

MINUTES
MADISON HOUSING AUTHORITY
January 15, 2021 REGULAR MEETING

Chairperson Lois Bhatt called the meeting to order at 4:30 PM via Zoom video meeting. The following Commissioners answered as present:

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

Commissioner Driscoll was absent.

Also present were Tanya Van Order, Executive Director, Jacqueline Gray, Housing Manager and Astri Baillie, Council Liaison.

Ms. Van Order read the NJ Open Public Meetings Act Notice and noted that the meeting was conducted held remotely in accordance with the Authority's Emergency Remote Meeting Procedures and N.J.C.A. 5:39-1(h).

At this point in the meeting Ms. Bhatt relinquished the Chair to Ms. Van Order who asked for nominations for Chairperson of the housing authority for calendar year 2021. Ms. Van Order reported that Commissioner Bhatt self-nominated via email for Chairperson There were no other email nominations. Ms. Van Order asked if there were any further nominations from the Board for Chairperson. There were no further nominations.

21-15-1-1 Resolution Approving the Election of Lois Bhatt as Chairperson of the Housing Authority.

Commissioners Ruckelshaus and McBride moved and seconded the resolution. The roll call was unanimous, and the Resolution was approved.

Ms. Bhatt asked Ms. Van Order if there were any self-nominations for Vice-Chairperson of the housing authority for calendar year 2021. Ms. Van Order reported that Mr. Ruckelshaus indicated his wish to relinquish the role and Mr. Smith self-nominated via email for Vice-Chairperson. There were no other email nominations. Ms. Bhatt asked if there were any further nominations from the Board for Vice-Chairperson. There were no further nominations.

21-15-1-2 Resolution Approving the Election of Jeffrey Smith as Vice-Chairperson of the Housing Authority.

Commissioners Ruckelshaus and McBride moved and seconded the resolution. The roll call was unanimous, and the Resolution was approved.

Approval of the Minutes

Commissioners Smith and McBride moved and seconded approval of the Minutes of the Regular Meeting of December 15, 2020. The minutes were approved by voice vote.

Report of Chairperson

Ms. Bhatt welcomed our new Council Liaison Ms. Baillie and expressed our commitment to working with the Borough to increase the supply of affordable homes within the requirements of the Borough's recent Mt. Laurel Housing settlement with Fair Share Housing.

Council Liaison Report

Ms. Baillie reported that the Borough introduced an ordinance last night approving a redevelopment plan for Community Place. This will go before the Planning Board on January 19th for their review and approval. This designation is needed to advance the Borough's plans to develop a LIHTC project on a parcel of property donated by the Board of Education for this purpose in combination with the Borough's Walnut property that currently houses the Health Department and Senior Center.

Report of Executive Director

Ms. Van Order reported that she submitted the FYE 3/31/2020 audit to the New Jersey Bureau of Financial Regulation & Assistance together with the certification of the governing body (the Board) and proof of published audit synopsis. The FYE 3/31/2022 budget, as introduced by resolution in the December 2020 Board meeting, has also been submitted to the state for review.

Ms. Van Order informed the Board that our Family Self-Sufficiency renewal grant renewal was approved; we will receive \$72,000 for the 2021 FSS program.

Ms. Van Order provided an update on the John Avenue Conversion project. The estimated project completion date has been revised to 4/1/2021 after a series of unforeseen delays to start up including the need for variances as well as building permit delays related to fire wall questions. The interior demolition is completed, interior partitions are framed, the foundation for small building addition is finished and shop drawings have been submitted to architect for review & approval. Borough construction inspections are ongoing. We received the first application for payment for \$82,000 and we will request reimbursement first from the county and then the Borough Trust Fund. \$100,000 in capital improvement was budgeted in FYE 3/31/2020 for the John Avenue conversion which will now span three budget cycles.

The county grant agreement for the CDBG funding for the Loantaka Way HVAC installation has been signed and returned and we are awaiting quotes from architectural engineering firms to design the project. We estimate the total construction cost to be \$120,000. We budgeted \$55,000 in capital improvement for FYE 3/31/2021 for this project.

Ms. Van Order reported that she has reached out to Ken O'Brien, to discuss a shared service agreement with the Borough to repair and maintain our vehicles. Mr. O'Brien confirmed that the Borough has the capacity to include our vehicles. Ms. Van Order spoke to Ray Codey who was enthusiastic about this prospect and instructed Mr. O'Brien to create a proposal for our consideration.

