MINUTES
MADISON HOUSING AUTHORITY
July 22, 2025, REGULAR MEETING

Chairperson Jeffrey Smith called the meeting to order at 4:30 PM. The following Commissioners answered as present: Lois Bhatt, Diane Driscoll, Mark McBride, Shelby Scott, and Jeffrey Smith

Commissioners Mark Chiarolanza and Mary Sue Salko were absent.

Also present were Tanya Van Order, Executive Director, Karen O'Keeffe, Deputy Director, and Rachel Ehrlich, Borough 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 Driscoll and McBride moved and seconded approval of the Minutes of the Regular Meeting of June 18, 2025. The minutes were approved unanimously by voice vote.

Council Liaison Report

Borough Council Liaison Rachel Ehrlich provided an update on the Borough's Fourth Round affordable housing obligations. She also reported that RPM Development has agreed to cover the cost of garbage collection for the Madison Housing Authority units at Community Place.

Report of Chairperson

None.

Report of Executive Director

Ms. Van Order updated the Board on the 2024 CDBG grant of $64,708 to retrofit attic ducted air conditioning in three 2-bedroom second floor flats on Community Place and John Avenue. MHA's electrical engineer Bob Chittenden met with Dave Artigliere, Borough Electric Utility Superintendent, to assess the power supplied to the units. It was discovered that the power to the panels in all three units is insufficient for the proposed project. Ms. Van Order and Ms. O'Keeffe will meet with both the engineer and architect to discuss other options this week and a revised grant activity will be submitted to Morris County Community Development for their review and approval.

2024 HOME Grant – $350,000

Ms. Van Order reported that MHA's request to Morris County Community Development for additional HOME funding has been conditionally approved subject to HUD review. This

additional funding will add $200,000 to the original award of $350,000 for a total of $550,000 to replace the rooftop HVAC system at the senior building. Funds from MHA Replacement & Reserves will pay for the balance of the project. With the additional funding, the estimated amount needed from R&R is $350,000 to $450,000.

Ms. Van Order also reported that MHA will receive an $4,500 from FEMA as a result of their final audit of payments. This portion represents FEMA's coverage toward MHA's $5,000 deductible with the New Jersey PHA JIF.

Ms. Van Order updated the Board on factors impacting the timeline of our grant submission for the 24 Belmont Avenue new construction project. The director of the fund has changed as part of this transition, DCA has discontinued the practice of AHTF rolling applications and has shifted to a quarterly application timeline. Restrepo & Associates will submit an application on behalf of Rose City Housing Collaborative when DCA issues an RFP for the third quarter in August. The team at Restrepo & Associates are working on the necessary documents for Rose City Housing Collaborative, Inc. to apply for the funding, including registering for an EIN (federal Employment Identification Number), an Entity ID with the NJ Department of Treasury, and a SAM UEI (federal Systems Awards Management Unique Entity ID. Ms. Van Order reported that, while the new state budget for 7/1/2025 diverted state payments from the AHTF to a first time homeowner downpayment assistance program, the fund has a robust surplus of approximately $70 million. The 24 Belmont Avenue application will be very competitive due to the financial support from the Borough and it being cited in the Borough's Round 4 Housing Element.

Ms. Van Order informed the Board that RPM Development has agreed to pay for the garbage and recycling pick up at the shared Community Place trash enclosure. MHA staff is working with RPM's operations director to transition to their hauler and to communicate with MHA tenants regarding special circumstances such as large item disposal and move-outs.

Report of Deputy Director

Deputy Director O'Keeffe reported that the flood remediation work at the senior building was effective during the intense rainstorm on July 14th. Water flowed down the driveway and was successfully redirected to the storm drain, and no water entered the building—an issue that had occurred in past storms. However, there was a significant roof leak in a fourth-floor unit at the senior building following the intense rainstorm. Previous repair attempts were unsuccessful due to limited access caused by the placement of the HVAC unit. A full repair cannot be completed until the roof is replaced, but the maintenance staff is working on a temporary fix. The affected tenant declined an offer to relocate and has chosen to remain in the unit.

Ms. O'Keeffe reported that two of the eight PBV units at The Forum have been leased as of July 1st. These units are filled through Morris County's Continuum of Care (CoC) program, which prioritizes homeless households.

Lastly, she shared that she, along with Jessica and FSS Coordinator Ralph Ortiz, met with leadership at the Madison Area YMCA. The Y is exploring ways to make membership more financially accessible to MHA residents and is interested in developing a process to verify income eligibility. They also discussed potential employment opportunities at the Y for residents seeking work experience or job placement.

Committee Reports

Commissioner Mark McBride reported that he, along with the Executive Director and Deputy Director, met with representatives from the financial institutions that hold MHA's mortgage and certificates of deposit (CDs). He noted that MHA's RAD loan includes scheduled re-pricing intervals, with the next re-set anticipated in December 2025 and again five years thereafter. The mortgage is expected to roll over in December.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

None.

Resolutions

25-22-7-1 Resolution Authorizing the Payment of Invoices.

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

Adjournment

There being no further business before the Board, Commissioner Driscoll moved for adjournment at 5:37 P.M.

Next meeting: September 16, 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