

MINUTES
MADISON HOUSING AUTHORITY
May 17, 2022, REGULAR MEETING

Chairperson Lois Bhatt called the meeting to order at 4:30 PM in the Committee Room at the Hartley Dodge Memorial Building. The following Commissioners answered as present:

Lois Bhatt, Diane Driscoll, Mark McBride, Caridad Reyes, Jeffrey Smith, Mark Chiarolanza and Melissa Elias (speaker phone).

Also present were Tanya Van Order, Executive Director, Karen O’Keeffe, Deputy Director, Terrence Corrison, 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 Driscoll and McBride moved and seconded approval of the Minutes of the Regular Meeting of April 19, 2022. The minutes were approved unanimously by voice vote.

Council Liaison Report

Mr. Hoover reported that Morris County Community Development anticipates over \$3,000,000 in HOME American Rescue Plan (ARP) funding for construction & rehabilitation of affordable housing, presenting new funding opportunities. Ms. Van Order noted that the HOME ARP funds are earmarked for homeless and special needs populations and will also include funding for services.

RPM Development, the developer of the Borough’s 44-unit LIHTC project, will submit a grant through the Federal Home Loan Bank of New York. A HOME application for \$450,000 has been submitted to support this project.

Mr. Hoover reported on various development project across the Borough: the movie theater site will start construction soon; the Weichert property at Lincoln Place & Prospect Street is seeking a mixed use project with ground floor commercial, underground parking and apartments on upper floors; 3 Central Ave/66 Main Street has plans to redevelop with ground floor commercial with three stories of residential housing above & no parking; 98 Main Street (Provident bank location) owners are proposing a residential development above the parking lot behind the bank.

Report of Chairperson

Ms. Bhatt commended the staff on its continued education accomplishments.

Report of Executive Director

Ms. Van Order reported that the Authority finally received a letter of approval from HUD Washington Office of Recapitalization, to remove six parcels from four of our sites, effectively amending the RAD Use Agreements for these four sites and allowing us to pursue developing additional affordable homes

in Madison. Next steps include executing and recording the required legal documents. Subsequently, the Authority will require the services of a land use attorney and support from the Borough to prepare and present application(s) before the appropriate municipal land use Board.

Ms. Van Order updated the Board on efforts to close out the former public housing program, which is required in order for the Authority to use cash reserves for development plans. She continues working with the HUD Engineer to close out four prior capital program years. Once this is completed, we will receive an official letter from HUD that our public housing program is closed out.

Ms. Van Order reported that FEMA has approved our flood mitigation plan (included in Board package) for the Rexford Tucker Apartments. The estimated cost associated with this plan is \$75,000; FEMA will cover 90% of project costs not to exceed total project cost of \$143,693.44, inclusive of all required professional service fees. Ms. Van Order also noted that we jet washed and scoped all the storm water drains pipes on the site and they were found to be in good condition.

Ms. Van Order update the Board on various ongoing capital improvement plans. The Belmont Avenue deck replacement should be completed this spring. Ms. Van Order will be evaluating the parking lots at all the sites this week with Borough engineer, Dennis Harrington, to determine which lots need to be milled & paved and which could be crack seal coated. We are hopeful that our 2022 CDBG grant application for \$95,000 additional funding toward the Loantaka Way HVAC retrofit project will be approved. We had previously been awarded \$100,000 in 2020 CDBG funding for this project. If we are awarded additional funding, we will have a total of \$195,000 toward this capital improvement that addresses a fire safety issue at the site.

Ms. Van Order noted that final payment was made for the John Avenue conversion project and additional landscaping has been installed as required by the Zoning Board of Adjustment as a condition of approval of the density variance we obtained for this project. Total contract costs were \$418,438.92. The Borough Affordable Housing Trust fund contributed \$230,000 toward the project and we received \$104,439 from county HOME program. The project had several change orders, most notably a requirement of the Borough Electric that we create and install a new electric panel for the site, which was unforeseen.

Lastly, Ms. Van Order reported that she participated in a PHA stakeholders meeting with the county Community Development office and their consultants to discuss the approximate \$3,000,000 HOME ARP funding that will be available. These funds will be targeted to various uses with a priority to creating homes for special needs and homeless populations. This aligns well with the Authority's plans to build a home to honor Lou Riccio in conjunction with Roots & Wings, which serves an eligible population of young adults aging out of the foster care system.

