

**MINUTES  
MADISON HOUSING AUTHORITY  
March 15, 2016 REGULAR MEETING**

Chairperson Lois Bhatt called the meeting to order at 4:35 PM in the Conference Room of the Barbara W. Valk Firehouse Apartments. The following Commissioners answered as present:

Lois Bhatt, Diane Driscoll, Jerald Mantone (via speaker phone) & Joseph Mikulewicz (via speaker phone)

Commissioners Ruckelshaus, Castano and Love were absent. Also present were Louis Riccio, Executive Director, Tanya Van Order, Deputy Director, and Patrick Rowe, Council Liaison.

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

**Approval of the Minutes**

Commissioners Driscoll and Bhatt moved and seconded approval of the Minutes of the Regular Meeting of February 16, 2016. The Minutes were approved on a unanimous roll call vote.

**Report of Chairperson**

Ms. Bhatt adjusted the agenda to address the Resolutions first to facilitate the meeting.

**Resolutions**

Mr. Mantone & Ms. Driscoll moved and seconded a consent agenda for Resolutions 16-15-3-1 and 16-15-3-2. The roll call was taken and the resolutions were approved:

- 16-15-3-1      Resolution Approving Payment of Invoices
- 16-15-3-2      Resolution Approving a Contract with NORWESCAP to Administer the Family Self-Sufficiency Program

**Adjournment**

Mr. Mantone left the meeting at 4:40 PM. As there was no longer a quorum, Commissioner Bhatt moved for adjournment and the meeting was formally adjourned at 4:40 P.M.

**Report of Executive Director**

Mr. Riccio's report is attached and made part of these minutes.

**Report of Deputy Executive Director**

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

**Report of Attorney**

In the eviction case that was withdrawn without prejudice, a permanent state guardian has been appointed to the tenant in question. We expect to receive full payment of delinquent rent and the state will manage the vacancy notice and property removal.

**Committee Reports**

None.

**Public Comment**

None.

**Old Business**

None.

**New Business**

None.

**Correspondence**

None.

**Council Liaison**

No report.

**Next meeting: Tuesday, April 19, 2016 in the Conference Room of the Barbara W. Valk Firehouse Apartments.**

Respectfully submitted,

Tanya Van Order  
Deputy Director

## **MHA Board Meeting**

**3-15-16**

- **RAD**

The RAD program conversion for the public housing is progressing and has been an overwhelming financial success. We have been getting approximately \$32,000 a month in HAP payments. This will result in an annual HAP amount of approximately \$384,000. Added to the tenant rents our total will be approximately \$1,250,000 in revenues for this year. Our budget reflects total rental revenue of \$1,227,080, which means we will generate approximately \$23,000 more than initially anticipated. Our budget last year was \$893,280 and we anticipated in this year's budget \$1,227,080, an increase of \$333,800. However, we will even exceed that number.

- **MHA Capital Improvements - Completed**

- a) The new elevators are complete.
- b) New Boiler and Hot Water System is complete.
- c) New Fire Alarm Panel is complete.

- **MHA Capital Improvements - Proposed**

We have scheduled a meeting with Dan Balto, architect to discuss upcoming capital work. Dan has worked with us before and was the architect who designed all of the capital work done through the ARRA program in 2009. He also worked with us when we were managing the Summit Housing Authority. The items we wish to explore are as follows:

- a) Replace privacy fences around scatter site patios
- b) Replace vinyl siding on Loantaka Way
- c) Replace bathrooms at Rexford Tucker Apts.
- d) Replace Attic fans & control switches for scatter sites
- e) Comprehensive landscape plan/upgrade for six scatter site locations.
- f) Repair parking lot drain at front of Rexford tucker Apts. driveway.

- **MHA Budget**

- a) The 2017 budget was Introduced and is being reviewed by the State. Once it is returned it will be Adopted by the Board.
- b) The MAHC will receive the Section 8 Administrative Fees for 2016 from the Project Based Budget units. This should be approximately \$100,000. The MAHC will reimburse the MHA for the personnel actually doing the work. This could result in an approximately \$60,000 extra in revenues for the MHA.

