

HOUSING AUTHORITY OF THE
BOROUGH OF HIGHLAND PARK

242 SOUTH SIXTH AVENUE
HIGHLAND PARK, NJ 08904

Deborah Hurley
Executive Director

Phone: 732-572-4400
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Highland Park Housing Authority
Board of Commissioners

AGENDA

Thursday, February 8, 2024

Call to Order

Pledge of Allegiance

Please note that adequate notice of this meeting as required by the Open Public Meetings Act of 1975, has been provided by adequate notice. A copy of the meeting notice was provided on April 18, 2023, and posted on the Highland Park Housing Authority website and Housing Authority's official designated bulletin board located at 242 South Sixth Avenue, Highland Park, NJ and sent to the Borough Hall of Highland Park for posting and submitted to the Home News Tribune and Star-Ledger.

1. Roll Call

2. Approval of Previous Minutes:
Regular Meeting – January 11, 2024

3. Public Comment for agenda items/other matters – 15 mins. (3 mins. per person)

4. New Business

5. Communications – none

6. Attorney's Report

7. Executive Director's Report

8. Staff Reports:

- Resident Services
- Section 8
- Housing Director's and Maintenance.

9. Committee Reports

10. Resolutions:

2024-4 Resolution to approve the monthly bill list for the month of January 2024 in the amount of \$29,559.87.

2024-5 Resolution to by the Commissioners of the Housing Authority Borough of Highland Park Housing Authority to adopt the Fiscal Year 2024-2025 Budget

11. Old Business

- Balcony repairs update

12. Public Comment for other matters – 15 mins. (3 mins per person)

13. Adjournment

HIGHLAND PARK HOUSING AUTHORITY
BOARD MEETING
Tuesday, January 16, 2024
6:00 PM
MINUTES

The Regular Meeting of the Board of Commissioners of the Highland Park Housing Authority was held in the conference room at the Highland Park Housing Authority. The meeting was called to order at 6:30 pm.

Please note that adequate notice of this meeting, as required by the Open Public Meetings Act of 1975, has been provided by adequate notice. A copy of the meeting notice was provided on April 18, 2023, and posted on the Highland Park Housing Authority website and Housing Authority's official designated bulletin board located at 242 South Sixth Avenue, Highland Park, NJ and sent to the Borough Hall of Highland Park for posting and submitted to the Homes News Tribune and Star-Ledger.

Roll Call

In attendance: Chairwoman Ruby Hope, Commissioner David Copperman, Commissioner William Rainwater, Commissioner Evelyn Sedehi, Deborah Hurley, Executive Director, Terrence Corrison, Esq., Counsel, Borough of Highland Park, Council Liaison, Matthew Hersh, and Denise Blake, Highland Park Housing Authority, Housing Director.

Absent: Commissioner Raysa Martinez

Motion to approve the minutes of December 14, 2023 and minutes for Special Meeting, December 27 2023

Motion: Commissioner Evelyn Sedehi

Second: Commissioner William Rainwater

Discussions: Commissioner Copperman mentioned the rent payment online feature. Chairwoman Hope indicated that the housing authority does not have that feature and residents have never made a request to utilize the feature. Commissioner Sedehi referenced the "stamp" caller ID feature and needed clarification. Chairwoman Hope assured the commissioner that if you see a number on the caller ID, you can call them back. Chairwoman Hope mentioned that during the special meeting Resolution 39 was presented; however, it should be edited to reflect Resolution(1 or b), since Resolution 39 was presented at a previous board meeting citing approval for balcony expense. There was no further discussion.

Chairwoman Hope requested a vote to approve the minutes as amended.

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairwoman Ruby Hope	X			
Commissioner David Copperman	X			
Commissioner Raysa Martinez			X	
Commissioner William Rainwater	X			
Commissioner Evelyn Sedehi	X			

Public Comment

Unit 5C - expressed her frustration and concerns with the timeline of the balcony repairs. She has concerns for her safety. Both Denise Blake, Property Director and Chairwoman Ruby Hope mentioned that repairs will be executed, and notices will be sent to residents. Chairwoman Hope also mentioned that a special meeting by the board took place in December to approve the expenses for the repairs.

New Business:

There was no discussion.

Communications:

There was no discussion.

