

**MINUTES**  
**MADISON HOUSING AUTHORITY**  
**May 18, 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, Mark Chiarolanza, Diane Driscoll, Melissa Elias, Mark McBride, Caridad Reyes and Jeffrey Smith.

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

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 12, 2021, 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. This meeting is being conducted remotely in accordance with the Authority's Emergency Remote Meeting Procedures and N.J.A.C. 5:39-1(h).

**Approval of the Minutes**

Commissioners Driscoll and McBride moved and seconded approval of the Minutes of the Regular Meeting of April 20, 2021. The minutes were approved unanimously by voice vote.

**Council Liaison Report**

Ms. Baillie reported that all documents needed for Fair Share Housing settlement were submitted to Judge Gaus. The next court appearance is May 27, 2021, and the Borough hopes to finalize the Affordable Housing Settlement Agreement at that time. The Borough Council has approved RPM as the developer for the LIHTC development on Walnut Street & Community Place. A Design Team has been formed and Ms. Baillie noted that Ms. Van Order is part of that group. Commissioner McBride is assisting on the Finance subcommittee.

**Report of Chairperson**

Ms. Bhatt welcomed the new Resident Commissioner, Caridad Reyes.

Ms. Bhatt reported that the current committee structure has been in place for at least 10 years and that it's time to rethink that structure to help better promote the mission of the Madison Housing Authority, support the Executive Director, and to maintain an active, engaged and informed board of Commissioners. Ms. Bhatt has spoken to each commissioner individually about the restructuring and with the help of Vice-Chairperson Smith will be following up with everyone with restructuring plans by next meeting.

## **Report of Executive Director**

Ms. Van Order reported that the budget-to-actual in the attachments for FYE 3/31/21 is as accurate a picture as is currently available until it is adjusted for OPEB (other post-employment benefits) in accordance with a factor published annually by the state of New Jersey. This state analysis comes out in early June and is always a year behind. The budget-to-actual shows that we budgeted for a \$70,410 surplus. While we anticipate an actual surplus that is greater than budgeted, it will likely be less than reflected in the budget-to-actual report once OPEB adjustments are made. This favorable variance is due largely to the administrative fees we earn for both MHA and SHA RAD PBV programs.

Ms. Van Order informed the Board that the unaudited financials for FYE 3/31/21 are due by 6/15/2021. Our accountants will submit them through HUD's Financial Data Schedule portal. The official due date of the audit is 12/31/21.

Ms. Van Order reported that there's been some movement on our request to HUD Washington to allow us to build additional affordable homes on excess, undeveloped property within our RAD Use Agreement. There was a Zoom call with Diana Crespo Caballero, the HUD attorney reviewing our document submission, and Cheryl Fox, the Director of Coordination & Compliance who manages HUD approval processes for financing and refinancing development, where clarification of our intent was provided. Both Diana and Cheryl confirmed that Madison is in the vanguard in bringing this request to HUD as we pursue a unique angle increasing the supply of affordable homes.

Ms. Van Order explained the resolution to reject the two bids that were submitted for the Loantaka Way AC Installation Project. Both exceeded our budget by nearly 50%. As a result, we will go back out to bid in August. Morris County Community Development has approved an extension of our grant and has clarified that, if bids come in high once again, we can reduce the scope of the project to complete as many units as we can afford and then go back for additional funding to finish the rest.

Ms. Van Order recommended approving a contract with the only bidder who bid for as-needed flooring replacement. The bidder's price is very good, and he installed the ceramic and VCT tile floors in the Firehouse Apartments, which are now over 10 years old and have held up very well.

Ms. Van Order addressed the resolution to enter into an agreement with HQM Properties related to the unit conversions at John Avenue. Two of the four units under constructions will remain assisted through the RAD PBV HAP since they are included in our total number of RAD units (134). However, the two new units will be subsidized with tenant-based Section 8 housing choice vouchers, which HUD allows provided that the PHA obtains certain services from an independent entity. The agreement will be forwarded to the HUD Newark Field Office once signed.

