

MINUTES
MADISON HOUSING AUTHORITY
April 21, 2026 REGULAR MEETING

Chairperson Jeffrey Smith called the meeting to order at 4:31 PM. The following Commissioners answered as present: Lois Bhatt, Diane Driscoll, Mark McBride, Mary Sue Salko, Shelby Scott and Jeffrey Smith.

Commissioner Mark Chiarolanza was absent.

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 Driscoll and Bhatt moved and seconded approval of the Minutes of the Regular Meeting of March 17, 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

Chairperson Smith reported that he has been in communication with Executive Director O’Keeffe and noted that the agency is busy, with rental revenue showing positive trends, staff participating in training and conferences, and the year appearing to be off to a strong start.

Report of Executive Director

Executive Director O’Keeffe reported on several administrative, policy, and operational matters. She clarified that the Board adopted the Authority’s budget on March 17, 2026; however, the budget document itself reflected a date of March 24, 2026. Because the resolution was adopted prior to the date listed in the budget, the State was unable to accept the filing. A corrective resolution was included in the Board packet.

Ms. O’Keeffe further reported that earlier this month she attended the MTW Collaborative conference in Washington, D.C. along with Deputy Director Jennifer Grillo and Social Services Coordinator Jessenia Florez. She noted that the conference provided useful insight into better utilizing available “off-the-shelf” waivers under the Authority’s Moving to Work Demonstration

status. Staff will continue evaluating these options in preparation for the next MTW Supplement later this year.

She advised that a major conference focus was HUD's ongoing discussion of work requirements and term limits. While HUD has recently presented these as optional policy tools, the Administration's proposed federal budget would make them mandatory. Executive Director O'Keeffe also participated in a PHADA focus group regarding the proposed rule and raised concerns about implementation challenges in states such as New Jersey. She noted that these discussions underscore the importance of the Authority's Family Self-Sufficiency Program and efforts to connect residents with employment opportunities.

Regarding capital projects, Ms. O'Keeffe reported that the County Department of Community Affairs is in the final stages of preparing the draft grant/loan agreement and subsidy layering analysis for the senior building HVAC project. No update has yet been received regarding the environmental review. The County has confirmed that Davis-Bacon, Section 3, and BABA requirements will apply to the project.

She also reported that staff recently completed the annual file review at the Summit Housing Authority. A random sample representing approximately 10% of files was reviewed for completeness, rent calculations, and compliance with the Administrative Plan. Staff also reviewed Summit's waitlist procedures. Findings are being compiled and will be shared with Summit.

Finally, Executive Director O'Keeffe reported that she and staff would be attending the Housing Partnership Gala later this week, where both the Executive Director and FSS Coordinator of the Morris County Housing Authority will be honored.

Report of Deputy Director

Deputy Director Grillo reported that attending the MTW Collaborative conference was highly beneficial, providing valuable insight into how other agencies are leveraging MTW flexibilities. She noted that at this time, MHA is evaluating opportunities to apply these strategies to reduce administrative burden, enhance resident support, and strengthen the FSS program.

Ms. Grillo reported on the procurement process for the replacement of the water softener at RTA. After evaluating several options, the staff is recommending a triplex system due to its greater efficiency, reliability, and long-term value. The preferred vendor quote and specifications were included in the Board packet.

Ms. Grillo reported on recent community outreach efforts, noting that MHA staff members participated in a family event hosted by the Madison Area YMCA. The event provided an opportunity to share information about MHA programs and continue strengthening the Housing Authority's partnership with the Madison Area YMCA.

Ms. Grillo also reported that the upcoming FSS Graduation Ceremony is set for Thursday April 23, 2026 and is expected to be a meaningful and well-attended event recognizing the accomplishments of participating families.

Committee Reports

Commissioner Salko, Chair of the Public Relations Committee, reported that she is interested in scheduling a discussion with Housing Authority staff to explore public relations opportunities and strategies.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

Certificate of Completion: Fair Housing-Section 504 and Reasonable Accommodations:
Elaine Martino

Certificate of Completion: NJ Fair Change in Housing Act: Jessica Kirchenbauer

Certificate of Completion: The NJ Law Against Discrimination in Housing: Jessica
Kirchenbauer

Certificates of Completion: Security Awareness Cybersecurity Training: Elaine Martino
and Jessica Kirchenbauer

Resolutions

26-21-4-1 Resolution Authorizing the Payment of Invoices

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

26-21-4-2 Resolution Adopting 2027 Budget for Fiscal Year: April 1, 2026 to March 31,
2027

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

26-21-4-3 Resolution Authorizing an Agreement with Automatic Water Conditioning Co. to
Replace the Water Softener System at 15 Chateau Thierry Avenue

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

26-21-4-4 Resolution to Renew the North Jersey Municipal Employees Benefit Fund

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

Adjournment

There being no further business before the Board, Commissioner Driscoll moved for adjournment
at 5:18 P.M.

**Next meeting: May 19, 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