Attorney’s Report:

Terrence Corrison, Esq., Board Counsel reported the following:
Court hearing on February 27, 2024 regarding (2) Residents for non-payment of rent.

Accountant’s Report: Tony Polcari and Ralph Polcari representing the accounting firm, Polcari and Polcari introduced the 2024-2025 FY Budget for the Highland Park Housing Authority via-zoom. Tony Polcari first presented an overview of the firm’s 45 years of experience working with housing authorities. Tony Polcari then went into detail regarding the housing authority operating budget, and voucher program. Also, Kroman and Affordable Housing budgets were detailed. Overall, the Housing Authority is in rather good financial condition. However, the voucher program is presently underutilized. Tony Polcari will collaborate with the Executive Director, Deborah Hurley, to increase the issuing of vouchers.

Commissioners of the board asked several questions regarding the submission timeline, as the goal is to have the board approve the introduced budget to ensure that the commissioners will be able to adopt the budget at the next board meeting. Other commissioners brought attention to several edits that were necessary to ensure the budget was submitted accurately. Tony Polcari assured the board that the edits will be made before it is submitted.

Chairwoman Ruby Hope requested a motion to approve the introduced FY 2024 – 2025 Budget as amended in order to send to DCA for approval on time. This will allow the board to adopt the budget on time at the next board meeting in February.

2024-2 Resolution:

Motion: Commissioner Evelyn Sedehi
Seconded: Commissioner William Rainwater

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairwoman Ruby Hope	X			
Commissioner David Copperman	X			
Commissioner Raysa Martinez			X	
Commissioner William Rainwater	X			
Commissioner Evelyn Sedehi	X			

Executive Report:

Executive Director, Deborah Hurley reiterated the need to increase the issuing of vouchers and expressed that once the budget is submitted, that would be the next project to address. In addition, connection was made with the HUD representative for the Highland Park Housing Authority and efforts are underway to be set up in the HUD system for the Highland Park Housing Authority.

Staff Reports:

All the commissioners in attendance expressed their appreciation for the reports. There was no further discussion.

Committee Reports:

There was no discussion.

Resolutions:

2024-1 Resolution to approve the monthly bill list for the month of December 2023 in the amount of \$13,588.55.

Discussion: Chairwoman Hope open the floor for from the board. Commissioner David Copperman inquired about line item regarding retiree reimbursement. Chairwoman Hope explained the process, as retired employee’s dental are still paid by the borough. Therefore, we are required to pay for their plan. There was no further discussion.

Motion: Commissioner Evelyn Sedehi

Seconded: Commissioner David Cooperman

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairwoman Ruby Hope	X			
Commissioner David Copperman	X			
Commissioner Raysa Martinez			X	
Commissioner William Rainwater	X			
Commissioner Evelyn Sedehi	X			

2024-3 Resolution by the Commissioners of the Housing Authority of the Borough of Highland Park to appoint Highland Park Housing Authority Employee, Deborah Hurley as Commissioner to the Public Housing Joint Insurance Fund.

Moved: Commissioner Evelyn Sedehi

Seconded: Commissioner William Rainwater

Discussion: Chairwoman Ruby Hope expressed the importance of having a commissioner represent the housing authority for the Joint Insurance Fund, as JIF is the housing authority's insurer. There was no further discussion.

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairwoman Ruby Hope	X			
Commissioner David Copperman	X			
Commissioner Raysa Martinez			X	
Commissioner William Rainwater	X			
Commissioner Evelyn Sedehi	X			

Old Business:

Chairwoman Hope revisited the website concerns that were expressed by Commissioner Copperman, as it was suggested a committee be formed to identify areas that need improvement. Commissioner Copperman said that he did not believe a committee needed to be formed, as he has highlighted the areas that need to be addressed. Executive Director, Deborah Hurley mentioned that she is aware of the edits and will address with the staff.

Public Comment for Other Matters:

Unit 1E: expressed concern about the spill in the hallway and maintenance was not thorough when cleaning the floors. Denise Blake, Property Director expressed that maintenance has been thorough and would address once again with the resident.

Unit 1J: wanted to know the status of the ac units. Denise Blake, Property Director mentioned that the units have been ordered. However, presently they are on back order.

