

MINUTES
MADISON HOUSING AUTHORITY
February 21, 2023, REGULAR MEETING

Chairperson Jeffrey Smith called the meeting to order at 4:32 PM. The following Commissioners answered as present:

Lois Bhatt, Mark Chiarolanza, Diane Driscoll, Mark McBride, Caridad Reyes and Jeffrey Smith

Also present were Tanya Van Order, Executive Director, Karen O’Keeffe, Deputy Director, John Hoover, Council Liaison and Terrence Corrison, attorney, (via speaker phone).

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 17, 2023, 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, posted to the Authority’s official bulletin board on January 18, 2023, and posted to the Madison Housing Authority website.

Approval of the Minutes

Commissioners Reyes and Driscoll moved and seconded approval of the Minutes of the Regular Meeting of January 17, 2023. The minutes were approved unanimously by voice vote.

Council Liaison Report

Borough Council liaison, John Hoover, delivered the following report:

- The Council adopted a support resolution regarding the \$150,000.00 grant application by the MHA to Morris County Community Development Block Grant Program to relocate the transformer at Rexford Tucker and install a rear access road on site.
- The Borough is pursuing supplemental funding from the New Jersey Housing and Mortgage Finance Agency for the Walnut Street affordable housing development. The three rounds of bidding identified a construction funding gap due to increased labor costs, supply chain issues, advanced energy enhancements and interest rate escalation. If our request is approved, construction would start in April. Commissioner Mark McBride has been very helpful analyzing the various financial scenarios.
- Discussions continue with the leadership of Drew University regarding the future of the Drew Forest and additional peripheral lands along Madison Avenue.
- Discussions continue with the six (6) property owners at Giralda Farms regarding the future of their office buildings given the changes in telecommuting and Zoom meetings.
- Abbvie, the anchor tenant in Giralda #5, has relocated to the BASF building on Park Avenue in Florham Park. The have been replaced by Bristol Myers Squibb.

- The Weichert property at 13-15 Prospect Street (corner of Lincoln Place and Prospect Street) has submitted a site plan application to demolish the buildings on site and build two ground floor commercial units with twelve apartments above (2 affordable units).

Report of Chairperson

Mr. Smith expressed his appreciation for the Housing Authority of the Borough of Madison Status Report and Recommendations For Future Activities. Mr. Smith said the Housing Authority has an impressive history and expressed his appreciation for being part of the organization.

Report of Executive Director

Ms. Van Order provided an update on various capital improvement projects:

- a. **Flood Mitigation:** Bids for the construction component of the flood mitigation project are due Thursday. We hope to take advantage of the good weather to get an early start. The new control panel for the sewer ejector system was delivered and an electrical contractor has been selected, subject to Board approval, to install the panel.
- b. **CDBG Grant Application:** we've applied for \$125,000 in CDBG grant funding to move the transformer at the senior building to a higher location and to redesign the rear access driveway to address the persistent problem of water runoff from Belleau Ave down the driveway, which was exacerbated when the road was repaved.
- c. **HVAC System at Rexford Tucker Apartments:** We are waiting for the report from Faust Engineering and anticipate requesting county HOME funding for this project in the 2024 funding year. If we have sufficient funding between the R&R and HOME, we will issue an RFP to contract with an engineering firm to design the system and manage all aspects of the project. This major capital project would not begin until early 2025. In the meantime, we will continue our vigilant preventative maintenance of the current air handler rooftop system.
- d. **Routine replacement flooring:** As part of our routine turnover improvements, we have been installing luxury vinyl tile over the original linoleum floors in the senior building and the scatter site units. Our 2-year contract for flooring replacement at turnover expires 3/31/2023 and a new bid has been published for a 2-year contract beginning 4/1/2023. The bids are due 3/2/2023 and we hope to have a contract for the Board's consideration at the March meeting.

Ms. Van Order reported on the status of Borough partnerships:

- a. **Administrative Agent:** We anticipate entering into a Shared Service Agreement with the Borough as the Affordable Housing Administrative Agent. We look forward to receiving a draft agreement for our attorney to review prior to final Board approval.
- b. **Change in Health Care Plan** – We have been working with the Borough and have the opportunity to save money while maintaining the same level of health care coverage by switching from the State Health Benefit Plan to the North Jersey Municipal Employees Health Plan, also known as the municipal Health Insurance Fund, or HIF. The HIF is a self-funded pool owned and operated by municipalities. Because we have only 5 employees with health insurance coverage, we do not meet the HIF minimum of 25 members. Fortunately, the HIF agreed to allow us to enroll as a separate entity attached to the Borough's application. The Borough also realized a small savings from this cooperative action since our employee health census had a favorable impact on overall premiums. We expect to save 12% immediately for the same coverage and we will be eligible for dividends after 3 years.

