

MINUTES
MADISON HOUSING AUTHORITY
May 19, 2026 REGULAR MEETING

Vice Chairperson Mark McBride 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, and Shelby Scott.

Commissioner Jeffrey Smith 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 Bhatt and Salko moved and seconded approval of the Minutes of the Regular Meeting of April 21, 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

No Report

Report of Executive Director

Executive Director O’Keeffe provided an update regarding HUD HAP funding for the current year. HUD funding was prorated below 100% and did not include an inflationary adjustment despite continued increases in subsidy costs. She advised that MHA continues to closely monitor HAP expenditures and manage the program conservatively to maintain financial stability.

Updates were also provided on several capital and modernization projects, including the proposed public restroom renovation at Rexford Tucker Apartments, the HOME-funded HVAC replacement project, and the CDBG-funded window replacement project at Park Avenue. Staff continue to work with the County and project professionals regarding funding agreements, project planning, and specifications.

Earlier this month, Ms. O’Keeffe, Deputy Director Grillo, and Rental Assistance Manager Kirchenbauer met with the Borough Administrator, Ray Codey, to review the pipeline of

affordable housing developments anticipated in Madison. MHA expects to continue playing an important role in the affordable housing eligibility and administrative process as Administrative Agent for the Borough.

In late April, Ms. O’Keeffe and Deputy Director Jennifer Grillo attended the NJNAHRO conference. Ms. O’Keeffe participated in a panel discussion regarding Family Self Sufficiency (FSS), ROSS, and MTW initiatives, and reported that staff continue to evaluate opportunities to strengthen the integration of supportive services within program operations.

Ms. O’Keeffe also provided background regarding resolutions included in the Board packet, including updates related to the employee 457 plan, residency preferences for certain Summit Housing Authority units, and employee handbook revisions recommended for legal and regulatory compliance purposes.

Lastly, the Board was advised that proposed Administrative Plan revisions will be circulated electronically prior to next month’s meeting along with a summary of the proposed changes.

Report of Deputy Director

Deputy Director Grillo reported that over four days in May, the Housing Authority completed annual unit inspections of all 136 MHA-owned units using a third-party inspector from the Morris County Housing Authority. Ms. Grillo stated that overall, MHA residents take a great deal of pride in their homes and were well prepared for unit inspections. The inspections allow MHA to identify and address maintenance needs to ensure all units remain in good condition.

Ms. Grillo advised that following the closing of the RAD waiting lists on April 15, 2026, the Interested Parties List for inclusionary housing in Madison totals 2,811 applicants. The RAD Senior waiting list totals 317 applicants, and the RAD Family waiting list totals 1,120 applicants.

Ms. Grillo reported that there is currently one two-bedroom vacancy at the senior building, with one additional vacancy anticipated as two senior residents are engaged and preparing to marry.

Finally, Ms. Grillo shared that gardening activities at RTA are in full swing, with residents showing strong enthusiasm and participation in this positive community activity.

Committee Reports

Commissioner Salko, Chair of the Public Relations Committee, reported that she recently met with Executive Director O’Keeffe, Deputy Director Grillo, and Social Services Coordinator Jessenia Florez to discuss ways to increase the Housing Authority’s presence and engagement within the community. She presented the idea of MHA participating in the Borough of Madison’s Bottle Hill Day in October, which was well received. Commissioner Salko noted that the PR Committee will be seeking Commissioner support to staff the MHA table during the event and will continue to gather feedback and bring forward additional ideas for discussion at upcoming meetings.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

Certification: NAHRO Specialist of Fair Housing for Jennifer Grillo

Certificate of Completion: Fair Housing Special Topics: VAWA, Assistive Animals & Compliance Updates for Elaine Martino

Resolutions

26-19-5-1 Resolution Authorizing the Payment of Invoices

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

26-19-5-2 Resolution Approving an Amendment to the Housing Choice Voucher Program and RAD Program Administrative Plan

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

26-19-5-3 Resolution Approving and Amendment to the Personnel Policy and Employment Handbook

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

26-19-5-4 Resolution Correcting and Replacing Previously Adopted Resolution No. 26-20-1-10 and No. 26-17-2-2 Authorizing Updates to the Madison Housing Authority Section 457 Deferred Compensation Plan

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

Adjournment

There being no further business before the Board, Commissioner McBride moved for adjournment at 5:34 P.M.

Next meeting: June 16, 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