

MINUTES
MADISON HOUSING AUTHORITY
September 16, 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 Chiaralanza, Shelby Scott, and Jeffrey Smith

Commissioners Mark McBride was absent.

Also present were Tanya Van Order, Executive Director, Jennifer Grillo, Deputy Director/Housing Manager, Rachel Ehrlich, Borough 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 Bhatt moved and seconded approval of the Minutes of the Regular Meeting of July 22, 2025. The minutes were approved unanimously by voice vote.

Council Liaison Report

Borough Council Liaison Rachel Ehrlich provided an update on the Borough's affordable housing developments.

Report of Chairperson

Chairperson Jeffrey Smith reported that the Personnel Committee has been active this summer. MHA is on track in its staff transition plans in anticipation of Ms. Van Order's retirement at the end of 2025. Mr. Smith welcomed Jennifer Grillo, recently hired Deputy Director/Housing Manager and invited her to introduce herself to the Board.

Report of Executive Director

Ms. Van Order reported that MHA has notified Morris County Community Development that it will return the 2024 CDBG grant for \$65,708. We've determined that it's not feasible at this time to use CDBG grant funding to provide attic ducted air conditioning to the three second-floor, two-bedroom flats at Community Place and John Avenue as proposed in our grant application. The existing electrical service to the three converted units does not provide sufficient amperage. The alternative approach considered – installing through-the-wall units in the bedrooms – is too small a scale for a federal bid process with substantial reporting requirements. We will be meeting with the Borough Electric Superintendent to explore options for increasing electrical capacity to the units and we may apply for CDBG funds in 2026 to address the electrical service to these units.

Ms. Van Order noted that MHA has not received an award agreement for the 2024 HOME funding project to replace the rooftop Air Handler Units on the Rexford Tucker Senior Apartment building. The original amount funded was \$350,000 and an additional \$200,00 has been requested for a total of \$550,000 for this project. In conjunction with the AHU replacement, funding plans are underway for replacing the flat rubber roof membrane of the building. MHA will use MTW flexibility to allocate \$300,000 in HAP funding toward the roof, which is permissible since the building is HAP-funded. Additionally, MHA will use \$200,000 in PHA-held Administrative Fee reserves for a total of \$500,000 earmarked for the roof replacement, estimated to cost between \$500,000 and \$750,000.

Ms. Van Order provided context for the Board resolution approving a donation of \$100,000 to Rose City Housing Collaborative (RCHC), which will be the vehicle for development at 24 Belmont Avenue. The FYE 2026 budget provided \$200,000 to support MHA's first development on a parcel released from the RAD Use Agreement. This donation to RCHC represents 50% of the Board and state approved contribution for the project as outlined in MHA's 2026 budget. RCHC will be the applicant for the New Jersey Affordable Housing Trust Fund (AHTF) dollars and requires funding for ongoing pre-development activities. The application is due in early October.

Ms. Van Order reported that the FYE 3/31/25 audit will be completed in October. The Board package includes quarterly cash balance report and budget-to-actual reports for the RAD and Section 8 programs.

Lastly, Ms. Van Order reported that Commissioner McBride, Deputy Director O'Keeffe and Section 8 Housing Manager Jessica Kirchenbauer are attending the Governor's Housing Conference in Atlantic City this week.

Report of Deputy Director

No report.

Committee Reports

No report.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

- Letter to return \$64,708 to Morris County Community Development
- ROAD to Housing Act of 2025: Section-by-Section

- Smart Growth Awards 2025

Resolutions

- 25-16-9-1 Resolution Authorizing the Payment of Invoices**
Motion to approve the resolution made by Commissioner Smith and seconded by Commissioner Driscoll. Resolution was unanimously approved by roll call vote.
- 25-16-9-2 Resolution to Renew Membership in the New Jersey Public Housing Joint Insurance Fund**
Motion to approve the resolution made by Commissioner Salko and seconded by Commissioner Scott. Resolution was unanimously approved by roll call vote.
- 25-16-9-3 Resolution Approving a Donation of \$100,000 to Rose City Housing Collaborative for New Development at 24 Belmont Avenue**
Motion to approve the resolution made by Commissioner Driscoll and seconded by Commissioner Smith. Resolution was unanimously approved by roll call vote.
- 25-16-9-4 Resolution Approving Funding Flexibility to use Housing Assistance Payments (HAP) Funds for Roof Replacement at the Rexford S. Tucker Senior Apartments.**
Motion to approve the resolution made by Commissioner Salko and seconded by Commissioner Scott. Resolution was unanimously approved by roll call vote.
- 25-16-9-5 Resolution Approving the use of PHA-Held Administrative Fee Reserves for Roof Replacement at the Rexford S. Tucker Senior Apartments**
Motion to approve the resolution made by Commissioner Salko and seconded by Commissioner Driscoll. Resolution was unanimously approved by roll call vote.

Adjournment

There being no further business before the Board, Commissioner Driscoll moved for adjournment at 5:30 P.M.

Next meeting: October 21, 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,

Tanya Van Order
Executive Director