

MINUTES
MADISON HOUSING AUTHORITY
December 16, 2025 REGULAR MEETING

Chairperson Jeffrey Smith called the meeting to order at 4:33 PM. The following Commissioners answered as present: Lois Bhatt, Mark Chiarolanza, Diane Driscoll, Mark McBride , Shelby Scott, and Jeffrey Smith.

Commissioner Mary Sue Salko was absent.

Also present were Tanya Van Order, Executive Director, Karen O’Keeffe, Deputy Director, Jennifer Grillo, Deputy Director, 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 Scott moved and seconded approval of the Minutes of the Regular Meeting of November 25, 2025. The minutes were approved unanimously by voice vote.

Report of Chairperson

Chairperson Jeffrey Smith expressed his sincere appreciation to Tanya Van Order at her final meeting as the Housing Authority’s Executive Director, recognizing her 30 years of service. He thanked her for the professional and personal guidance she provided over the years and noted the positive impact and success she brought to the organization through her passionate, organized, and dedicated leadership.

Report of Executive Director

Ms. O’Keeffe thanked the Board for its support in making retiring Executive Director Tanya Van Order’s recognition event a memorable evening. She reported that the generous contributions of the Board and business sponsors offset the majority of the event’s cost.

Ms. O’Keeffe reported that it has been a very strong year for the Housing Authority. Two key staff members were hired: Jennifer Grillo joined the Authority as Deputy Director, and Jessenia Florez was hired as Social Services Coordinator, overseeing the Family Self-Sufficiency (FSS) Program. She noted that both the administrative and maintenance staff performed exceptionally well throughout the year and emphasized that the staff is a strong, hardworking, and dedicated team committed to the Housing Authority’s mission.

Ms. O’Keeffe further reported that she, Ms. Van Order, and Deputy Director Grillo met earlier in the day with the Housing Authority’s accountant, Bill Katchen, to begin work on the 2026 budget. A Finance Committee meeting will be scheduled in early January to review the proposed budget, with the intention of presenting it to the Board at the January Board meeting.

Ms. O’Keeffe also reported that the Authority’s efforts to increase contract rents through an OCAF adjustment were not successful. Despite writing a strong narrative, it became clear in the submission process that the adjustments are effectively limited to agencies demonstrating severe financial distress. In practice the OCAF adjustments are not available to high-performing housing authorities.

Finally, Ms. O’Keeffe reported that the Finance Committee will meet with the architect on Wednesday to receive an update on the Belmont development and review progress drawings. Since the Authority did not receive New Jersey Affordable Housing Trust Fund funding, the Committee is evaluating alternative funding sources, including HOME funds, and is reviewing the additional requirements and complexities associated with that program.

Ms. O’Keeffe closed by expressing her appreciation for the opportunity to work alongside Ms. Van Order over the past four years, noting Ms. Van Order’s consistent focus on the mission of the Housing Authority and its residents. She congratulated Ms. Van Order on her retirement.

Council Liaison Report

Borough Council Liaison Rachel Ehrlich provided an update on the Borough’s affordable housing developments. Ms. Ehrlich announced that this would be her final meeting as Borough Council Liaison. She expressed her appreciation to the Board and staff for their cooperation and support during her term.

Report of Deputy Director

Deputy Director Grillo reported that there is currently one vacant unit in the senior building and two vacant family units. It was noted that two families are expected to be transferred into these units in January, and the remaining vacancy is anticipated to be leased to a new family in February. At this time, there are no units on notice.

Ms. Grillo reported that on Sunday, December 7, 2025, the Madison Eagle Christmas Fund conducted its annual gift card distribution for senior residents of the Madison Housing Authority, including residents of the senior building, scattered-site units, and seniors participating in the Section 8 Housing Choice Voucher Program. MHA staff members assisted seniors with completing their applications and ensured that gift cards were delivered to those unable to attend the distribution event.

In total, 82 seniors received gift cards with a combined value of \$17,275, averaging approximately \$210 per recipient. Each senior received a \$100 Stop & Shop gift card and selected four additional gift cards from a list of 31 participating Madison merchants.

Committee Reports

None.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

Email regarding MHA's Partnership with Madison Eagle Christmas Fund

Resolutions

RESOLUTIONS:

25-16-12-1 Resolution Authorizing the Payment of Invoices

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

25-16-12-2 Resolution Appointing Karen O'Keeffe as Fund Commissioner to the New Jersey Public Housing Joint Insurance Fund Year 2026

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

25-16-12-3 Resolution Approving Submission of the "Moving To Work (MTW) Supplement to the Annual Plan" to the U.S. Department of Housing and Urban Development for the Fiscal Year Beginning 4/1/2026

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

25-16-12-3 Resolution Approving a Lease Agreement with The Morris County Department of Human Services for a Nutrition Program

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

Adjournment

There being no further business before the Board, Commissioner McBride moved for adjournment at 5:16 P.M.

Next meeting: January 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