

**MINUTES**  
**MADISON HOUSING AUTHORITY**  
**June 18, 2025, REGULAR MEETING**

Vice-Chairperson Mark McBride called the meeting to order at 4:31 PM. The following Commissioners answered as present:

Lois Bhatt, Mark Chiarolanza, Diane Driscoll, Mark McBride, Mary Sue Salko, Shelby Scott, and Jeffrey Smith

Also present were Tanya Van Order, Executive Director, Karen O’Keeffe, Deputy Director, Rachel Ehrlich, Council Liaison and Terrence Corrison, 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 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 Driscoll and Chiarolanza moved and seconded approval of the Minutes of the Regular Meeting of May 20, 2025. The minutes were approved unanimously by voice vote.

**Council Liaison Report**

Borough Council Liaison Rachel Ehrlich reported that an opening ceremony was held on May 28th for 14 affordable units on Community Place, and tenants have begun moving in. The Borough Council has introduced an Appropriation Ordinance to support the MHA Belmont Avenue affordable housing project, with a public hearing scheduled for June 25, 2025. Residential redevelopment efforts continue at both the Giralda #1 and Giralda #3 sites.

**Report of Chairperson**

None.

**Report of Executive Director**

As reported previously, MHA received conditional commitment notices in April from Morris County Community Development for the 2024 HOME and CDBG grants. The 2024 CDBG grant project is to retrofit three second-floor, 2-bedroom flats on with attic-based ducted air conditioning to address fire egress concerns. The grant agreement was received and executed this week. However, an initial engineering study revealed that the units may not have sufficient electrical capacity at the panel for the proposed system. MHA’s engineer will be meeting with Madison Electric Dept to determine if additional power is available from the transformer. Another solution would be to install through-the-wall AC sleeves.

Ms. Van Order reported that MHA has requested an additional \$200,000 for the 2024 HOME grant for a total of \$550,000 to replace the rooftop HVAC system at the senior building due to increased project scope and costs. MHA has received informal notice that these additional funds have been approved by the county. The latest engineering estimate for the project is \$900,000. There are sufficient funds in Repair & Replacement (R&R) account to cover the remaining costs.

Ms. Van Order reported that she and Ms. O’Keeffe are in discussion with the MTW consultant and HUD’s MTW office regarding using MTW flexibility to fund the roof replacement needed at the Rexford Tucker Senior Apartments. We would like to use \$300,000 in 2024 HUD-held Housing Assistance Payments (HAP) reserves and \$200,000 MHA-held Administrative Fee for this project.

Ms. Van Order provided an update on the Belmont Avenue project. While the State Affordable Housing Trust Fund (administered by DCA) does **not** require prevailing wage or public bidding, our attorney has advised that MHA will need to create a independent non-profit in order to develop the project without prevailing wage requirements. In advance of the meeting this afternoon, the founding trustees approved the creation of the **Rose City Housing Collaborative**, a nonprofit with five trustees. The bylaws designate three trustees as the MHA Chair, MHA Vice-Chair, and a Borough-appointed representative. These are currently Jeff Smith, Chairperson; Mark McBride, Vice-Chairperson; and Ray Codey, appointee for the Borough. Two additional trustees—who are participants in affordable housing programs—will be added to complete the five-member board. The nonprofit’s initial purpose is to support the development of 24 Belmont Avenue, but MHA and the Borough may consider expanding its role in the future as needed. Finally, Ms. Van Order noted that the suspected underground storage tank identified in the Phase I Environmental Site Assessment at 24 Belmont was cast iron piping, with no environmental concerns.

Ms. Van Order reported that leasing is underway at The Forum at Madison and the first project-based voucher family has been approved. Two more families will be leased in this initial phase of the development’s opening at Community Place. The Board package includes a resolution approving a 20-year Housing Assistance Payments (HAP) contract with Walnut Street LP, the general partner established by RPM Development this project. MHA is still awaiting a response from RPM Development regarding our request that they assume the cost of trash and recycling for the shared enclosure located on MHA property.

Lastly, Ms. Van Order invited Commissioners to review the updated White Paper included in this month’s Board package, an annually updated document providing an overview of MHA’s history, current priorities, and future goals. Board members are welcome and encouraged to share comments or suggestions.

## **Report of Deputy Director**

Deputy Director O’Keeffe provided the following report. The RAD waitlist, last opened in the fall of 2023, is currently undergoing an update to ensure continued interest among listed applicants. As waitlists age, response rates to interview letters tend to decline, which can delay the leasing process. To improve efficiency, MHA is transitioning to email-only communication with applicants. This shift reflects both the rising cost of postage and the broad accessibility of internet services. Reasonable accommodation will continue to be provided for individuals with disabilities who require alternate forms of communication.

Social Services Coordinator Ralph Ortiz is settling into his new role and has successfully completed the required NAHRO and HUD certifications. He is systematically meeting with participants in the Family Self-Sufficiency (FSS) program and reviewing their goals.

Staff has been busy reorganizing office space to accommodate bringing the Social Services Coordinator in-house. In addition, spring cleaning efforts are underway in the storage areas at the Rexford Tucker Apartments. There has been a lot of activity with certifying applicants for state affordable housing units while working to efficiently fill vacancies in MHA-owned properties.

## **Committee Reports**

None.

## **Public Comment**

None.

## **Old Business**

None.

## **New Business**

None.

## **Correspondence**

MHA Status Report and Recommendations for Future Activities

Madison Celebrates Grand Opening of Landmark Green Affordable Housing Development

Certificates of Completion for Ralph Ortiz:

NAHRO Family Self Sufficiency (FSS)

HUD FSS Online Training

Rutgers Health Motivational Interviewing

### **Resolutions**

25-17-6-1 Resolution Authorizing the Payment of Invoices.

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

25-17-6-2 Resolution Approving a Housing Assistance Payments (HAP) Contract with Walnut Street LP (RMP Development)

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

### **Adjournment**

There being no further business before the Board, Commissioner Driscoll moved for adjournment at 5:14 P.M.

**Next meeting: July 22, 2025, at 4:30 PM in the 2<sup>nd</sup> Floor Committee Room of the Hartley Dodge Memorial Building at 50 Kings Road, Madison, NJ.**

Respectfully submitted,

Karen O'Keeffe  
Deputy Director