

MINUTES
MADISON HOUSING AUTHORITY
January 21, 2025, REGULAR MEETING

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

Lois Bhatt (Zoom), Mark McBride, Caridad Reyes (phone), and Jeffrey Smith

Also, present were Tanya Van Order, Executive Director, Karen O’Keeffe, Deputy Director, Rachel Ehrlich, Council Liaison (Zoom) and Terrence Corrison, attorney, (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 16, 2024, 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 on the Madison Housing Authority website.

At this point in the meeting Mr. Smith relinquished the Chair to Ms. Van Order who asked Deputy Director O’Keeffe if there were any self-nominations for Chairperson of the housing authority for calendar year 2025. Ms. O’Keeffe reported that Commissioner Smith self-nominated via email for Chairperson There were no other email nominations. Ms. Van Order asked if there were any further nominations from the Board for Chairperson. There were no further nominations.

25-21-1-1 Resolution Approving the Election of Jeff Smith as Chairperson of the Housing Authority.

Commissioner McBride and Reyes moved and seconded the resolution. The resolution was unanimously approved by roll call vote.

Ms. Van Order relinquish the Chair to Commissioner Smith who asked Deputy Director O’Keeffe if there were any self-nominations for Vice-Chairperson of the housing authority for calendar year 2025. Ms. O’Keeffe reported that Commissioner McBride self-nominated via email for Vice-Chairperson. There were no other email nominations. Commissioner Smith asked if there were any further nominations from the Board for Vice-Chairperson. There were no further nominations.

25-21-1-2 Resolution Approving the Election of Mark McBride as Vice-Chairperson of the Housing Authority.

Commissioners Smith and Bhatt moved and seconded the resolution. The resolution was unanimously approved by roll call vote.

Approval of the Minutes

Commissioners McBride and Bhatt moved and seconded approval of the Minutes of the Regular Meeting of December 17, 2024. The minutes were approved unanimously by voice vote.

Council Liaison Report

Borough Council Liaison Rachel Ehrlich provided updates on several key initiatives including the Borough's ongoing efforts to acquire the Drew Forest. She also briefed the board on the latest developments concerning the Borough's new affordable housing obligations and outlined continued progress in advancing the Giralda redevelopment plan.

Report of Chairperson

Mr. Smith wished everyone a happy new year. He stated that 2024 was a great year and he looked forward to working to make 2025 another great year for the housing authority. He requested that the board members review their committee assignments and plan to meet with their committees during the first quarter of the year.

Report of Executive Director

Ms Van Order reported on the progress of the Belmont Avenue new construction project. Commissioners Smith and McBride, Deputy Director O'Keeffe and Ms. Van Order reviewed the responses to the public RFP and are meeting with the two developers who submitted proposals. Both developers are highly qualified and possess relevant experience. By the February Board meeting a decision will be made and a recommendation will be presented to the Board for consideration. In connection with the Belmont Avenue development, Ms. Van Order noted that MHA received two responses to the RFP for Architectural & Engineering services. Both firms have experience in designing affordable housing. An evaluation of all factors, including price and staffing capacity, will determine the final recommendation to the Board at the February Board meeting.

Ms. Van Order reported that MHA received reimbursement from Morris County Community Development for \$107,600 to reimburse the expenses incurred in relocating the transformer behind the Rexford Tucker Senior Apartments. This marks the conclusion of over three years of flood mitigation efforts at the senior building, aimed at protecting the building from power loss and safeguarding the boiler room components. Also, regarding Community Development funding, Ms. Van Order stated that MHA hopes to receive an award agreement for \$350,000 in HOME funding in the coming months. This award will partially fund the Roof Top Air Handler Unit replacement project at the Rexford Tucker Senior Apartments. MHA continues to work with LAN Associates Teknikon to refine the AHU design plan for the building.

Ms. Van Order reported that HUD announced its anticipated FSS renewal grant and MHA will receive additional funding for a second FSS case manager. This is a joint grant with the Morristown Housing Authority, with MHA serving as the lead agency responsible for receiving and administering the funding. MHA has subcontracted the grant to NORWESCAP to provide the FSS program case managers and to execute the program for both Madison HA and Morristown HA.

Lastly, Ms. Van Order advised the Board that a fully updated Section 8 Administrative Plan will be presented for Board review and approval in the coming months. This updated plan will reflect the numerous changes resulting from the implementation of the HOTMA regulations, as well as MHA's

MTW waiver activities. The HUD required public process for a comprehensive Administrative Plan update was completed last month. Ms. Van Order will provide a high level overview of the plan changes to the Board.

Report of Deputy Director

Deputy Director O’Keeffe reported that the year is off to a busy start. The new Jeep with a snowplow, ordered in May 2024, arrived on January 2nd, received its logo, and is now in service. She will research disposal options for the old Jeep in accordance with MHA procurement procedures.

To comply with new HUD inspection requirements under NSPIRE, 10-year sealed smoke detectors were installed in all MHA unit bedrooms. While all units previously met smoke and carbon monoxide detector standards, they now align with HUD’s updated regulations.

Ms. O’Keeffe also shared that she will begin **LEAD Morris** on Thursday, a leadership program sponsored by the Morris County Chamber of Commerce. The program educates professionals on key local issues such as affordable housing, criminal justice, and healthcare, while providing opportunities to engage with local decision-makers. She noted particular interest in the Workforce Development session at CCM and mentioned that her Rotary mentor, Mayor Connolly, completed the program in 2002.

Lastly, she reported that she will contact Board member to find a new date for the Commissioner dinner.

Committee Reports

Finance: Commissioner McBride reported that the Finance Committee met to review the proposed 2026 budget. The budget is being introduced today, with plans for its adoption at the March meeting.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

None

Resolutions

25-21-1-3 Resolution Authorizing the Payment of Invoices.

The resolution was unanimously approved by roll call vote. Motion by Commissioner Smith, seconded by Commissioner McBride

25-21-1-4 Resolution Introducing the Operating Budget for FYE 3-31-2026

The resolution was unanimously approved by roll call vote. Motion by Commissioner Bhatt, seconded by Commissioner Reyes.

25-21-1-5 Resolution Adopting a Qualified Purchasing Agent

25-21-1-6 Resolution Approving the Cash Management Plan

25-21-1-7 Resolution authorizing a Policy Respecting Reimbursement of Authority Commissioners/Employees for Costs of Defending Against Civil Claims and Criminal Charges

25-21-1-8 Resolution Indemnifying Commissioners and Employees Consistent with N.J.S.A. 59:10-4

25-21-1-9 Resolution Designating Official Newspaper of the Madison Housing Authority for Publication of Legal Notices

25-21-1-10 Resolution Approving Meeting Dates for 2025

25-21-1-11 Resolution Designating Karen O’Keeffe as the Madison Housing Authority Public Agency Compliance Officer

Commissioner Smith made a motion to approve Resolutions 25-21-1-5 through 25-21-1-11 by Consent Agenda. Commissioner McBride seconded the motion. The roll call was unanimous, and the Consent Agenda was approved.

Adjournment

There being no further business before the Board, Commissioner Smith moved for adjournment at 5:18 P.M.

Next meeting: February 18, 2025, 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