

**MINUTES**  
**MADISON HOUSING AUTHORITY**  
**September 21, 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 and Astri Baillie, 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 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 Reyes moved and seconded approval of the Minutes of the Regular Meeting of July 27, 2021. The minutes were approved unanimously by voice vote.

**Council Liaison Report**

Ms. Baillie reported that the Borough has engaged an Affordable Housing Administrative Agent as required in the recent Mt. Laurel court settlement. A contract is pending with Housing Partnership to fulfill this function. Additionally, Borough Administrator Ray Codey has been appointed Affordable Housing Liaison for the Borough. Ms. Baillie also noted that RPM Development Group is expected to go before the planning board by the end of November.

Lastly, Ms. Baillie announced that Jean Nash has accepted a full-time position as Borough public health nurse, replacing Marlene Dolan.

**Report of Chairperson**

Ms. Bhatt commended Julio Duque for his quick action to pump out 22" of water in the boiler room of the senior building in the middle of the night of Hurricane Ida. She also commended Tanya Van Order for working diligently to get the HVAC boiler room systems evaluated and new water heaters installed quickly.

Ms. Bhatt attended the FSS graduation on September 13<sup>th</sup> where there were 23 graduates, 12 of them from MHA. Many graduates received substantial FSS escrow checks and several graduates have purchased their first home. Beyond escrow earnings, the graduates' accomplishments included higher education diplomas, new jobs or paying down debt.

Ms. Bhatt reported that she and Commissioners Smith and Driscoll were invited to view the plans for the units on Walnut Street and Community Place and provide feedback. Other Board members can view the plans at the planning board public hearing.

Ms. Bhatt attended the JIF training course “Protecting Children” and reported that it was very informative. She encourages commissioners to take the course soon as stipulated by our newly adopted policy on this matter.

Ms. Bhatt responded to Mr. David Carver’s comments from the July 27, 2021, regular meeting of the Madison Housing Authority. As Mr. Carver was not in attendance, Ms. Bhatt noted that she will respond to him both in writing and by email and that her response is made part of these Minutes.

Ms. Bhatt reminded the Board that we raised approximately \$105,000 for a home in Lou Riccio’s honor. She would like to write to the sponsors with an update on our development plans.

### **Report of Executive Director**

Ms. Van Order discussed staff response to a flash flooding emergency at the senior building from residual effects of Hurricane Ida. We were able to procure and install two new domestic hot water heaters the next day. Three replacement heating boilers were immediately ordered and are scheduled to be installed in the first week of October. The total cost for repairs is estimated at \$140-\$175,000 with the hope to recoup most of the cost from the insurance after the \$5,000 deductible is met.

The third-party claims administrator for the NJ PHA JIF, Qual-Lynx, recommended submitting a notice to FEMA regarding MHA’s property loss, which we’ve done. Ms. Van Order will be seeking expert evaluation of what can be done to prevent a future flood and will also be looking for any available FEMA Mitigation funding. She will look at installing a sump pit in the boiler room tied into the generator and will also work with the Borough to make a plan to relocate the generator that services the building from its location at the bottom of the driveway to a higher spot nearby.

Ms. Van Order submitted Draft Audit copy for FYE 3/31/21 to the Board for review. The final audit report is pending the state of New Jersey’s OPEB audit report for the state health benefit plan. This report usually comes out in June but has been delayed this year. Once the audit report is finalized, Rich Larsen from Novogradac will attend the Board meeting to review the audit and to answer any questions from the Board. The draft audit shows a total positive net position of \$243,500 for the fiscal year ending 3/31/2021. That may increase or decrease depending on assumptions in the state’s OPEB actuarial valuation report.

Ms. Van Order provided an update of the John Avenue Conversion. The final inspection was conducted last week and approval is currently pending a needed adjustments to the windowsill height. The contractor and architect are discussing a solution. Reimbursement from the Borough housing trust fund was received for the second payment to the contractor. The third payment of \$104,350 is included in the bill list and we will get \$50,250 reimbursed from the balance remaining in the housing trust fund money pledged by the borough. Ms. Van Order is exploring the option of getting additional money from the HOME fund for the unbudgeted costs related to the electrical panel upgrade required by the Borough.

Ms. Van Order accepted applications for available project-based housing choice vouchers a few weeks ago. The Board has resolutions to consider approving the selection of the four applications from two

applicants, RMP Development Group for new construction at Walnut Street and Community Place and HQM Properties, Inc. for three existing housing projects within the Borough. The applications have been submitted to HUD Newark for review and approval as well. Once the Board and HUD Newark approves the selection, HAP agreements will be signed with HQM Properties, Inc. to assist units at the Firehouse Apartments, Robert T. Burroughs Apartments and the new development at 7 Elm Street. There will be more steps to assist RPM's development and our field rep at HUD is assisting with this process.