Lastly, Ms. Van Order noted that she is working through myriad administrative change-over issues related to Mr. Riccio's retirement and her new position as Executive Director. She is also among four housing authority professionals running for the position of Treasurer of MARC NAHRO.

Report of Housing Manager

Ms. Gray reported on RAD/PBV rent collection and vacancies. Overall rent collection is stable. There are primarily two tenants who have delinquent accounts of concern. Of those two tenants, one has made a sizable payment on their account. There are currently two vacancies which are both expected to be leased by February 1st.

New Jersey has an online portal which allows residents to pre-register for the COVID-19 vaccine. Jessica Kirchenbauer has made calls to all the seniors in family affordable housing to assist them in pre-registration.

Ms. Gray noted that she and Tanya Van Order will be attending a virtual seminar given by the NJ Apartment Association, at the end of the month, on the legalization of cannabis in NJ and what that new law will mean in the real estate rental environment.

HQM Properties, Inc. is constructing a building with two affordable homes at 7 Elm Street, which is adjacent to Madison Housing Authority's site at 70-72 Park Avenue. Straight Edge Construction, contractor of the project, has discussed plans to move the vehicles owned by the tenants of 70-72 Park Avenue to alternate nearby parking to safeguard them during the initial work phase and while the retaining wall between the two properties is replaced. Once the alternative parking location has been identified, our tenants will be notified.

Committee Reports

Personnel: Ms. Bhatt reported that Ms. Van Order's contract, approved in Closed Session at the December 15, 2020 Board meeting, has been fully executed.

Development Committee: Mr. McBride reported that, with input from Ms. Van Order and Development Committee members Gary Ruckelshaus and Mark Chiarolanza, he updated a set of recommendations to the Borough regarding strategies to preserve ownership rights at the end of a LIHTC development's compliance period. These recommendations included using the Housing Authority to secure long-term affordability of this private sector transaction that is being planned using public property and with substantial public funding through the municipal affordable housing trust fund. Mr. McBride further noted that with the recent expansion of federal tax credits significantly increasing the financial feasibility of the non-competitive 4% tax credits, he fully expects that the Borough will succeed in obtaining LIHTC funding in 2021 and will be on track to have its project built by the end of 2022.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

Madison Eagle Article “Long time head of Madison Housing Authority retires; board chooses his deputy as successor.”

NAHRO Commissioners Guide to Monitoring and Oversight Certificate for Tanya Van Order Civil Rights Certification

Resolutions

21-15-1-3 Resolution Approving Payment of Invoices

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

Consent Agenda for Resolutions 21-15-1-4 through 20-21-1-14:

- 21-15-1-4 Resolution Appointing a Qualified Purchasing Agent
- 21-15-1-5 Resolution Approving the Cash Management Plan
- 21-15-1-6 Resolution Authorizing a Policy Respecting Reimbursement of Authority Commissioner/Employees for Costs of Defending Against Criminal Charges
- 21-15-1-7 Resolution Indemnifying Commissioners and Employees Consistent with N.J.S.A. 59:10-4
- 21-15-1-8 Resolution Adopting a Form Required to be Used for the Filing of Notices of Tort Claims Against the Authority in Accordance the Provisions of the NJ Tort Claims Act, N.J.S.A. 59:8-6
- 21-15-1-9 Resolution Designating Official Newspaper of the Housing Authority for Publication of Legal Notices
- 21-15-1-10 Resolution Approving Monthly Meeting Dates for 2021
- 21-15-1-11 Resolution Designating Jacqueline Gray as the Madison Housing Authority Public Agency Compliance Officer
- 21-15-1-12 Resolution Approving a Lease Agreement with the Morris County Dept. of Human Services for a Nutrition Program
- 21-15-1-13 Resolution Approving A Shared Service Agreement with the Summit Housing Authority
- 21-15-1-14 Resolution Appointing Tanya Van Order as Fund Commissioner to the New Jersey Public Housing Authority Joint Insurance Fund Year 2021

Commissioners McBride and Smith moved and seconded 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 5:15 P.M.

Next meeting: February 16, 2021 at 4:30 PM via Zoom meeting video conference.

Respectfully submitted,

Tanya Van Order
Executive Director