

**MINUTES**  
**MADISON HOUSING AUTHORITY**  
**July 27, 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, Mark McBride, Caridad Reyes and Jeffrey Smith.

Commissioner Elias was absent.

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 Bhatt and Driscoll moved and seconded approval of the Minutes of the Regular Meeting of June 15, 2021. The minutes were approved unanimously by voice vote.

**Council Liaison Report**

Regarding the LIHTC development proposed for Walnut Street and Community Place, Ms. Baillie reported that RMP Development Group continues to engage with the Borough's Design Team, which includes MHA's Executive Director, Tanya Van Order. The Borough hopes that the project will be ready to go before the Planning Board in early September.

**Report of Chairperson**

None.

**Report of Executive Director**

Ms. Van Order reported that the independent audit for FYE 3/31/21 is underway.

Ms. Van Order provided an update of the John Avenue Conversion. The completion date has been revised to August 16th and we will target September 1st for lease ups. Site visits for Board members will be scheduled in the near future.

Ms. Van Order discussed HUD's approval to project base 20% of our housing choice vouchers plus an additional 10% for special needs/homeless households, for a total of 30% or 57 vouchers. The RFP will be published this week and we anticipate awarding 24 PBVs for existing housing (Firehouse

Apartment and Robert T. Burroughs Apartments) plus 8 special needs/homeless for the Borough sponsored LIHTC development in partnership with RPM Development Group. The extra 25 vouchers will be held in reserve for use as needed within the Borough.

Ms. Van Order provided an update regarding the request of the Partial Release from RAD Use Agreement. Last week, additional information was submitted to Cheryl Fox from HUD and we await HUD's response. If we are granted this request, we will be the first PHA in the country to do this and our efforts might serve as a development template for other PHAs nation-wide.

Ms. Van Order explained the Smoke-Free Housing Policy resolution. The resolution includes a proposed amendment to our 5-year plan to incorporate this new policy. HUD requires this board action in advance of public notice providing 45 days to comment on the proposed policy change. The board will then amend the 5-year plan through resolution in September and approve the policy effective January 1, 2022.

Lastly, Ms. Van Order noted that we continue to assess the safety and practicality of resuming in-person Board meetings, which were initially anticipated to recommence in September.

### **Report of Housing Manager**

Ms. Gray reported on RAD PBV rent collection, and RAD/Section 8 HCV recertification, units under lease and administrative fees are attached and made a part of these Minutes. Also reported were rental assistance checks received by the NJ DCA ERAP for three delinquent tenant accounts.

Ms. Gray informed the Board that there was a Notice of Tort Claim received for a fall on the sidewalk along Chateau Thierry Avenue in front of our senior building property. The notice was sent to both the Borough of Madison and the Housing Authority. No complaints about the sidewalk were received prior to this incident. The claim has been forwarded to our insurance company for review.

Last week, a power outage in Madison caused a phased or partial outage at the senior building. The phased outage caused the air handlers, sewer pumps and generator to stop working. Power was restored within 5 hours.

Ms. Gray announced the Phase II reopening plan of the senior building which began on July 14th. Indoor group gatherings have increased to 30 and tenants are not required to wear a mask outside of their apartment. Visitors are still required to wear a mask when entering the building and in any of the common areas. Delivery people are still not permitted to enter the building at this time.

Snap Ed senior classes for nutrition, exercise and overall wellness started on July 19th and Tame the Pain Workshops by New Bridge services will be starting in August and running into September. These workshops will be focusing on exercise and movement through music to relieve pain.

### **Committee Reports**

**Finance Committee:** Mr. McBride reported that he will be working with Ms. Van Order to understand the mechanics of the authority's cash flow. The Finance Committee's goals include a long-term financial model for the capital needs of the properties, tying this into the Strategic Planning process.

**Strategic Planning Committee:** Mr. Chiarolanza reported that the committee has met once and will meet again this week to define the broad goals of both the committee and the 5-year Strategic Plan. He emphasized that the plan will be centered around the new mission statement and will include communication, marketing and advertising goals as well as an exploration of potential new initiatives for development.

**Public Comment**

Mr. Dave Carver, resident of Belleau Avenue, reiterated his concerns regarding the Authority’s plan to subdivide and develop on the wooded property it owns across from his home. He stated that he will provide his comments in writing to the Housing Authority.

**Old Business**

None

**New Business**

None.

**Correspondence**

Letter from Theresa Arce, Hud PH Director, Newark Field Office re: Calculation of the Project-Based Voucher Limit Under the HCV Program  
Madison Eagle News Article “Madison Housing Authority – Federal Funding Pays Trip Costs”

**Resolutions**

21-27-7-1 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.

21-27-7-2 Resolution Approving a Policy Addressing the Protection and Safe Treatment of Minors

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

21-27-7-3 Resolution Approving an Amendment to the 5-Year Plan to Include a Smoke-Free Housing Policy & Lease Amendment

Commissioners Driscoll and Reyes moved and seconded 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 5:22 P.M.

**Next meeting: September 21, 2021, at 4:30 PM via Zoom meeting video conference.**

Respectfully submitted,

Jacqueline Gray  
Housing Manager