Report of Deputy Director

As of May 1, 2022, 55 of our 56 family units and 76 of our 79 senior units are leased. We have leases signed for two of the vacant senior units to be begin on June 1st. The remaining senior unit will be ready to lease for July 1st. The vacant family unit is a 3-bedroom and a current family that is under-housed will be moving in with a new lease beginning on July 1st. All the units are being upgraded with new paint, luxury vinyl flooring, rocker switches, and new light fixtures.

The 3-bedroom unit that is currently vacant due to the tenant being evicted. This was our first and so far, only eviction post Covid eviction moratorium.

- Tenant benefited from state ERAP which paid \$12,000 to MHA for their back rent in the past 12 months. They also received about \$3k in aid from Norwescap.
- Although the Tenant never lost income, they stopped paying rent and were \$12,500 in arrears at the time of eviction. (rent was over \$1500/mo due to high income)
- Tenant also stopped paying utilities and MHA had to pay \$3,200 to the Borough to close out the account
- Our accountant advises us to write off the balance which is around \$10,500 after security deposit. We will continue to maintain the records of debt owing & the debt will be reported to HUD through the EIV online portal becoming a permanent record of debt to a PHA.

Our Office Administrator and the Deputy Director meet on a weekly basis to review tenant accounts. Currently we have five households in repayment plans to bring down their balances.

We will be conducting annual inspections of all our units over four Thursdays in June. We will be working with Tom Kubatz who is the Morris County HA inspector.

Activities continue to increase at the senior building. Our Madison Health Department coordinated a 6-week long WISE program focused on healthy aging. Zufalls offers weekly programming, Interfaith Food Pantry delivers meals, congregate dining has returned through the Morris County Nutrition program and Chabad of SE Morris County also provides a food service each week. Madison High School is planning several senior oriented activities for their day of service on May 27th. Activities include pickleball lessons, spring cleanup and offering a musical showcase. The high school coordinated the Madison Senior bus to get residents to the showcase which will be held at Rose Hall.

The Madison Senior Bus is back in operation offering custom rides on Mondays and grocery store rides on three other days of the week.

The Borough of Madison entered into a Shared Service agreement with the Senior Center of the Chathams to provide social, recreational, educational and wellness programs to Madison residents.

Committee Reports

None.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

- Notification of HUD Approval re: MHA Request for Partial Release of RAD Use Agreement

- Flood Mitigation Plan for 15 Chateau Thierry Avenue
- Email from Michael Hong re: Water Main Extension through MHA property at Community Place and Walnut Street
- NAHRO Certification for Karen O’Keeffe “Certified Public Housing Manager”
- NAHRO Certification for Jessica Kirchenbauer “Certified Specialist of Occupancy – Housing Choice Vouchers”
- Certificates for Karen O’Keeffe “Protecting Children from Abuse” and “Cyber Security”
- PMCS Certificates for Karen O’Keeffe, Connie Brill and Jessica Kirchenbauer “EIV Master Reports and Existing Tenant Search”
- PMCS Certificates for Karen O’Keeffe, Connie Brill and Jessica Kirchenbauer “EIV Income Reports and Fundamentals of Discrepancies”

Resolutions

22-17-5-1 Resolution Approving Payment of Invoices

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

CONSENT AGENDA – Resolutions 22-17-5-2 through 22-17-5-4:

22-17-5-2 Resolution Approving a Contract with Straight Edge Construction, LLC for Belmont Avenue Deck Replacement

22-17-5-3 Resolution Authorizing an Award of Contract to William Charleroy AIA for As-Needed Architectural Services

22-17-5-4 Resolution Approving Writing Off Outstanding Tenant Accounts Receivables

Commissioners Driscoll and Chiarolanza 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 Bhatt moved for adjournment at 5:45 P.M.

Next meeting: June 21, 2022, at 4:30 PM in the 2nd Floor Committee Room of the Hartley Dodge Memorial Building at 50 Kings Road, Madison, NJ.

Respectfully submitted,

Tanya Van Order
Executive Director