MINUTES
MADISON HOUSING AUTHORITY
January 20, 2026 REGULAR MEETING

Executive Director, Karen O'Keeffe called the meeting to order at 4:30 PM. The following Commissioners answered as present: Mark Chiarolanza, Diane Driscoll, Mark McBride, Mary Sue Salko and Shelby Scott.

Commissioners Lois Bhatt and Jeffrey Smith were absent.

Also present were Karen O'Keeffe, Executive Director, Jennifer Grillo, Deputy Director, Melissa Honohan, Borough Council Liaison, William Katchen, CPA and Terrence Corriston, 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 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.

Executive Director O'Keeffe acted as Chair for the limited purpose of presenting and passing the first two resolutions approving the Chairperson and Vice Chairperson for 2026.

Resolutions

26-20-1-1 Resolution Approving the Election of Chairperson of the Housing Authority

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

26-20-1-2 Resolution Approving the Election of a Vice Chairperson of the Housing Authority

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

Commissioner Jeff Smith was approved as Chairperson and Commissioner Mark McBride was approved as Vice Chairperson. Following adoption of the resolutions, the meeting was turned over to the Vice Chair, Commissioner McBride, who presided over the remainder of the meeting.

Approval of the Minutes

Commissioners Chiarolanza and Salko moved and seconded approval of the Minutes of the Regular Meeting of December 16, 2025. The minutes were approved unanimously by voice vote.

Report of Chairperson

No Report.

Report of Executive Director

Ms. O'Keeffe reported that HUD recently announced a Notice of Funding Opportunity (NOFO) for the Resident Opportunities and Self-Sufficiency (ROSS) Program. The ROSS Program funds a resident services coordinator position focused on senior households. Prior to the RAD conversion, MHA held a ROSS grant; however, RAD-converted PHAs were not eligible for renewal at that time. In recent years, HUD expanded eligibility to include RAD-converted PHAs.

Ms. O'Keeffe noted that MHA applied for this grant in the past two funding cycles without success and has elected to apply again this year. She emphasized the significant need for senior-focused social services at the Authority's senior building and stated that she will keep the Board informed regarding the outcome of the application.

Ms. O'Keeffe also reported that MHA received an email from the New Jersey Department of Community Affairs (DCA) indicating that subsidy layering review and preparation of the HOME Grant Agreement for the RTA HVAC project have begun. She has re-engaged LAN Associates to restart the project and will be providing DCA with the information needed to move the process forward. At this time, no specific timeline has been provided for the release of funds.

By way of background, Ms. O'Keeffe reminded the Board that MHA initially applied for $350,000 in HOME funding in 2024. After learning that the project costs were significantly higher than anticipated, MHA returned to DCA to request additional funding and applied for an additional $200,000. This resulted in a portion of the funding shifting to the 2025 allocation cycle, contributing to the current delay, along with broader federal budget timing issues.

Ms. O'Keeffe further reported that she is scheduled to meet with Jackie Gray, Executive Director of the Summit Housing Authority (SHA), to discuss several issues related to SHA. She explained that the City of Summit and SHA have drafted a term sheet that would require amendments to MHA's Administrative Plan, including removal of the Summit residency preference. Any such changes would require resolutions adopted by both the SHA Board and the MHA Board.

Finally, Ms. O'Keeffe noted that the Board would be considering a resolution later in the meeting to adopt the 2026 Board meeting schedule. Meetings will continue to be held on the third Tuesday of each month, with the exception of November, which is scheduled for the fourth Tuesday due to a conflict with the NJNAHRO conference.

Council Liaison Report

Borough Council Liaison Melissa Honohan provided an update on the Borough's settlement agreement with Drew University, fourth round housing plan and planned affordable housing developments.

Report of Deputy Director

Deputy Director Grillo reported that Housing Authority staff have been actively preparing for the opening of the RAD/PBV waiting lists for both the RAD Family and RAD Senior housing sites. The current target opening date for both waiting lists is January 30, 2026.

The waiting lists will remain open until 500 applications have been received or until April 15, 2026, whichever occurs first. Applications will be accepted online only and will be available through the Housing Authority's website. Following the closing of the waiting lists, all submitted applications will be randomized on April 27, 2026, to establish the order of the waiting lists. All relevant information, including eligibility criteria, income limits, and access to the online application, will be posted on the Housing Authority's website.

Committee Reports

None.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

Letter of Appreciation from an HCV Tenant

Rutgers Center for Government Services Certification for Karen O'Keeffe Public Housing Authority Executive Director Training Program

Certificate of Attendance for Jessica Kirchenbauer for AHPNJ 2025 Annual Meeting

Resolutions

26-20-1-3 Resolution Authorizing the Payment of Invoices
Motion to approve the resolution made by Commissioner Chiarolanza and seconded by Commissioner Driscoll. Resolution was unanimously approved by roll call vote.

26-20-1-4 Resolution Introducing and Adopting the Operating Budget for Fiscal Year Ending March 31, 2027
Motion to approve the resolution made by Commissioner Salko and seconded by Commissioner Scott. Resolution was unanimously approved by roll call vote.

26-20-1-5 Resolution Appointing a Qualified Purchasing Agent

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

26-20-1-6 Resolution Approving the Cash Management Plan
Motion to approve the resolution made by Commissioner McBride and seconded by Commissioner Salko. Resolution was unanimously approved by roll call vote.

26-20-1-7 Resolution Designating Official Newspaper of the Madison Housing Authority for Publication of Legal Notices
Motion to approve the resolution made by Commissioner Salko and seconded by Commissioner Scott. Resolution was unanimously approved by roll call vote.

26-20-1-8 Resolution Approving Meeting Dates for 2026
Motion to approve the resolution made by Commissioner Chiarolanza and seconded by Commissioner Salko. Resolution was unanimously approved by roll call vote.

26-20-1-9 Resolution Designating Jennifer Grillo at the Madison Housing Authority Public Agency Compliance Officer
Motion to approve the resolution made by Commissioner Salko and seconded by Commissioner Scott. Resolution was unanimously approved by roll call vote.

26-20-1-10 Resolution Authorizing Updates to the Madison Housing Authority Section 457 Deferred Compensation Plan
Motion to approve the resolution made by Commissioner McBride and seconded by Commissioner Chiarolanza. Resolution was unanimously approved by roll call vote.

Adjournment

There being no further business before the Board, Commissioner McBride moved for adjournment at 5:31 P.M.

Next meeting: February 17, 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