

MINUTES
MADISON HOUSING AUTHORITY
June 16, 2020 REGULAR MEETING

Chairperson Lois Bhatt called the meeting to order at 4:30 PM via Zoom video meeting. The office Conference Room was open and available for any public to attend the Zoom video meeting. The following Commissioners answered as present:

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

Also present were Louis Riccio, Executive Director, Tanya Van Order, Deputy Director, Carmela Vitale, Council Liaison and Joseph Manfredi, Attorney for MHA.

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

Approval of the Minutes

Commissioners Smith and Ruckelshaus moved and seconded approval of the Minutes of the Regular Meeting of May 19, 2020. The minutes were approved by voice vote.

Closed Session

Commissioners Ruckelshaus and Elias moved and seconded that the Board enter into Closed Session to discuss a legal matter at 4:40 PM. The motion was approved unanimously.

Commissioners Elias and Ruckelshaus moved and seconded that the Board come out of Closed Session at 5:30 PM. The motion was approved unanimously.

Council Liaison

Ms. Vitale commended the Board and the staff for their response to the pandemic crisis, particularly the actions undertaken to protect the seniors in the Rexford Tucker Apartments. She also noted that Commissioner Smith provided early leadership in the lock down protocol for the senior building and the safeguarding of that population.

Report of Chairperson

No report.

Report of Executive Director

Mr. Riccio reported that Community Development awarded us \$100,000 from the CDBG grant program install air conditioning units at the Loantaka Way site. We expect to sign the grant agreement in September and then we can go out to bid. We will get three quotes from architects to design a system and create a bid specification for the project which includes placing air handlers in the attic, venting to the 2nd floor (and possibly one vent to the first floor) and a compressor outside. The work will require use of a platform for workers to bring material into the attic.

Mr. Riccio also reported that HUD has provided additional administrative fee funding to address Covid-19 related expenses such as upgrades to the office for safety, technology and material needs to work remotely, maintenance overtime, cleaning and PPE supplies, etc. The funding received includes funding for Summit Housing Authority RAD PBV program and our portion of the funding is approximately \$65,000. The accountants will need to add an additional income line to the Budget to Actual report to show expenses that have been applied to this funding.

Report of Deputy Executive Director

Ms. Van Order's reports on RAD PBV rent collection, and RAD/Section 8 HCV recertification, units under lease and administrative fees are attached and made a part of these Minutes.

Ms. Van Order updated the board on the status of the senior building and the first phase of reopening to allow access to essential care givers beginning 6/15/2020. The protocol that has been established to document entry for these individuals was created with input from the borough public health nurse. Essential caregivers must wear a mask at all times when in the building and tenants receiving care must also wear a mask while the caregiver is in their unit.

Maintenance is currently turning over 5 units recently vacated and Jackie Gray is working diligently to lease these units to eligible applicants. Rent collection remains stable and many tenants are now reporting return to work. There are no substantial or unusual rent delinquencies at present and no tenants have requested that we apply their security deposit to the rent. We are now accepting all categories of work orders, previously limited to emergency and urgent matters at the beginning of the pandemic period. Maintenance staff wears masks whenever they are in a tenant unit and the tenant is asked to remain in another room or/and wear a mask.

Committee Reports

No reports.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

Legal Opinion Re: Transfer of SHA RAD PBV Administration to Passaic HA
Letter to Theresa Arce Re: Response to HUD Correspondence of 5/27/2020
HUD Letter Re: Request to Transfer SHA RAD PBV Administration to Passaic HA
John Avenue Conversion Project Zoning R-PH Bulk Standards Analysis
John Avenue Conversion Project Impervious Coverage Analysis & Parking

Resolutions

20-16-6-1 Resolution Approving Payment of Invoices

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

20-16-6-2 Resolution Approving the Closeout of the Housing Authority of the Borough of Madison Public Housing Annual Contributions Contract

Commissioners McBride and Ruckelshaus 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 6:05 P.M.

Next meeting: July 21, 2020 at 4:30 PM via Zoom video meeting with conference call-in for public.

Respectfully submitted,
Tanya Van Order, Deputy Director