

MINUTES
MADISON HOUSING AUTHORITY
February 17, 2026 REGULAR MEETING

Chairperson Jeffrey Smith called the meeting to order at 4:32 PM. The following Commissioners answered as present: Lois Bhatt, Mark McBride, Mary Sue Salko, Shelby Scott and Jeffrey Smith.

Commissioners Mark Chiarolanza and Diane Driscoll were absent

Also present were Karen O’Keeffe, Executive Director, Jennifer Grillo, Deputy Director, Melissa Honohan, Borough Council Liaison 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 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 Salko and Scott moved and seconded approval of the Minutes of the Regular Meeting of January 20, 2026. The minutes were approved unanimously by roll call vote.

Council Liaison Report

Borough Council Liaison Melissa Honohan reported on the Borough’s settlement agreements with Drew University and Fair Share Housing Center. She also provided an update on the Borough’s planned affordable housing developments.

Report of Chairperson

Chairperson Jeff Smith reported that the Finance Committee continues to evaluate the feasibility of advancing the proposed four-unit Belmont development. Clarification has been requested from HUD regarding the ability to use Project-Based Vouchers (PBVs), which are critical to a potential HOME funding strategy. At the same time, staff is finalizing the Rose City Housing Collaborative/MHA management agreement, seeking confirmation of insurance coverage, consulting with the Borough regarding continued support and possible funding, and completing additional due diligence on infrastructure and cost assumptions. These efforts will inform next-step decisions, including whether to pursue HOME funding or reposition the project for a future NJ Affordable Housing Trust Fund funding round.

Report of Executive Director

Executive Director Karen O’Keeffe reported that she and Deputy Director Jennifer Grillo completed the annual employee review cycle. As part of the process, each employee’s full

compensation package was reviewed to ensure staff understand the value of their total benefits, including the cost of health coverage.

Legal notices for three professional services contracts including general legal services, accounting services, and audit services, have been published in the *Madison Eagle*. Proposals are due on February 26, 2026, with the goal of presenting contracts for Board approval at the March meeting so they will be in place for the start of the new fiscal year on April 1, 2026.

Ms. O’Keeffe referred the Board to the quarterly Budget-to-Actual report through December 31 included in the Board packet and highlighted two items.

First, the Housing Authority recently discovered that the gas account for the senior building had been inadvertently changed out of MHA’s name, and bills had not been received since December 2024. Because the Authority receives numerous utility bills, the issue was not immediately apparent. PSE&G required multiple in-person visits to its West Orange office to reinstate the account. Staff are working with PSE&G to obtain invoices for the outstanding balance. The anticipated amount is approximately \$74,000 and will be included in next month’s Board packet.

Second, the Sundry line currently reflects 333% of budget. This figure includes \$129,550 in Belmont predevelopment costs. Excluding Belmont, Sundry expenses total approximately \$40,000, or about 79% of budget, which is consistent with the expected spending level at this point in the fiscal year.

Ms. O’Keeffe also noted that the Housing Choice Voucher report reflects the recent use of MTW flexibility for landlord incentives. Over the past two months, these incentives have helped secure units more quickly in a very tight rental market, supporting both lease-up and overall program utilization.

Report of Deputy Director

Deputy Director Grillo reported that on January 30, 2026, the Madison Housing Authority opened the waiting lists for both the RAD Family and RAD Senior apartments. Since that time, over 350 applications have been received.

Overall, applicants have been able to successfully navigate the online application system and submit the required information with minimal assistance from staff. Application trends show the greatest demand for one-bedroom apartments in both the Family and Senior programs.

Ms. Grillo reported on the launch of the new MHA monthly newsletter. She explained that Family Self-Sufficiency Coordinator Jessenia Florez has initiated a monthly newsletter that is distributed to all Housing Authority residents and Section 8 participants, and that a copy of the January edition was included in the Board packet.

Ms. Grillo explained that the newsletter is designed to keep residents informed of important property updates, upcoming community events, available resources, scholarship opportunities,

and educational programs that may benefit residents and their families. She added that the Housing Authority plans to continue utilizing the newsletter as an ongoing communication tool to help ensure residents remain informed and connected.

Committee Reports

None.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

MHA January Newsletter

NAHRO Certified Specialist of Family Self-Sufficiency Certificate for Jessenia Florez

Resolutions

26-17-2-1 Resolution Authorizing the Payment of Invoices
Motion to approve the resolution made by Commissioner Bhatt and seconded by Commissioner Salko. Resolution was unanimously approved by roll call vote.

26-17-2-2 Resolution Correcting and Replacing Previously Adopted Resolution Number
26-20-1-10 Authorizing Updates to the Madison Housing Authority Section 457 Deferred
Compensation Plan
Motion to approve the resolution made by Commissioner Smith and seconded by Commissioner Scott. Resolution was unanimously approved by roll call vote.

Adjournment

There being no further business before the Board, Commissioner Salko moved for adjournment at 5:02 P.M.

Next meeting: March 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