

MINUTES
MADISON HOUSING AUTHORITY
July 21, 2026 REGULAR MEETING

Chairperson Jeffrey Smith called the meeting to order at 4:34 PM. The following Commissioners answered as present: Lois Bhatt, Mark Chiarolanza, Diane Driscoll, Shelby Scott, and Jeffrey Smith.

Commissioners Mark McBride and Mary Sue Salko were absent.

Also present were Karen O’Keeffe, Executive Director, Jennifer Grillo, Deputy Director and Melissa Honohan, Borough Council Liaison.

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 Driscoll moved and seconded approval of the Minutes of the Regular Meeting of June 16, 2026. The minutes were approved unanimously by voice vote.

Council Liaison Report

Borough Council Liaison Melissa Honohan provided an update on the Borough’s planned housing developments.

Report of Chairperson

No Report.

Report of Executive Director

Executive Director O’Keeffe reported on several operational and capital initiatives.

HUD Visit

Ms. O’Keeffe reported on HUD’s June 18 visit by Khoa Nguyen, Division Director of the Newark Field Office, and Portfolio Specialist Melody Federico. During the visit, staff provided an overview of the Housing Authority’s programs, including its role as the Borough’s Administrative Agent, the temporary pause on issuing new Housing Choice Vouchers to avoid a potential HAP funding shortfall, the Resident Advisory Board, and the YMCA scholarship program. HUD representatives also toured several units at Rexford Tucker Apartments and met with residents, who spoke positively about their experiences.

Capital Projects

Ms. O’Keeffe updated the Board on the Rexford Tucker Apartments public restroom renovation project, noting that bids are due July 28. Because there is no August Board meeting, she advised

that a brief special meeting may be needed to award the contract if a responsive bid is received within budget.

She also reported that the Morris County CDBG Grant Agreement for the Park Avenue window replacement project has been fully executed and that bid documents are being prepared with the project architect. Initial cost estimates are higher than anticipated, and staff is continuing to evaluate options as the bid package is finalized.

Regarding the senior building HVAC replacement project, Ms. O'Keeffe reported that the Housing Authority is still awaiting the HOME Grant Agreement from Morris County and continues to follow up in an effort to keep the project on schedule.

Finance & Compliance

Ms. O'Keeffe reported that this year's audit has been scheduled for September 10. Staff is preparing documentation in advance so the auditors will have the necessary materials prior to fieldwork, helping to make the audit process as efficient as possible.

Website Project

Ms. O'Keeffe presented the Housing Authority's new website to the Board and reviewed its organization, accessibility features, and public information resources. She explained that, following the Board's authorization to establish an independent website, staff evaluated available options and developed a website tailored to the Authority's needs, providing improved navigation, accessibility, and a streamlined process for maintaining agendas, minutes, legal notices, budgets, audits, and other public documents. She reported that the website is complete and ready for launch once the password is removed and the Borough updates its links to direct visitors to the new site.

Report of Deputy Director

Deputy Director Grillo reported that repairs to a broken section of the iron water main at Belmont Avenue have been completed. The leak was identified after water surfaced in front of the property. All County Sewer and Drain excavated approximately four feet and replaced a cracked four-inch section of iron water main.

Ms. Grillo reported that staff recently participated in a debrief with HUD regarding the Authority's unsuccessful Resident Opportunity and Self-Sufficiency (ROSS) grant application. HUD advised that while the Authority's programming is strong, future applications would benefit from more clearly demonstrating measurable program outcomes. Staff found the feedback constructive and have begun implementing improved methods to collect and report outcome data.

Ms. Grillo also reported that the Social Services Coordinator recently conducted a Financial Literacy Workshop as part of the Family Self-Sufficiency (FSS) Program. Participants completed pre- and post-workshop surveys to measure knowledge gained during the session, and a summary of the results is included in the Board packet. The workshop was well attended and provided residents with practical budgeting and financial management skills. The collected survey data represents the Authority's effort to quantify and communicate the measurable impact of its resident services programming.

Committee Reports

No Report.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

HUD Letter Approving MTW Supplement Plan for Fiscal Year April 2026 thru March 2027

FSS Budgeting Workshop Report

Certification: Certification: NAHRO Certified Public Housing Manager for Jennifer Grillo

Resolutions

26-21-7-1 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.

Adjournment

There being no further business before the Board, Commissioner Chiarolanza moved for adjournment at 5:20 P.M., seconded by Commissioner Smith.

Next meeting: Tuesday, September 15, 2026, at 4:30 PM in the 2nd Floor Committee Room of the Hartley Dodge Memorial Building at 50 Kings Road, Madison, NJ.

Respectfully submitted,

Jennifer Grillo
Deputy Director