

MINUTES
MADISON HOUSING AUTHORITY
June 21, 2022, REGULAR MEETING

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

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

Commissioner Elias was absent.

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 Smith moved and seconded approval of the Minutes of the Regular Meeting of May 17, 2022. The minutes were approved unanimously by voice vote.

Council Liaison Report

Mr. Hoover reported that the Borough has met with HQM Properties, Roots & Wings and MHA to advance a plan to repurpose 30 Central Avenue to build a 24-unit SRO building for Roots & Wings program assisting youth aging out of foster care. Ms. Bhatt clarified that this is not an MHA project and our role, if approved by the Board, would be to provide project-based vouchers to the project.

RPM Development, the developer of the Borough’s 44-unit LIHTC project, submitted a \$1,500,000 grant application to the Federal Home Loan Bank of New York. The Civic Center, currently located on one of the affordable housing sites for this project, is slated to be vacated in August with demolition following thereafter prior to the start of the new school year.

Mr. Hoover reported that the Borough will be compiling and submitted the annual affordable housing report due August 20, 2022, as required by the Settlement Agreement with Fair Share Housing. Lastly, Mr. Hoover noted that supply chain issues in infrastructure equipment are causing many delays in commercial and residential projects in the Borough.

Report of Chairperson

Ms. Bhatt reported that she, Ms. Van Order and Ms. O’Keeffe met last month with Mayor Conley, Borough Administrator Ray Codey and Borough CFO James Burnet to discuss next steps on MHA’s plans to develop additional affordable homes on excess land released from the RAD Use Agreements on Belmont Avenue, Chateau Thierry & Belleau Avenues, Loantaka Way and John Avenue. It was agreed that we focus on the Belmont Avenue site as our first project.

Report of Executive Director

Ms. Van Order reported that we received the HUD Partial Release and Amendment and Restatement of RAD Use Agreement documents this week. We will execute the releases as soon as possible so the attorney can file the documents and provide copies to HUD. As Ms. Bhatt reported earlier, we had a productive meeting with Mayor Conley, Councilman Hoover, Ray Codey and Jim Burnet to harmonize our efforts and discuss the process for applying to the Planning Board for a flag lot subdivision. We are waiting for HUD to send formal notification that our public housing Annual Contributions Contract has been terminated in order to begin our next step, which is to engage a land use attorney.

Ms. Van Order reported that we received a check for \$72,450 from FEMA, which is \$67,450 more than anticipated. We are checking with FEMA to confirm that the additional amount is related to our mitigation funding request. We have engaged an engineer and our architect to work on the FEMA approved flood mitigation plan. We will combine these items in a single bid.

Ms. Van Order updated the Board on the Belmont Avenue deck replacement project. The contractor encountered unforeseen circumstances. It was discovered that the ledger board attached to the rim joist was not installed with proper flashing. Therefore, over time the rim joist rotted out along the entire back side of the structure. As the rim joist (or box) holds up the first and second floors of the building, these conditions were deemed an emergency. The repair has been made and the surrounding floor joists have been inspected and are good. Once we receive the Change Order the Board will need to approve the work by resolution in accordance with NJ emergency procurement requirements.

In consultation with Assistant Borough Engineer Dennis Harrington, it was determined that two parking lots – Belmont Avenue & Chateau Thierry Avenue – were in decent shape and could be preserved for an additional 5-8 years with crack sealing work. That work was procured and has been completed. We will work with Mr. Harrington to coordinate the milling & paving of the other five parking lots through the MCCPC this summer staying within our budget of \$100,000 for parking lots.

Ms. Van Order reported that Connie Brill has notified the Authority that she will be retiring September 1, 2022. Connie has been the Section 8 housing choice voucher program manager since November 2003. We are fortunate that Jessica Kirchenbauer recently completed the Section 8 Manager training and will be offered this position. We are currently advertising for a new Office Administrator.

Lastly, Ms. Van Order emailed the Board last Friday with information about our application to HUD's Moving to Work (MTW) Demonstration Program Asset Building Cohort. The information is available on our web page on a designated MTW tab. This information will be updated to include additional documentation, including the Draft MTW Plan, as the process moves forward. We are working with a consultant to assemble the MTW application, due July 28, 2022, and to meet the public process requirements. A public hearing is scheduled for Tuesday, July 5th at 4:30 PM and our MTW plan will be available on our web page and in the office for public inspection for 30 days prior to the application deadline. This evening there will be a Zoom meeting for RAD and HCV tenants to learn about MTW and provide input. Commissioner Reyes will attend as our Resident Commissioner. We look forward to getting resident input on our plans and priorities to incorporate in our plan.

Report of Deputy Director

Ms. O'Keeffe reported that as of June 1, 2022, 55 of our 56 family units and 78 of our 79 senior units are leased. Two new residents signed leases at the senior building as of June 1st. The remaining senior

unit has a new resident ready to lease for July 1st. In July we will have two vacant apartments in the senior building that will be turned over. One of our current families who is under-housed in a 2 BD is currently moving into the vacant 3 BD unit. We will have two 2 BD vacancies starting in July. Applicants are currently being interviewed from the wait list.

Two residents at the Rexford Tucker Apartments (RTA) approached MHA about starting a Resident Council. Ms. O’Keeffe reported that she has met with the residents twice. They have established a mission statement, defined their board structure, board meeting requirements, election process and board member review process. The Resident Council plans to have their first general meeting at the end of August and elections in September. The Resident Council mission statements is as follows: “The resident board will serve to create a welcoming and resourceful community for residents, both personally and as a group. The board will offer the opportunity for organized activities, programming, socialization, wellness events, and resources.”

The Housing Authority is currently conducting HQS Housing Quality Standard inspections for all MHA owned units. All MHA owned units will be inspected over the course of four Thursdays in June. Tom Kubatz, from Morris County HA, is the independent inspector conducting the inspections.

Our Madison Health Department’s 6-week long WISE program is ongoing. The program focuses on healthy aging. This has been a very popular program. The Morris County Municipal Utilities Authority is offering a presentation on What and How to Recycle. On June 29th the Madison Fire Department will be hosting a BBQ at the senior building. On June 30th Zufall will bring its Dental Van to RTA. The van is booked and has a waiting list.

Other regular programming continues at the senior building with exercise classes, Trivia, Scrabble, Bingo, Movies nights, meal delivery and congregating dining.

Coming up in July, Norwescap will be doing an NJ SAVE Presentation to inform residents on how to lower their Medicare costs.

Ms. O’Keeffe thanked Commissioner Mark McBride for helping to deliver food earlier in the day to the seniors at RTA.

Committee Reports

None.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

- MHA Moving to Work Demonstration Program Asset Building Cohort Public Notice
- 2022 MHA HOME-ARP Statistics

Resolutions

22-21-6-1 Resolution Approving Payment of Invoices

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

22-21-6-2 Resolution Approving the Memorandum of Understanding for the Housing Authority of the Borough of Madison to Participate in the Morris County Coordinated Entry Project

Commissioners Bhatt and Smith 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 5:40 P.M.

Next meeting: July 19, 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