

MINUTES
MADISON HOUSING AUTHORITY
February 16, 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).

Approval of the Minutes

Commissioners Smith and Chiarolanza moved and seconded approval of the Minutes of the Regular Meeting of January 12, 2021. The minutes were approved unanimously by voice vote.

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

Council Liaison Report

Ms. Baillie reported that the Borough will meet with Judge Gaus on April 22, 2021 to review the Borough compliance with the terms of its affordable housing settlement. The Borough has published a Request for Qualifications and is seeking interested developers for the 44 unit project at Walnut Street & Community Place. The timeframe to respond is within two weeks.

Report of Chairperson

Ms. Bhatt recognized Councilman Hoover, attending as public at the meeting, and informed the Board that Mr. Hoover is the alternate Council liaison for the Housing Authority.

Ms. Bhatt thanked the staff for the efforts in organizing and executing the recent vaccine clinic at the senior building. She noted that the maintenance staff did an excellent job keeping the sites clear and safe in the recent heavy snowstorms. Lastly Ms. Bhatt congratulated Mr. McBride on obtaining his certificate of completion from Rutgers Center for Government Services and Ms. Gray for obtaining her Public Housing Manager's certification.

Report of Executive Director

Ms. Van Order reported that the Zufall Health vaccination clinic at our senior building on January 28th was a great success and she acknowledged Borough public health nurse Marlene Dolan for her

assistance and Jessica Kirchenbauer for her excellent advance and on-site organization. Over 85% of the Rexford Tucker Apartment residents received their first dose of vaccine and the second vaccine dose will be administered Thursday, February 25th. Ms. Van Order also acknowledged Ken O'Brien, DPW Director, for providing critical help with removing snow from along Chateau Thierry Ave to create safe on-street parking and in the circle in front of the building to accommodate the Zufall Medical van.

Ms. Van Order informed the board that NJ DCA has approved our 2022 budget, introduced at the last board meeting. The board can now formally adopt the budget and then the state will certify the adopted budget. The state requested a few minor changes to the OPEB calculation, which our accountant Bill Katchen provided. Additionally, RFQ's for accounting, auditing and legal services were published last month with a deadline of this Thursday. The Board will approve professional service contracts at next month's meeting.

Ms. Van Order provided an update on the John Avenue Conversion project. We received a \$50,800 reimbursement from the county Community Development to offset the \$82,800 paid last month to the contractor. The balance of \$32,000 has been submitted to Jim Burnet for reimbursement from the Borough Affordable Housing Trust Fund. The Borough Electric is requiring a new electric distribution panel for the entire site. The change order will be approximately \$12-15,000. Our architect's electrical engineer has met with the Borough's electric department and has designed the new service per their recommendations. While opening the existing main sewer line the contractor found that it was about ¼ filled with grease. We authorized the contractor to hire a company to clean the line, which should not cost more than \$500-\$750.

Additional architectural engineering quotes were solicited to design the Loantaka Way A/C installation project and Bill Charleroy submitted a proposal for \$12,000, less than half the previous quote received. Once he completes the architectural and engineering specifications, Community Development will review and approve our bid package and we can go out to bid hopefully by the end of March. Our 2021 budget included \$55,000 in capital improvements for this project in addition to the \$100,000 CDBG grant.

Report of Housing Manager

Ms. Gray reported on RAD/PBV rent collection and vacancies. Overall rent collection is stable. The tenants with the most delinquent accounts are continuing to make payments to get their balances down. There are currently two vacancies, one of which is expected to be filled by March. The other is expected to be filled by April, because the unit needs a lot of repairs and may possibly have new flooring installed as well.

Ms. Gray provided an update on the parking at 70-72 Park Avenue during the 7 Elm Street construction. There were initially plans to move the vehicles owned by the tenants of 70-72 Park Avenue to alternate nearby parking to safeguard their vehicles during the initial work phase of the building construction at 7 Elm Street, which is adjacent to 70-72 Park Avenue. The contractor of the project has since come up with an alternative plan to temporarily re-stripe and reconfigure the parking lot at the site. This plan provides a safer alternative for our tenants.

As a service project, a Madison High School Sophomore partnered with the Madison Eagle Christmas Fund and assembled 120 Valentine's Day goody bags for our senior tenants. Each bag contained a \$50 gift card to Stop & Shop, candy, hot chocolate, and a little note. The bags were dropped off to Jessica Kirchenbauer who distributed them to the seniors of the Rexford Tucker Apartments, Firehouse Apartments, Robert T. Burroughs, and a few of our disabled tenants. All who received goody bags were extremely appreciative to be thought of in this way.

Ms. Gray provided a brief overview of the seminar given by the NJ Apartment Association on the legalization of cannabis in NJ and what that new law will mean in the real estate rental environment. There will be future training opportunities on the subject matter if the law gets passed.

Committee Reports

Finance: Mr. Smith reported that he has reviewed the 9-month budget to actual statement with Ms. Van Order and we are currently doing better than budgeted for this period.

Buildings & Grounds: Mr. Chiarolanza complimented the maintenance staff on an excellent job in responding to the recent large snowstorm.

50th Anniversary Committee: Ms. Bhatt reported that we received the \$10,000 pledge from NJNAHRO and are awaiting only a few more pledge payments toward the fundraiser to build a home in honor of Louis A. Riccio.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

NJAA Certificate of Participation for Jacqueline Gray – NJ is Legalizing Cannabis: Learn What this Means for the Multifamily Industry
Certificate of Completion for Jacqueline Gray – TY-Pensions – PERS Enrollment Training
Nan McKay letter re: Jacqueline Gray passed the Public Housing Management Certification Exam
Request to Subdivide Property Under RAD Use Agreement
Email Correspondence with Mayor Bob Conley re: Public Health Nurse Marlene Dolan
Letter of Support for Coachlight and Renners Road Community Solar Application
Rutgers Certificate for Mark McBride on Completion of Public Housing Authority Commissioner Training

Resolutions

21-16-2-1 Resolution Approving Payment of Invoices

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

21-16-2-2 Resolution Adopting the Operating Budget FYE 3-31-2022

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

21-16-2-3 Resolution Approving a Contract for Professional Services with Northwest New Jersey Community Action Partnership, Inc. (NORWESCAP) to Administer the Family Self-Sufficiency Program

Commissioners Elias and Chiarolanza 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 5:30 P.M.

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

Respectfully submitted,

Tanya Van Order
Executive Director