

MINUTES
MADISON HOUSING AUTHORITY
March 11, 2025, REGULAR MEETING

Vice-Chairperson Mark McBride called the meeting to order at 4:30 PM. The following Commissioners answered as present:

Lois Bhatt, Mark Chiarolanza, Diane Driscoll, Mark McBride

Also, present were Tanya Van Order, Executive Director, Karen O’Keeffe, Deputy Director, and Rachel Ehrlich, 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 21, 2025, 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.

Approval of the Minutes

Commissioners Chiarolanza and Driscoll moved and seconded approval of the Minutes of the Regular Meeting of February 18, 2025. The minutes were approved unanimously by voice vote.

Council Liaison Report

Borough Council Liaison Rachel Ehrlich provided updates on anticipated affordable housing development in the Borough.

Report of Chairperson

none

Report of Executive Director

Ms. Van Order reported that she recently met with Mina Butros (LAN Engineering) and Greg Nozza (Teknikon) to review the design plans for the rooftop Air Handler Unit replacement project at the senior building. The discussion focused on refining the design and specifications, including freeze protection strategies and leak protection measures. The current system, which involves 100% outside air pressurizing the building with constant airflow through the system’s coils, is increasingly rare. Mr. Butros provided an initial cost estimate for the roof replacement, ranging from \$800,000 to \$900,000—substantially higher than previous estimates. Ms. Van Order also noted that MHA is still awaiting a grant agreement from Morris County Community Development for the 2024 HOME grant of \$350,000. The delay in funding is expected to shift the project’s start date from fall 2025 to spring 2026.

Ms. Van Order recommended that the Board approve a contract with Restrepo & Associates to secure funding and oversee the development of the subdivided parcel at Belmont Avenue. She reported that five Commissioners participated in a Zoom meeting last week with Project Lead James Barnett and President and Founder John Restrepo. Mr. Barnett outlined the financial

structure of the project and discussed the roles and interactions of the developer, MHA staff, and the Board of Commissioners. The importance of securing support from the Borough, including financial backing from the Borough's Affordable Housing Trust Fund, was also discussed.

Ms. Van Order further reported that MHA received the official award notice for the 2025 FSS renewal grant last week, and funding should be available shortly. With the receipt of the grant notice, MHA is now able to proceed with hiring a Senior FSS Case Manager.

Lastly, Ms. Van Order stated that the revision to the Section 8 Administrative Plan will be completed in the next few weeks. Due to the large file size, the revised plan will be circulated to the Board via a Dropbox link. Multiple revisions have been necessary due to the changing dates in HUD's rollout of HOTMA provisions.

Report of Deputy Director

Deputy Director O'Keeffe reported continued unit turnover at the senior building and noted that, for the first time in over a year, a unit is turning over at one of the family sites.

She shared that the Housing Authority received its FSS grant award letter from HUD and has posted a job opening for a Social Services Coordinator on multiple platforms. The goal is to fill the position by May 1st. Since the FSS contract is shared with Morristown Housing Authority, Ms. O'Keeffe reached out to their Executive Director to discuss the grant. Following this outreach, she visited their offices and housing sites, where she learned about the recent transition of their public housing to private ownership.

With recent updates to state mandates on affordable housing in the news, Ms. O'Keeffe highlighted Madison's unique history. Unlike many communities where affordable housing efforts were driven by external mandates, Madison Housing Authority was founded through grassroots advocacy. This local initiative continues to positively shape both the Housing Authority and the broader community.

Committee Reports

Personnel Committee: Commissioner Driscoll reported that the Personnel Committee met and is making plans to address the Executive Director's retirement at the end of 2025.

Strategic Planning Committee: Commissioner Bhatt reported that the Strategic Planning Committee met and will follow up with the Board following the Board's decision on the development of the Belmont Avenue site.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

None

Resolutions

25-11-3-1 Resolution Authorizing the Payment of Invoices.

Motion to approve the resolution was made by Commissioner Driscoll and seconded by Commissioner Chiarolanza. Resolution was unanimously approved by roll call vote.

25-11-3-2 Resolution Authorizing an Award of Contract to Giampaolo & Associates for Audit of Housing Authority's Financial Records for the Period of April 1, 2024, to March 31, 2025

Motion to approve the resolution was made by Commissioner McBride and seconded by Commissioner Chiarolanza. Resolution was unanimously approved by roll call vote.

25-11-3-3 Resolution Approving an Agreement with Lothrop Associates Architects, Inc. for Professional Architect & Engineering Services for Belmont Avenue New Construction

Motion to approve the resolution was made by Commissioner Driscoll and seconded by Commissioner Bhatt. Resolution was unanimously approved by roll call vote.

25-11-3-4 Resolution Approving an Agreement with Restrepo & Associates for Affordable Housing Development Services for Belmont Avenue New Construction

Motion to approve the resolution was made by Commissioner Chiarolanza and seconded by Commissioner Driscoll. Resolution was unanimously approved by roll call vote.

25-11-3-5 Resolution Adopting the Annual Budget and Capital Budget/Program for the Fiscal Year April 1, 2025, to March 31, 2026

Motion to approve the resolution was made by Commissioner Driscoll and seconded by Commissioner Bhatt. Resolution was unanimously approved by roll call vote.

Adjournment

There being no further business before the Board, Commissioner Driscoll moved for adjournment at 5:39 P.M.

Next meeting: April 15, 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