

**MINUTES**  
**MADISON HOUSING AUTHORITY**  
**June 16, 2026 REGULAR MEETING**

Chairperson Jeffrey Smith called the meeting to order at 4:29 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 Karen O’Keeffe, Executive Director, Jennifer Grillo, Deputy Director and Terrence Corrison, attorney.

Ms. O’Keeffe 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 20, 2026, 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, to the persons requesting it, and posted on the Madison Housing Authority website.

**Approval of the Minutes**

Commissioners Chiarolanza and Salko moved and seconded approval of the Minutes of the Regular Meeting of May 19, 2026. The minutes were approved unanimously by voice vote.

**Council Liaison Report**

Executive Director O’Keeffe presented the report submitted by Borough Council Liaison Melissa Honohan. The report provided an update on several planned development projects within the Borough.

**Report of Chairperson**

No Report

**Report of Executive Director**

Executive Director O’Keeffe reported that MHA hosted Summit Housing Authority staff on June 10 for a joint meeting. The meeting provided an opportunity to discuss MHA’s role as Contract Administrator, share best practices, and strengthen the connection between the two agencies.

She advised the Board that representatives from the Newark HUD Field Office would be visiting MHA on June 18 to meet with staff, receive an overview of agency programs, and tour several MHA properties.

Ms. O’Keeffe provided an update on the senior building HVAC project. She reported that Morris County had requested additional documentation in connection with the HOME funding application, including a 15-year operating pro forma and confirmation that there are no outstanding code violations at the property. The requested materials have been submitted and are currently under review by the County’s consultant.

She reviewed proposed amendments to the Housing Choice Voucher Administrative Plan. The revisions include required HUD and HOTMA updates, as well as MHA-specific changes

intended to improve administrative efficiency, strengthen verification requirements, expand electronic processing, and provide additional clarity for staff and program participants. She noted that the required public notice and comment process had been completed and that the proposed revisions were now before the Board for consideration.

Ms. O'Keeffe also reported on the Park Avenue window replacement project, noting that MHA has executed the grant agreement for the \$75,000 CDBG award and expects to move forward with the project following County approval.

She discussed website service options currently under consideration as MHA prepares to transition from the Borough's website platform in order to comply with new State accessibility and legal notice requirements.

Finally, Ms. O'Keeffe informed the Board that she had been invited to serve on the Board of Trustees of the Public Housing Authorities Directors Association (PHADA), a national organization that advocates on behalf of housing authorities and affordable housing programs.

### **Report of Deputy Director**

Deputy Director Grillo reported that the Maintenance Team continues to demonstrate exceptional responsiveness and dedication to Housing Authority residents. Year-to-date, the team has completed over 330 work orders, with urgent requests addressed in an average of less than half a day and all other work orders completed in under three days, even when coordination with outside vendors is required. The maintenance team maintains 24/7 coverage through a rotating on-call schedule, ensuring resident needs are met at all times. Appreciation was expressed for their continued hard work and high level of service.

Ms. Grillo reported that the Housing Authority will offer a financial empowerment workshop led by FSS Coordinator Jessenia Florez titled "Where Did My Money Go?!" on June 30, 2026. The workshop will focus on real-life budgeting strategies, including understanding spending habits, creating realistic budgets, saving on limited income, and an introduction to zero-based budgeting. The workshop will count toward FSS program goals and will also be open to all program participants in support of broader self-sufficiency efforts.

Deputy Director Grillo reported that a retirement celebration was recently held at Rexford Tucker Apartments for Senior Van Driver Terry following nearly 10 years of dedicated service. The event was well attended by senior residents, and Mayor Conley attended to extend his best wishes on Terry's retirement.

Deputy Director Grillo reported that staff is currently reviewing a draft Front-End Specification package for the Rexford Tucker Apartments Bathroom Renovation Project. The proposed bid schedule for the Bathroom Improvements Project is anticipated to begin on June 22, 2026 with the Bid Opening proposed for July 17, 2026. The package is under review and the schedule is subject to change.

### **Committee Reports**

Commissioner Salko, Chair of the Public Relations Committee, provided an update on the Housing Authority's participation in Bottle Hill Day, noting that the application for a table has been accepted and the Authority looks forward to participating in this community event.

### **Public Comment**

None.

### **Old Business**

None.

### **New Business**

None.

### **Correspondence**

Certification: Certificate of Completion: NJ NAHRO Ethics for Jennifer Grillo

Certificate of Completion: Rutgers Health COPSA: Building Solutions Together:  
Problem-Solving in Aging & Disability Services and Supporting Solo Aging in the  
Community for Jessica Kirchenbauer

### **Resolutions**

26-16-6-1 Resolution Authorizing the Payment of Invoices

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

The following resolutions were approved by consent agenda. Motion to approve the resolutions made by Commissioner Smith and seconded by Commissioner McBride. The resolutions were unanimously approved by voice vote.

26-16-6-2 Resolution Approving an Amendment to the Housing Choice Voucher Program and RAD Program Administrative Plan

26-16-6-3 Resolution Authorizing Website Development and Hosting Services and Transition from Borough Platform

26-16-6-4      Resolution Authorizing an Agreement with Coppa Montalbano Architects for Professional Architectural Services Related to the Park Avenue Window Replacement Project

**Adjournment**

There being no further business before the Board, Commissioner Smith moved for adjournment at 5:13 P.M.

**Next meeting: Tuesday, July 21, 2026, 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,

Jennifer Grillo  
Deputy Director