

**MINUTES  
MADISON HOUSING AUTHORITY  
February 11, 2010 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, Jeffrey Smith, Mark Chiarolanza, Melissa Elias and Mark McBride.

Commissioners Ruckelshaus and Driscoll were absent.

Also present were Louis Riccio, Executive Director, Tanya Van Order, Deputy Director & Carmela Vitale, Council Liaison.

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

**Approval of the Minutes**

Commissioners Smith and McBride moved and seconded approval of the Minutes of the Regular Meeting of January 21, 2020. The minutes were approved by voice vote.

**Council Liaison**

Ms. Vitale reported that the Council continues its steadfast work toward an affordable housing settlement and the Borough is getting a new affordable housing Master appointed by the court. Ms. Vitale also reported that the Borough will be creating a new Master Plan and is seeking public input through a Master Plan Survey, which can be found on Rosenet. The Borough's current Master Plan was created in 1992 and amended over the ensuing years.

**Report of Chairperson**

Ms. Bhatt reviewed the Public Comment protocol (see attached) and discussion ensued. The Board consensus was to use the protocol and exercise flexibility in time allotments depending on the urgency and weight of the issue. The Board will not discuss personnel matter, litigation or contract matters, or confidential matters in public session. If discussion of these matters is needed, the Board will enter executive session.

Ms. Bhatt reviewed the 2020 board committee assignments.

50<sup>th</sup> Anniversary ad-hoc Committee: Diane Driscoll, Lois Bhatt, Gary Ruckelshaus  
Buildings & Grounds: Melissa Elias & Mark Chiarolanza  
Finance Committee: Jeffrey Smith, Lois Bhatt, Gary Ruckelshaus  
Personnel Committee: Lois Bhatt, Mark Chiarolanza, Gary Ruckelshaus  
Public Relations Committee: Diane Driscoll

Ms. Bhatt noted that the Personnel Committee met last week and reviewed the transition plan, which had been discussed at length over a year ago. Ms. Bhatt informed the board that New Jersey law requires that the housing authority board publish the Executive Director position in a national housing journal and a local newspaper. Based on the transition timeline of 1/1/2021 the Personnel Committee will publish in October 2020. Ms. Bhatt provided copies of an organizational flowchart and noted that the only change for 1/1/2021 will be the elimination of the Deputy Director position.

Ms. Bhatt asked Mr. Riccio to summarize the historical financial overlap with HQM Properties, Inc. and the changes undertaken in the past 3 years to clarify that these are separate and distinct entities. Mr. Riccio noted that as HQM Properties, Inc. increased its property portfolio, it was no longer efficient to run the agencies side-by-side. Furthermore, there was considerable confusion with these two financially separate entities with similar names operating in the same location with overlapping personnel. Mr. Riccio noted that in 2016 HQM Properties, Inc. hired its first employees and has been transitioning employees to its payroll for the properties it owns or manages. The proposed FYE 3/31/21 budget has no intermingled personnel between the two entities. The decision by HQM to hire employees directly was made to reduce personnel costs and increase administrative efficiency. The housing authority board was aware of the personnel transition and it was reflected in the budgets adopted by the board. In 2019 the trustees of HQM Properties, Inc. decided to change the non-profit's name and create a refreshed brand. The name change has helped in clarifying that these are two separate entities with separate finances, owning separate properties and overseen by separate boards. Mr. Riccio noted however that the entities remain closely aligned in their mission and commitment to supporting one another. Questions and discussion ensued.

### **Meeting with Mayor Conley**

Ms. Bhatt stated that Mr. McBride and Mr. Ruckelshaus met with Mayor Conley as private citizens to discuss how the Borough might better position itself in applying for Low-Income Housing Tax Credits for its planned development adjacent to the Recreation Complex. Ms. Driscoll also attended this meeting in the capacity of her position with Our House, an organization that develops and manages supportive housing for a special needs population. Mr. McBride noted that a non-profit LIHTC application with a supportive housing component would likely score higher and thus be a more viable development path for the borough. Ms. Vitale summarized new developments that push back the timeline of this project and may jeopardize its feasibility. It appears unlikely that the Borough will meet the LIHTC application deadline for 2021 tax credits. Separate from the focus of this meeting, Mr. McBride noted that the Borough would like the housing authority to manage all affordable housing units within the borough. Discussion ensued.

### **Report of Executive Director**

Mr. Riccio reported that we accepted four bids for the John Avenue conversion of two 4-bedroom duplex units into four 2-bedroom flats. There is resolution before the board to approve a contract with Hotz Development & Construction for \$369,000. Mr. Riccio noted that the next lowest bid was \$434,449 and the highest bid was \$627,000. We hope to begin the work in March and have the four units completed for lease up by July. Mr. Riccio noted that the Borough Council adopted a Resolution to provide an additional \$75,000 toward the conversion from the Borough Affordable Housing Trust Fund. However, the resolution requires that the housing authority obtain written approval from HUD for the conversion. Mr. Riccio stated that this stipulation is a roadblock that will be very difficult to overcome and, even if this were possible to obtain, would impact our construction timeline unfavorably. We could wait for over a year for Washington to act and it's most likely that we would never get the approval in writing. Mr. Riccio noted that HUD did not provide written approvals for the conversion of three units in 2000 or for the fourth conversion undertaken in 2005. Notwithstanding this fact, HUD included the newly created units in the RAD conversion. The housing authority will use housing choice voucher assistance in the two newly created units, which is permissible under the Section 8 program. The new units will be deed restricted and affirmatively marketed so that the Borough receives credit for these affordable units.

Lastly, Mr. Riccio reported that deed restrictions were executed for all housing authority properties per the Borough's request with respect to the settlement with FSHC and based on the legal opinion provided by the Borough attorney that these deed restrictions do not conflict with the RAD Use Agreement.

**Report of Deputy Executive Director**

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

**Committee Reports**

**50<sup>th</sup> Anniversary:** Ms. Bhatt reported that the committee is actively seeking sponsorships. To that end she will email board members a link to a google spreadsheet listing potential sponsors. Board members with a personal contact on the list can reach out to solicit support and note this on the spreadsheet. New sponsor contacts can also be added to the sheet.

**Public Comment**

None.

**Old Business**

None.

**New Business**

None.

**Correspondence**      Scholarship & Internship Opportunities for College-age Residents

**Resolutions**

20-11-2-1      Resolution Approving Payment of Invoices

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

Consent Agenda for Resolutions 20-21-2-2 through 20-21-2-6:

- 20-21-2-2      Resolution Approving a Contract for Landscaping Services
- 20-21-2-3      Resolution Approving an Agreement for Attorney Landlord/Tenant Services
- 20-21-2-4      Resolution Approving an Agreement for Attorney General Legal Services
- 20-21-2-5      Resolution Approving an Agreement for Accounting Services
- 20-21-2-6      Resolution Approving an Agreement for Auditing Services

Commissioners Elias and Chiarolanza moved and seconded consent agenda; The roll call was unanimous and the Resolution was approved.

20-21-2-7      Resolution Approving a Contract with Hotz Development & Construction

Commissioners McBride and Chiarolanza 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 5:50 P.M.

**Next meeting: March 16, 2020 at 4:30 PM in the Conference Room of the Barbara W. Valk Firehouse Apartments.**

Respectfully submitted,  
Tanya Van Order, Deputy Director