

**MINUTES
MADISON HOUSING AUTHORITY
March 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, Diane Driscoll, Mark McBride and Jeffrey Smith.

Commissioners Elias, Ruckelshaus and Chiarolanza were 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 Driscoll moved and seconded approval of the Minutes of the Regular Meeting of February 16, 2021. The minutes were approved unanimously by voice vote.

Council Liaison Report

Ms. Baillie reported that the Borough has narrowed down six interested developers for the 44-unit project at Walnut Street and Community Place. The RFP has been created with a deadline for returns of April 1, 2021. Ms. Baillie reiterated 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.

Report of Chairperson

Ms. Bhatt acknowledged the staff for continuing their education and training. Ms. Bhatt also thanked the staff for their efforts in organizing and executing the second vaccine clinic at the senior building.

Report of Executive Director

Ms. Van Order informed the Board of thoughts regarding the next steps of opening activities and permitting visitors at the senior building, considering most seniors are now fully vaccinated. All decisions will be made in consultation with the local public health nurse.

Ms. Van Order reported that the Adopted Copy of the 2021 Budget (FYE 3/31/22) has been received from N.J. Division of Local Government Services. If, going forward, the Board wishes to make changes to an Adopted Budget, an amended budget would need to be submitted to the state.

Ms. Van Order provided an update on the John Avenue Conversion. The project has encountered delays due to weather and supply chain issues. The contractor will need to revise the project completion date. The architect submitted a field report indicating that many items have passed inspection including electric rough-in and underground plumbing work. With the new plumbing and heating connections now completed, the disturbance to the ground in front of the building has been repaired. The Borough electric and the contractor worked together to design a new electric distribution panel to service the new units and that panel has been connected to the transformer. The other 9 units can be connected to this new panel in the future, as necessary. During construction, the contractor encountered and repaired some termite damage, which will result in a change order. In addition to the repair, we will contact an exterminator to treat all the termite infested areas of the building.

Ms. Van Order reported that the bid package for the Loantaka Way A/C installation project has been completed and the legal notice should be able to publish the by the end of this week. We are waiting for Community Development to provide the prevailing wage rates to include with the package. Our architect, Bill Charleroy, and his electrical engineer had an extensive site visit last month to create the design plan. The attic space is tight with trusses 2 feet on center, but they were able to make it work. They confirmed that the electric supply to the units is sufficient to support the new A/C systems and no new electrical upgrades will be needed. Our 2020 budget (FYE 3/31/21) included \$55,000 in capital improvements for this project in addition to the \$100,000 CDBG grant.

Ms. Van Order participated in a 2-day NAHRO webinar “Industry Knowledge & Updates” which provided a lot of food for thought for future development opportunities. We are still waiting for HUD to respond to our request to release portions of property from the RAD Use Agreement so we can pursue subdivision. Ms. Van Order is engaging assistance at all levels of HUD to move this forward. Additionally, Ms. Van Order attended the virtual NAHRO Legislative Conference and met with legislative aides from Senator Booker, Senator Menendez and Congresswoman Sherrill’s offices.

Ms. Van Order reported that the Housing Authority is working with the Borough and their planners to assure that our Affirmative Marketing for opening our waiting list is consistent with the Borough’s Settlement Agreement. The Borough’s agreement imposes substantially more than what HUD requires for opening a wait list.

Report of Housing Manager

Ms. Gray reported on RAD/PBV rent collection and vacancies. Overall rent collection is stable. One of the tenants with a delinquent account of over \$5,000 has paid the balance in full. There are currently two vacancies, one at the senior building and the other at a family site.

Mrs. Kirchenbauer and Commissioner McBride have attended an IRS training and have both become certified intake workers. As a result, they will be meeting with some of the seniors this week to assist in getting their paperwork together for tax preparation through NORWESCAP’s volunteer income tax assistance program.

Mrs. Kirchenbauer attended a senior advisory meeting at the end of last month and one of the focal points of the meeting was transportation for the seniors. The Borough of Madison has a grant to get an electric bus. Until the purchase of that bus, there was talk of renting a bus. Jessica has not heard anything further as of now and will keep us and the seniors informed as a lot of them are eagerly waiting to have transportation services again.

Mrs. Kirchenbauer has been tracking senior tenants who missed the Covid vaccine and is trying to find ways to get them vaccinated. According to Christine Hellyer from the Morris County Nutrition Program, seniors who are home bound and on their program are being preregistered to receive the Johnson and Johnson vaccine at home. Jessica will coordinate with Christine to hopefully get the rest of the seniors vaccinated in the upcoming weeks.

Committee Reports

Development Committee: Mark McBride explained the benefits of using Project-based vouchers in the Borough's LIHTC affordable housing development. The MHA could provide up to 8 Project-based vouchers without triggering Davis Bacon wage rules.

50th Anniversary Committee: Ms. Bhatt reported that we now have \$83,000 in donations toward building an affordable home in honor of Lou Riccio.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

NAHRO Industry Knowledge and Updates Certification for Tanya Van Order

Nan McKay Public Housing Management Certification for Jacqueline Gray

Madison Eagle Newspaper Article "Madison Eagle Christmas Fund extends giving season to combat 'food insecurity'."

Madison Eagle Newspaper Article "Madison Housing Authority residents vaccinated at second COVID-19 clinic."

Staff Thank You from Senior Residents that Received COVID-19 Vaccinations

Resolutions

21-16-3-1 Resolution Approving Payment of Invoices

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

Commissioners Driscoll and Bhatt moved and seconded a Consent Agenda for resolutions 21-16-3-2 through 21-16-3-6. The roll call was unanimous, and the resolutions were approved:

- 21-16-3-2 Resolution Authorizing an Agreement for Professional Accounting Services with NOVOGRADAC to Perform an Audit of Housing Authority's Financial Records for the Period of April 1, 2021 to March 31, 2022
- 21-16-3-3 Resolution Authorizing an Agreement for Professional Legal Services in Connection with Evictions with Feinstein, Raiss, Kelin, Booker & Goldstein, LLC for the Period of April 1, 2021 to March 31, 2022
- 21-16-3-4 Resolution Authorizing an Agreement for Professional Legal Services with Breslin & Breslin P.A. for the Period of April 1, 2021 to March 31, 2022
- 21-16-3-5 Resolution Authorizing an Agreement for Professional Accounting Services with William Katchen Certified Public Accountant, LLC for the Period of April 1, 2021 to March 31, 2022
- 21-16-3-6 Resolution Appointing William Katchen as Qualified Purchasing Agent for the Period of April 1, 2021 to March 31, 2022

- 21-16-3-7 Resolution Authorizing a Commercial Lease Agreement with HQM Properties, Inc. for Office Space at 24 Central Avenue, Madison, NJ

Commissioners Bhatt and Driscoll 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 5:15 P.M.

Next meeting: April 20, 2021 at 4:30 PM via Zoom meeting video conference.

Respectfully submitted,

Jacqueline Gray
Housing Manager