

MINUTES
MADISON HOUSING AUTHORITY
March 17, 2026 REGULAR MEETING

Chairperson Jeffrey Smith called the meeting to order at 4:31 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 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 Chiarolanza moved and seconded approval of the Minutes of the Regular Meeting of February 17, 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

No Report

Report of Executive Director

Executive Director, O’Keeffe thanked Commissioners Bhatt, Driscoll, Chiarolanza, and Scott for completing the JIF Elected Officials training and noted that due to these certifications, the Authority is eligible for a \$500 credit on its insurance premium.

She reported that she and Deputy Director Grillo met with architect Mark Montalbano to review proposed renovations to the public restrooms at the senior building and that a resolution to approve his proposal is included in the Board packet.

Ms. O’Keeffe reported on MHA’s ongoing role as Contract Administrator for the Summit Housing Authority, noting that staff are working with Summit and a housing consultant to strengthen recertification processes. She stated that staff will conduct an on-site file and waitlist review in April and that MHA will continue to monitor compliance.

She further reported that she and legal counsel met with Summit representatives to review a proposed agreement with the City of Summit and to ensure that Summit's operations remain governed by MHA's Administrative Plan.

Ms. O'Keeffe noted that MHA's Rental Assistance Manager, Jessica Kirchenbauer, completed training as a Hearing Officer, which will support both inter-agency collaboration and strengthen internal compliance practices.

She reported that staff have begun an internal "Administrative Plan Book Club" to improve familiarity with the Administrative Plan, with strong staff participation to date.

Report of Deputy Director

Deputy Director Grillo reported on the upcoming Family Self-Sufficiency (FSS) Graduation Ceremony, which will be held on Thursday, April 23 at 6:00 PM at the Frelinghuysen Arboretum. The event will recognize participants from Dover, Madison, and Morris County who have achieved key milestones toward self-sufficiency during the five-year program. She noted that five graduates from Madison will be honored as part of this year's ceremony.

Ms. Grillo explained that under the current structure of the FSS program, when participants increase their income, their housing assistance payment decreases, and the difference is deposited into an escrow account on their behalf. Over time, this allows participants to accumulate meaningful savings, and many graduates receive substantial escrow disbursements upon completion of the program.

Ms. Grillo also reported that she, along with Karen and Social Services Coordinator Jessenia, will be attending the upcoming MTW Collaborative Conference in Washington, D.C. in early April. Ms. Grillo noted that last year's conference emphasized FSS programming. She added that MHA is using MTW flexibility to explore potential enhancements to the FSS program. The conference will offer an opportunity to learn from peer agencies that have implemented program modifications, and staff plan to report back to the Board following the conference.

Committee Reports

None.

Public Comment

None.

Old Business

None.

New Business

None.

Correspondence

Rutgers Certificate of Completion: Principles of Public Purchasing 1 for Jennifer Grillo

Hearing Officer Specialist Certification for Jessica Kirchenbauer

Certificate of Completion: NJ Fair Chance in Housing Act for Elaine Martino

Certificates of Completion: Understanding Implicit Bias for Jessica Kirchenbauer & Elaine Martino

Certificate of Completion: The NJ Law Against Discrimination in Housing for Elaine Martino

Resolutions

26-17-3-1 Resolution Authorizing the Payment of Invoices

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

26-17-3-2 Resolution Authorizing an Award of Contract to Giampaolo & Associates for Audit of Housing Authority's Financial Records for the Period of April 1, 2025 to March 31, 2026

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

26-17-3-3 Resolution Authorizing an Award of Contract to Breslin & Breslin P.A. for Professional Legal Services to Breslin & Breslin P.A. Pursuant to Competitive Contracting for the Period of April 1, 2026 to March 31, 2027 with Option to Renew for Two Additional Years

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

26-17-3-4 Resolution Authorizing an Award of Contract to William Katchen Certified Public Accountant, LLC for Professional Accounting Services for the Period of

April 1, 2026 to March 31, 2027 with the Option to Renew for an Additional Two
Years

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

26-17-3-5 Resolution Adopting 2027 Budget for Fiscal Year: April 1, 2026 to March 31,
2027

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

26-17-3-6 Resolution Approving an Agreement with Coppa Montalbano Architects for
Professional Services

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

Adjournment

There being no further business before the Board, Commissioner Chiarolanza moved for
adjournment at 5:13 P.M.

**Next meeting: April 21, 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