Ms. Van Order shared her enthusiasm about the invitation by Mayor Conley to participate in the Design Team for the Borough's LIHTC development on Walnut Street & Community Place. There were a lot of thoughtful comments about the proposed design elements addressing the needs of future residents as well as the aesthetics of the neighborhood discussed at the first virtual meeting. There is a lot of excitement for creating a development with the highest energy efficiency standards possible, including possibly passive house as defined by PHIUS, which is the gold standard for environment sustainability.

## **Report of Housing Manager**

Ms. Gray reported on RAD/PBV rent collection and vacancies. Rent collection was very good this month. There are currently three vacancies, one at the senior building and the other two at the family sites.

Ms. Gray announced that there was a tenant caused flood at the senior building at the beginning of this month. Damages are still being assessed and will be charged to the tenant. For this reason, all tenants are strongly urged to obtain renter's insurance.

Ms. Gray informed the Board that annual inspections are being conducted this month. Overall, the units that have been inspected thus far look great. Ms. Gray acknowledged the maintenance staff for the phenomenal job that they do and the pride that they take in their work.

There was a lottery yesterday to generate additional applicants on the waiting list for family and senior housing. As a result, there were an additional 145 seniors and 550 families added.

Ms. Gray reported that several of the seniors have taken advantage of the transportation services provided by GoGoGrandparents and have expressed their gratitude for the service. The senior van is supposed to start running again next week, but the seniors will still be able to utilize the services by GoGoGrandparents also.

Ms. Gray reminded the Board of the IRS training that Ms. Kirchenbauer and Commissioner McBride attended, which certified them as intake workers. Following the certification, they assisted some of the seniors in getting their paperwork together for tax preparation through NORWESCAP's VITA (volunteer income tax assistance) program. The taxes have since been completed, signed, and sent out to tenants. The seniors are very appreciative for the help they have received.

## **Committee Reports**

**Development Committee:** Mr. McBride provided an update of the developer selection process for the Walnut Street/Community Place affordable housing project, noting that RPM is a highly qualified LIHTC developer. He also reported that the shift from 9% to 4% tax credit application works well with the higher standard of building quality proposed. He noted that the negotiations of the Development Agreement are ongoing with the Borough's goal being to achieve a financing structure that is fair to the Borough and to restrict the project as affordable housing in perpetuity with a nonprofit right of first refusal. Lastly, Mr. McBride stated that he hopes that the Borough will require the developer to partner with a local homeless services provider such as Homeless Solutions to ensure that comprehensive support services are provided to the families in the eight units with a homeless preference.

## **Public Comment**

None.

## **Old Business**

None.

**New Business**

None.

**Correspondence**

NAHRO Certificate for Tanya Van Order – Transition to NSPIRE – What to Expect with HUD Inspections  
Rutgers Certificate for Jacqueline Gray – Completion of Principles of Public Purchasing 3

**Resolutions**

21-18-5-1 Resolution Approving Payment of Invoices

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

Consent Agenda for Resolutions 21-18-5-2 through 21-18-5-4:

21-18-5-2 Resolution Rejecting Bids for Air Conditioning Installation Project at 30 Loantaka Way

21-18-5-3 Resolution of the Housing Authority of the Borough of Madison (MHA) Approving a Contract for Services with HQM Properties, Inc. to Perform PHA Functions for Two MHA Owned Units at 28C & 28D John Avenue

21-18-5-4 Resolution Approving a Contract with J. Morano Contracting for Flooring Replacement

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

21-18-5-5 Resolution Approving a Mission Statement for the Housing Authority of the Borough of Madison

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 5:33 P.M.

**Next meeting: June 15, 2021, at 4:30 PM via Zoom meeting video conference.**

Respectfully submitted,

Jacqueline Gray  
Housing Manager