

MINUTES
MADISON HOUSING AUTHORITY
September 15, 2026 REGULAR MEETING

Chairperson Jeffrey Smith called the meeting to order at 4:32 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, Melissa Honohan, Borough Council Liaison, 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 Scott moved and seconded approval of the Minutes of the Regular Meeting of July 21, 2026. The minutes were approved unanimously by voice vote.

Commissioners Smith and Chiarolanza moved and seconded approval of the Minutes of the of August 25, 2026 Special Meeting. 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

Ms. O’Keeffe reported that she had recently attended the PHADA conference in Washington, D.C., which included HUD updates and meetings with federal officials including Senator Andy Kim from New Jersey.

She provided updates on several capital projects. The Rexford Tucker public restroom renovation is moving into construction, with completion anticipated before year-end. The Park Avenue window replacement project has been advertised for bid, with bids scheduled to be opened on October 1. The project is supported by \$75,000 in CDBG funding.

MHA continues to work with Morris County and HUD on the \$550,000 HOME-funded HVAC replacement project at Rexford Tucker. HUD approval is required in connection with the

mortgage and deed covenant associated with the HOME funding. MHA is also coordinating with its engineer and HVAC contractor to review current conditions prior to bidding.

Ms. O’Keeffe also reported on MHA’s meeting with Housing Partnership of New Jersey regarding the 28 affordable for-sale units planned as part of the Giralda #3 development. Housing Partnership is preparing a proposal to assist with marketing, applicant processing, and buyer qualification.

Regarding HCV funding, she reported that MHA continues to closely monitor HAP expenditures. MHA has temporarily paused issuance of new HCV vouchers and is limiting higher-cost portability moves while reviewing HAP calculations and household information.

Finally, the annual audit is underway. The auditors completed their on-site work on September 10, and an updated GASB report is being prepared to address the remaining audit requirement.

Report of Deputy Director

Ms. Grillo reported on MHA’s successful Back-to-School Giveaway which provided MHA families with Madison-branded drawstring bags filled with school supplies. The initiative was made possible through the support of community partners, including a grant from the Madison Rotary Club to fund the bags and a generous donation of school supplies from the Presbyterian Church of Madison.

She also reported on the recent Rexford S. Tucker Resident Advisory Board election, which had strong resident participation. MHA staff held an introductory meeting with the newly elected Board to review roles and responsibilities and establish a strong working partnership. MHA looks forward to continued collaboration and community-building with the new Board.

Regarding staff training and professional development, Ms. Grillo reported that she and Jessica Kirchenbauer were completing HOTMA training with several other local housing authorities. The training provided updated guidance on HUD rules and requirements affecting public housing and rental assistance programs. Social Services Coordinator Jessenia Florez is also scheduled to attend the National FSS Conference in Chicago next month.

Finally, Ms. Grillo reported that staff continue to work on streamlining and updating MHA documents, improving internal processes, and updating and enhancing resident communications. These efforts are intended to make information clearer and more accessible to residents while improving efficiency and consistency across MHA operations.

Committee Reports

Commissioner Salko, Chair of the Public Relations Committee, provided an update on MHA’s upcoming participation in Bottle Hill Day. Commissioners were invited to sign up for time slots to help staff the MHA table and engage with residents and members of the community during the event.

Public Comment

None.

Old Business

None.

New Business

Borough Council Liaison Melissa Honohan reported that the Borough had voted in favor of full and expanded funding for the NJ Childcare Assistance Program in the Borough of Madison at their September meeting.

Correspondence

Certificate of Attendance NJAHP Continuing Education & 20th Anniversary Event for Jessica Kirchenbauer

Resolutions

26-15-9-1 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.

26-15-9-2 Resolution Approving Revisions to Chapter 20 of The MHA Administrative Plan

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

26-15-9-3 Resolution Accepting Community Development Block Grant Funds for the Park Avenue Window Replacement Project and Ratifying Execution of the Grant Agreement

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

Adjournment

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

Next meeting: Tuesday, October 20, 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