

MINUTES

MADISON HOUSING AUTHORITY

June 20, 2023, REGULAR MEETING

Chairperson Jeffrey Smith called the meeting to order at 4:31 PM. The following Commissioners answered as present:

Commissioners Lois Bhatt, Mark Chiarolanza, Diane Driscoll, Mark McBride, Caridad Reyes, Mary Sue Salko and Jeffrey Smith

No Commissioners were absent.

Also present were Tanya Van Order, Executive Director, Karen O’Keeffe, Deputy Director, and John Hoover, Council Liaison, Mayor Bob Conley. Terrence Corrison, attorney, participated by 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 17, 2023, and posted to the Madison Housing Authority website.

Oath of Office

Mayor Conley was present and administered the oath of office to the MHA Commissioners. All commissioners were present and were sworn in by the Mayor.

Approval of the Minutes

Commissioners Chiarolanza and Bhatt moved and seconded approval of the Minutes of the Regular Meeting of May 16, 2023. The minutes were approved unanimously by voice vote.

Council Liaison Report

Councilman Hoover reported that the Borough received supplemental grant funding for the Walnut Street project. The Borough hopes to begin demolition and construction this summer.

The Councilman provided an update on the ongoing Drew Forest litigation, Giralda Farm’s plans to develop residential units on their property, plans for the historic Masonic Lodge building on Main Street and Drew University’s plans to sell property along its Madison Avenue frontage.

Report of Chairperson

Chairperson Smith stated that he appreciated reading the fact sheet about the Madison Housing Authority that was included in the board packet. Chairperson Smith highlighted that the Borough of Madison does not provide any funding for the operation of the Madison Housing Authority.

Report of Executive Director

Ms. Van Order informed the Board that the application to subdivide a parcel at the back of Belmont Avenue and build four 2-bedroom units was submitted to the Zoning Board of Adjustment last week. The next steps will be a technical review and a public hearing. Our expenses to date for this effort total \$23,000, which has been paid through money held in trust by the nonprofit HQM Properties, Inc. These are the monies that the Board raised to mark the housing authority's 50th anniversary and to honor the accomplishments of retired Executive Director Lou Riccio.

Ms. Van Order reported that work is underway on the second phase of the flood mitigation project, which is replacing the compactor room and rear stairwell exit doors with floodproof doors, installing a flood panel system to protect the boiler room from future flood events and sealing up the lower part of the louvered wall of the boiler room. The doors and panels are on order with an approximate delivery date of early autumn. These floodproof systems require a concrete base, which the contractor has installed making the site floodproof door ready. Ms. Van Order has responded to additional FEMA Mitigation requests to update our anticipated time of completion for our mitigation project. We received approximately \$72,000 from FEMA and will be seeking additional mitigation funding since the initial cost estimates for the floodproof doors were too low. We are still waiting to hear from CDBG regarding our funding application for moving the RTA transformer and redesigning the rear access driveway to further protect this vulnerable low-lying area.

Ms. Van Order provide an update on the meeting with Ecogy, Inc., discussed at the May 16, 2023 board meeting. Chairperson Smith and Finance Committee Chair McBride joined Ms. Van Order in a Zoom meeting to discuss the EV charging station opportunity. After careful consideration it was decided it would be best to seek opportunities to collaborate with another larger municipal or regional project. Considerations included the high number of charging stations required to meet the minimum award and the potential nonresidential uses EV charging stations might pose on our sites.

Ms. Van Order reported that the Borough has agreed to pay for the installation of a video surveillance system at the senior building in exchange for the Affordable Housing Administrative Agent services the authority has provided and will continue to provide in 2023. The cost of the installation is \$16,500. This surveillance and access system is part of a borough-wide system to enhance security and access for police, fire and emergency responders. This system will also serve as the tenant access system for the Rexford Tucker Apartment residents.

Lastly, Ms. Van Order congratulated Deputy Director Karen O'Keeffe on being elected to serve on the Board of New Jersey NAHRO, the state chapter of the National Association of Housing & Redevelopment Organizations.

Report of Deputy Director

Ms. O'Keeffe reported that 55 of 56 family units and 77 of 79 senior units are currently under lease.

The staff is conducting a comprehensive overhaul of the MHA Administrative Plan. The plan is approximately 800 pages in length and is dense with policies and procedures. The staff is methodically going through each chapter to ensure compliance with HUD rules and federal and state law.

On June 7th the newly created Resident Advisory Board (RAB) for our RAD family households and Section 8 households held its first meeting. Eleven residents and voucher holders attended the meeting. There was a vibrant discussion about ways in which the RAB could best serve MHA and Section 8

residents. Ideas included youth mentoring, employment networking, welcoming new residents, community-wide events to foster connections, addressing mental health needs, and educating the larger community about housing. MHA Executive Director Tanya Van Order gave a presentation about MTW and how the RAB will be instrumental in providing input into that effort. The next meeting is scheduled for June 28th.

The Resident Advisory Board at the Rexford Tucker Apartments is very busy and planning a variety of activities for residents. On Friday, June 16th, the RAB hosted a fun evening with the Kings Road Band. About 40-45 people attended the event.

On Wednesday, June 21st Commissioner McBride, Ms. Van Order and Ms. O’Keeffe will attend a second meeting with the Madison Area YMCA. After touring the facility, the discussion with Y staff will continue about ways to streamline income verification for MHA residents and voucher holders who may qualify for financial assistance for Y programs. All commissioners interested in attending the tour section of the meeting are welcome to attend.

The staff is processing a purge of the RAD and Section 8 waitlists to ensure all applicants on the lists are still interested in obtaining housing. Applicants have until June 30th to update their application, or they will be dropped from the waitlist. Once the waitlist is updated, the staff will assess when the waitlists will be reopened.

Committee Reports

No reports.

Public Comment

Jen Nielsen of 14 Rose Avenue, Madison stated that she appreciated the work of the Madison Housing Authority.

Old Business

None.

New Business

None.

Correspondence

Azzolini & Benedetti, LLC Letter to Madison Zoning Board RE: Belmont Ave Development

Madison Housing Authority Facts Document

Letter of Appreciation from Rexford Tucker Resident Zhenguo Qin

MELJIF Safety Institute Certificate of Completion for Tanya Van Order: Implicit Bias in the Workplace

Resolutions

23-20-6-1 Resolution Authorizing the Payment of Invoices.

The resolution was unanimously approved by roll call vote. Move by Commissioner Driscoll/Seconded by Commissioner Reyes.

23-20-6-2 Resolution Authorizing Awarding Contract to Always Safe Sidewalks LLC Under Educational Services Commission of New Jersey Bid in an Amount Not to Exceed \$25,000

The resolution was unanimously approved by roll call vote. Move by Commissioner Driscoll/Seconded by Commissioner Chiarolanza.

23-20-6-3 Resolution Approving a Contract to 1st Global Heating & Cooling LLC for Air Conditioning Installation Project at 30 Loantaka Way

The resolution was unanimously approved by roll call vote. Move by Commissioner Driscoll/Seconded by Commissioner McBride

Adjournment

There being no further business before the Board, Commissioner Smith moved for adjournment at 5:21 P.M.

Next meeting: July 18, 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