Ms. Van Order provided an update of the Loantaka Way AC project. Bids were received for the Loantaka Way AC installation project and, once again, the bids were substantially over budget. Ms. Van Order is recommending that the Board reject all bids. This fall, MHA will be applying for additional CDBG funds to add to the \$100,000 grant received in 2020. MHA will not be applying to HOME since the Borough is likely to be pursuing a grant from this source for the LIHTC project.

### **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 another delinquent tenant account.

Ms. Gray informed the Board that the maintenance staff re-caulked the parapet wall on the roof of the senior building as preventative maintenance due to the number of leaks in some of the 4th floor windows following heavy rain. As a result, there were no leaks reported following their efforts. Ms. Gray also acknowledged the maintenance staff as being a very important asset to the team.

Ms. Gray announced a new online tenant portal which gives the tenants easy access to view tenant balances and/or payment history, pay rent online either through e-check or credit card, submit work order requests and view or edit their contact info. The tenant portal can be accessed through a smart phone, a tablet or computer.

Zufall will be starting what they call "Wellness Tuesdays" in October at the senior building. "Wellness Tuesdays" visits will be focused on exercise and overall wellness.

### **Committee Reports**

**Finance Committee:** After review of the Draft audit copy for FYE 3/31/21, Mr. McBride reported that the additional benefits could reduce the bottom line by \$25,000 – \$50,000. There's an increase in the fund balance of \$243,000. Since the budget showed a \$100,00 deficit, we are considerably ahead of budget.

The RAD units operated at a slight deficit during FYE 3/31/21. One goal, in the future, will be to monitor how the RAD units are performing and how to be cost effective in operating them.

**Strategic Planning Committee:** Mr. Chiarolanza reported the committee is progressing nicely. He envisions the committee as providing more of a broad overview as an outline and plan of the future things that need to be done rather than very specific information.

## **Public Comment**

This meeting also serves as a public hearing in regards to the Smoke Free Housing Policy and Smoke Free Housing Lease Addendum. No public has attended this meeting or inquired about the new policy. All relevant documents have been posted on MHA's website for review.

## **Old Business**

None

## **New Business**

None.

## **Correspondence**

Notice of Public Hearing – Proposed Amendment to the Five-Year Plan  
MHA FYE 3-31-21 Audit Draft

National Low Income Housing Coalition - New Jersey FMR Fact Sheet

Madison Eagle News Article “Rexford Tucker Apartment Seniors Resume ‘Wellness Activities’ in Madison”

Madison Eagle News Article “Madison Housing Authority, Friends Provide School Supplies to Local Students”

Back to School Supply Event Flyer

Certificate of Completion for Tanya Van Order – HUD HCV Finance: Budget and Cost Allocation

Training Certificate for Julio Duque – Home Depot – Locks Re-Keying and Residential Water Heaters, Gas & Electric

NAHRO Monitor – July 15<sup>th</sup> Edition – Congressional Contact Spotlight for Tanya Van Order

## **Resolutions**

21-21-9-1 Resolution Approving Payment of Invoices

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

Consent Agenda for Resolutions 21-21-9-2 through 21-21-9-8:

21-21-9-2 Resolution Approving an Amendment to the Personnel Policy

21-21-9-3 Resolution Rejecting Bids for Air Conditioning Installation Project at 30 Loantaka Way

21-21-9-4 Resolution Approving an Emergency Contract with Palmer Heating to Replace Domestic Hot Water Heaters and Heating Boilers at the Rexford S. Tucker Senior Apartments

21-21-9-5 Resolution Approving the Selection of RPM Development Group's Request for Proposal for Use of 8 Project-Based Housing Choice Vouchers for Walnut Street/Community Place Affordable Housing Project in Madison, NJ

21-21-9-6 Resolution Approving the Selection of HQM Properties, Inc.'s Request for Proposal for Use of 12 Project-Based Housing Choice Vouchers for Existing Affordable Housing at 24 Central Avenue, Madison, NJ

- 21-21-9-7 Resolution Approving the Selection of HQM Properties, Inc.'s Request for Proposal for Use of 12 Project-Based Housing Choice Vouchers for Existing Affordable Housing at 44 Cook Avenue, Madison, NJ
- 21-21-9-8 Resolution Approving the Selection of HQM Properties, Inc.'s Request for Proposal for Use of 1 Project-Based Housing Choice Voucher for Existing Affordable Housing at 7 Elm Street, Madison, NJ

Commissioners Bhatt and Driscoll 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 5:28 P.M.

**Next meeting: October 19, 2021, at 4:30 PM via Zoom meeting video conference.**

Respectfully submitted,

Jacqueline Gray  
Housing Manager