

**MINUTES**  
**MADISON HOUSING AUTHORITY**  
**April 19, 2022, REGULAR MEETING**

Chairperson Lois Bhatt called the meeting to order at 4:30 PM in the Committee Room at the Hartley Dodge Memorial Building. The following Commissioners answered as present:

Lois Bhatt, Diane Driscoll, Mark McBride, Caridad Reyes, Jeffrey Smith, and Melissa Elias (speaker phone).

Commissioner Chiarolanza was absent.

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

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 18, 2022, 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 and posted to the Madison Housing Authority website.

**Approval of the Minutes**

Commissioners Driscoll and McBride moved and seconded approval of the Minutes of the Regular Meeting of March 15, 2022. The minutes were approved unanimously by voice vote.

**Council Liaison Report**

Mr. Hoover reported that the Borough Planning Board approved the Borough’s forty-four-unit affordable housing development on Walnut Street and Community Place. RPM Development is now applying for a permanent mortgage and 4% low-income housing tax credits from the NJHMFA. Construction is anticipated to start by 10/1/22.

Mr. Hoover reaffirmed that the Assistant Borough Engineer Dennis Harrington will continue to work cooperatively with MHA staff to coordinate the paving needs of MHA and the Borough with the Morris County Co-Op vendor.

Mr. Hoover reported on two pending Planning Board applications that may generate requirements for additional affordable housing. One is the subdivision of an existing property at 132 Ridgedale Avenue and the second involves the demolition of existing property at 66 Main Street/3 Central Avenue and the construction of a four-story residential apartment building.

Lastly, Mr. Hoover updated that Board on the Borough’s ongoing efforts to preserve the 53-acre Drew University tract known as the Drew Forest. Two independent appraisers have been engaged to value the potential acquisition of this property, which is bound by Loantaka Way, Glenwild Road and Green Village Road.

**Report of Chairperson**

Ms. Bhatt commended the staff on its continued education accomplishments.

## **Report of Executive Director**

Ms. Van Order updated the board on the flood mitigation efforts. Meetings were held recently with borough and MHA professionals to assess opportunities for flood mitigation in our senior building boiler room. Given the project budget that FEMA will allow, which as a hard cap of \$143,600, wet proofing the boiler plant components by raising them up 36 inches is not financially feasible. More achievable actions were identified, including enhancing the controls of the sewer ejector pit to act as a backup sump pump to the boiler room; improving the grade of the driveway leading to the boiler room; and dry proofing by bricking up the old louvered opening to the boiler room & replacing the old doors with doors that have waterproof features.

Ms. Van Order noted that additional drainage on the site would not help since our outflow drain was nearly certainly under the water level of the stream during this flash flood event. Nevertheless, we are having the storm drainpipes flushed and scoped by the company that services our sewer pit to assess the site's drainage system.

Ms. Van Order reported that she held a Zoom meeting last week with MHA attorney Scott King, HQM Properties, Inc., and three HUD officials to work out the final details of the required paperwork for our request for a partial release from the RAD Use Agreements on four sites. HUD asked HQM Properties, Inc. to make changes to their bylaws, which the non-profit agreed to do. They also requested some minor changes to the documents our attorney submitted last month.

Ms. Van Order reported that an RFQ was issued for the deck replacement at 24 Belmont Avenue. We anticipate completing this small capital improvement in May. We have been working with the Borough engineer, Dennis Harrington, to define an initial scope of work for parking lot replacements and repairs as outlined in our 2022-23 budget. We anticipate doing half of the work this year and the balance in the next fiscal year. We have also issued an RFP for as-need Architectural & Engineering services for other capital projects that we have identified or that arise.

## **Report of Deputy Director**

Ms. O'Keeffe reported that four new residents signed leases as of April 1<sup>st</sup>. Currently all the family units are leased, and 77 of 79 units at the senior building are leased. We anticipate having two senior units and one family unit in turnover beginning in May. The units are being upgraded with new paint, luxury vinyl flooring, rocker switches, and new light fixtures. Letters have been sent to applicants on the waiting list and interviews and due diligence is being conducted.

Our Office Administrator, Jessica Kirchenbauer, working with Zufall Health Center coordinated a fourth vaccination clinic at the Rexford Tucker building on Friday, April 8<sup>th</sup>. A second Covid booster shot was given to 50 participants. The participants also received a \$25 gift card from Provident Bank.

Zufall continues to provide programming at the senior building every Tuesday focused on physical exercise, fine motor and memory functions, and wellness. April activities included two chair exercise sessions, a beaded flowers craft activity, and a wellness meditation session.

Interfaith Food Pantry continues to deliver monthly senior food bags every third Tuesday. Currently 41 seniors are receiving those deliveries.

Chabad of SE Morris County is offering our seniors the Thankful Thursday program which provides a bowl of homemade soup, a roll and dessert. Meals are delivered door to door. Nine seniors have signed up for this program.

Arts by the People will be hosting a jewelry making workshop with 10 seniors on April 27<sup>th</sup> through funding providing by the Madison Rotary.

The Morris County Nutrition Program will restart congregate dining at the senior building in May. Program protocols were reviewed with Madison Health Officer, Mike Fitzpatrick. Based on his recommendation, the program managers will provide a separate table for non-residents to dine if any should attend.

Commissioner Mark McBride and Jessica Kirchenbauer met with a Rexford Tucker senior to complete two years of tax returns in an effort to help her recover stimulus checks that had been stolen due to tax fraud.

### **Committee Reports**

None.

### **Public Comment**

None.

### **Old Business**

None.

### **New Business**

None.

### **Correspondence**

- MHA Chairperson Lois Bhatt's Remarks to the Madison Planning Board, March 14, 2022
- Madison Eagle Article "Madison Planning Board OK's 44-unit affordable development"
- NAHRO Certificate for Jessica Kirchenbauer "Ethics for Housing Professionals"
- Certificate for Karen O'Keeffe, Julio Duque, and Wilson Castaneda "Housing Authority: Safety Awareness & Regulatory Training"

### **Resolutions**

22-19-4-1 Resolution Approving Payment of Invoices

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

CONSENT AGENDA – Resolutions 22-19-4-2 through 22-19-4-5:

22-19-4-2 Resolution Adopting the Operating Budget FYE 3-31-2023

22-19-4-3 Resolution Approving a Memorandum of Agreement with the Morris County Housing Authority Regarding Interjurisdictional Mobility

22-19-4-4 Resolution Approving a Service Agreement Between the Housing Authority of the Borough of Madison and the Housing Authority of the County of Morris

22-19-4-5 Resolution Approving Advertising for Professional Services

Commissioners Reyes and Bhatt 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 Bhatt moved for adjournment at 5:35 P.M.

**Next meeting: May 17, 2022, at 4:30 PM in the 2<sup>nd</sup> Floor Committee Room of the Hartley Dodge Memorial Building at 50 Kings Road, Madison, NJ.**

Respectfully submitted,

Tanya Van Order  
Executive Director