Ms. Van Order reported on the status of the Belmont Avenue development plans. Attorney Steve Azzolini provided an update on the work needed to complete the application. Andrew Clarke, our engineer, is working on the site plan and has been in touch with the architect, Bill Charleroy. Once the

site plan is done they will go through the completeness process with the Borough and may be able to submit the application in April. In the meantime, Mark McBride, Karen O’Keeffe and I met with HQM Properties, Inc. CEO Lou Riccio to review a draft proforma for the project. The best funding source for our proposed project is the national housing trust fund administered through NJ DCA. This fund is designated for small projects of 1-4 units. We could receive up to \$1.5 million for four 2-bedroom units based on proposed new funding formulas for the program. We also discussed a technical issue related to sewer connection to the site, which is something the engineer will need to consider. Lastly, we a temporary transfer of the property to the nonprofit for the purpose of developing the project in a more cost-effective manner since the national housing trust fund does not require prevailing wage.

Lastly, Ms. Van Order informed the Board that we are engaging the services of a MTW consultant to assist us in the next steps to integrating into the program, including developing our MTW Supplement to the Annual PHA Plan, which will involve a public process to gather feedback and input on the MTW activities we wish to implement. We will be using the same consultant who assisted us with our application, PHActory, Inc.

Report of Deputy Director

Ms. O’Keeffe reported that as of February 1, 2023, 55 of 56 family units and all of our 79 senior units are leased.

Ms. O’Keeffe reported that Legal Services of Northwest Jersey, will be coming to the senior building on March 14th to do a presentation on their services. They will schedule follow up appointments with residents who express interest in establishing simple wills, and POA for financial and healthcare issues.

Ms. O’Keeffe reported that Captain Nunn from the Madison Fire Department completed fire safety inspections on all family units and on all common areas in the senior building.

Ms. O’Keeffe expressed appreciation for the strong working relationship the Housing Authority has with the Madison Fire, Police and Health Departments. These strong relationships enable the Housing Authority to best serve residents.

Committee Reports

Finance: Mr. McBride reported that a cash account update was included in the Board packet. It shows that the Housing Authority year to date budget is in good shape.

Ms. Van Order noted that a budget-to-actual report and cash balance report will be provided to the board quarterly.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

MHA Status Report and Recommendations for Future Activities

Madison Eagle Article: Madison Switches Health Insurance Plans, Avoids 20% Premium Hike

Rutgers Certificate of Completion for Karen O’Keeffe: Executive Housing Management

Resolutions

23-21-2-1 Resolution Authorizing the Payment of Invoices.

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

Consent Agenda - Resolutions 23-21-2-2 through 23-21-2-8

23-21-2-2 Resolution Authorizing the Withdrawal from Medical Prescription Drug and Dental Plan Offerings Under The State Health Benefit Program of The State Of New Jersey Effective April 30, 2023

23-21-2-3 Resolution to Join The North Jersey Municipal Employees Benefit Fund

23-21-2-4 Resolution Approving a Lease Agreement with the Morris County Department of Human Services for a Nutrition Program

23-21-2-5 Resolution Rescinding Resolution 23-17-1-6 Awarding A Contract to Mike Medina Landscaping

23-21-2-6 Resolution Authorizing an Agreement with Accurate Electrical & Mechanical to Replace the Sewer Ejector System Control Panel at 15 Chateau Thierry Avenue

23-21-2-7 Resolution Authorizing a Consulting Agreement with Phactory Consulting for MTW Consulting Services

23-21-2-8 Resolution Approving Submission of an Application for Community Development Block Grant (CDBG) Funding

Commissioners Chiarolanza and McBride moved and seconded the Consent Agenda; The roll call was unanimous, and the Consent Agenda was approved.

Adjournment

There being no further business before the Board, Commissioner Smith moved for adjournment at 5:33 P.M.

Next meeting: March 14, 2023, at 4:30 PM in the 2nd Floor Committee Room of the Hartley Dodge Memorial Building at 50 Kings Road, Madison, NJ.

Respectfully submitted,

Karen O’Keeffe
Deputy Director