59:8-6.

23-17-1-11 Resolution Designating Official Newspaper of the Madison Housing Authority for Publication of Legal Notices.

23-17-1-12 Resolution Approving Meeting Dates for 2023.

23-17-1-13 Resolution Designating Karen O’Keeffe as the Madison Housing Authority Public Agency Compliance Officer.

23-17-1-14 Resolution Appointing Tanya Van Order as Fund Commissioner to the New Jersey Public Housing Authority Joint Insurance Fund Year 2023.

23-17-1-15 Resolution Approving an Agreement with William Charleroy AIA, for Professional Services.

23-17-1-16 Resolution Authorizing and Agreement for Landscaping Services for the Period of April 1, 2023 to March 31, 2025.

23-17-1-17 Resolution Approving Advertising for Professional Services.

23-17-1-18 Resolution Approving an Agreement with ABC Surveys, LLC

Commissioners Driscoll and Reyes moved and seconded the Consent Agenda; The roll call was unanimous, and the Consent Agenda was approved.

Adjournment

There being no further business before the Board, Commissioner Smith moved for adjournment at 5:31 P.M.

Next meeting: February 21, 2023, at 4:30 PM in the 2nd Floor Committee Room of the Hartley Dodge Memorial Building at 50 Kings Road, Madison, NJ.

Respectfully submitted,

Karen O’Keeffe
Deputy Director