- **Administrative Agent, Affordable Housing Trust Fund Administrator & Relocation Officer**

- a) I am continuing to act as the Borough's Administrative Agent, Affordable Housing Trust Fund Administrator and Relocation Officer. This has been part of my normal workload for the past 15 years, which I receive no extra compensation.

For the Administrative Agent and Affordable Housing Trust Fund Administrator roles, the housing authority and the MAHC have received part of the administrative fee associated with the trust fund. These AHTF administrative funds have enabled the housing authority to maintain the high level of support for the public housing residents and financially assisted the MAHC to develop additional affordable housing.

- **MAHC**

- a) Davenport Village - The work is progressing on the project. Of the 89 modular boxes required for the buildings 70 have been set to date. It is anticipated that the final 19 will be set within the next 10 days, weather permitting. Del-Sano Construction believes they will be ready for inspections and a certificate of occupancy by September with occupancy being October 1, 2016.
- b) Property Acquisition- I have met with the owners of 279 Main Street (previously Vacuum store) to discuss purchasing the property. The property is approximately .61 acres and is 51 feet wide by 151 feet deep. The adjacent building is a six unit apartment building, but is on a smaller lot. I have been given an asking price of \$850,000 for the property and have been working on proformas. If we were to develop the site into 6 one and two bedroom units, the most we could offer on the property would be between \$650,000 and \$750,000. This would depend on the MAHC donating \$600,000 the Borough's Affordable Housing Trust Fund donating \$600,000 and the County HOME Program granting \$100,000. However, if we could fit 12 units on the site we could offer \$750,000, but it would also require the Borough to contribute \$100,000 per unit, the MAHC to donate \$600,000 and the County to grant \$200,000.

Discussion ongoing with a private landlord who owns three multifamily houses adjacent to our public housing. I am waiting for an asking price for each of the three properties or all three as a package. There are 10 apartments in all three buildings. She is very interested in dealing with us since she is very civic minded

- c) Deed Restrictions - I have sent letters to all of the landlords on the Section 8 Housing Choice Voucher Program. Many of these landlords have been participating in the program for over 20 years. I have asked them to contact me if they are interested in discussing a deal whereby we would donate up to \$100,000 in major repairs in exchange for them deed restricting their property for 30 years. These letters went out two weeks ago and we have not had any response to date.

- d) I have met with Nino Coviello regarding the property on Kings Road by Division Avenue that has been subdivided into 6 building lots. He is required to build one affordable housing units on the sixth building lot. He is proposing to build a duplex on this site and sell them to the MAHC for \$360,000. We would then either sell or rent the two units. Based on a preliminary proforma if we rented the units we could charge \$868 and \$1,198 respectively. It would be profitable from year 1 with more than a 1.20 debt service coverage.
- e) I have met with Richard Romano regarding the units proposed for the Walnut Street property adjacent to the Senior Center. He is going back to the Board of Adjustment with a revised plan showing only 10 units of which 2 will be affordable.

- **NJNAHRO**

- a) I am the Conference Chairman for the MARC/ NJNAHRO Annual Conference and Trade Show April 24-27, 2016 at Resorts Casino Hotel in Atlantic City. I have scheduled 3 Pre-Conference 2 day trainings on low income housing tax credits, UCPS Inspections and Commissioners Fundamentals. In addition on Monday and Tuesday there are 27 sessions for Commissioners, Executive Directors and staff. On Wednesday there will be a bus tour of Atlantic City showcasing their recent redevelopment projects. In addition speakers will include Atlantic City's Mayor Donald Guardian, DCA Commissioner Chuck Richman, NJ Assembly Speaker Vincent Prieto, CEO NAHRO's CEO Saul Ramirez and NAHRO's President Steve Merritt.