Unit 5F: expressed concerns about the balcony. Denise Blake, Property Director assured resident that repairs are in the process of being executed. Chairwoman Hope mentioned that there was special meeting to approve repairs in the month of December.

Unit 5C: expressed that she continues to have ant problems. Denise Blake, Property Director mentioned that the exterminator and maintenance will continue to address the issue.

Chairwoman Ruby Hope closed the Public Meeting at 7:59pm

Motion to adjourn: Commissioner Evelyn Sedehi
Seconded: Commissioner David Copperman

All commissioners present voted to adjourn at 8:00 pm

Deborah M. Hurley, Secretary

**Highland Park Housing Authority
Vendor Accounting Cash Payment/Receipt Register
HA Administration**

Bank: Unity Bank, Bank Account: , GL Account: 111102

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
15457	01/23/2024	CHK	Breslin & Breslin	M legal services Nov 23	\$807.50
15458	01/23/2024	CHK	Management Computer Services Inc.	Annual PH computer software and support	\$3,662.50
15459	01/23/2024	CHK	POLCARI & CO.	M Fee Accounting Services for Nov 2023	\$1,750.00
15460	01/23/2024	CHK	Smartphone Secretary	M Answering service -01/09/24 -2/5/24 Jan 2024	\$66.80
15461	01/23/2024	CHK	Staples Business Advantage	M Cork Bulletin Board- office Supplies	\$82.32
15462	01/23/2024	CHK	SUPERIOR OFFICE SYSTEMS, INC.	Q copier maintenance	\$123.58
15463	01/23/2024	CHK	Telesystem	M telephone system	\$227.30
15464	01/23/2024	CHK	TRANSWORLD SYSTEMS INC.	A collection agency services	\$201.00
15465	01/23/2024	CHK	Denise Blake	As need Laptop purchase for Commissioners	\$169.00
15466	01/25/2024	CHK	New Jersey Public Housing Authority Jif	Semi annual 1st install JIF insurance	\$6,949.20
15467	01/31/2024	CHK	Breslin & Breslin	M legal services Dec 23	\$807.50
15468	01/31/2024	CHK	DI Printing	M envelopes	\$87.50
15469	01/31/2024	CHK	FRANCOTYP-POSTALIA, INC.	Q postage meter lease	\$51.00
15470	01/31/2024	CHK	Home Stat Inspections Inc.	M inspections	\$434.00
15471	01/31/2024	CHK	N. J. A. H. R. A.	Annual invoice for 2024 membership	\$87.50
15472	01/31/2024	CHK	T-MOBILE	M Oct and December 2023 employee cell phone	\$80.48
15473	01/31/2024	CHK	POLCARI & CO.	M Fee Accounting Services for Dec 2023	\$1,750.00
15474	01/31/2024	CHK	Smartphone Secretary	M Answering service -02/06/24 -3/4/24	\$58.41
15475	01/31/2024	CHK	Staples Business Advantage	M Manila folder and other office Supplies	\$567.71
15476	01/31/2024	CHK	Edison Housing Authority	M Jan 24 admin contract	\$11,596.57

Total Checks 20 \$29,559.87

Project Summary		
<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
HA Administration - HA Administration	\$29,559.87	\$0.00
Total:	\$295,589.87	\$0.00

End of Report

RESOLUTION # 2024-4

MONTHLY BILL LIST FOR JANUARY 2024

WHEREAS, the Housing Authority has an ongoing commitment to improve internal controls; and

WHEREAS, the Board of Commissioners has adopted a Bill Review Procedure to ensure this commitment; and

WHEREAS, a consolidated bill list, representing all bills for the month which are subject to Board approval has been distributed to the Board of Commissioner; and

WHEREAS, a bill list totaling \$29,559.87 for the month of January, 2024 has been reviewed by the Board of Commissioners.

NOW, THEREFORE, Be It Resolved by the Board of Commissioners of the Housing Authority of the Borough Highland Park, New Jersey that the attached bill list is hereby approved and listed payments are authorized for disbursement.

MOVED: _____

SECONDED: _____

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Chairwoman Ruby Hope				
Commissioner David Copperman				
Commissioner Raysa Martinez				
Commissioner Padraic Millet				
Commissioner William Rainwater				
Commissioner Evelyn Sedehi				

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Borough of Highland Park at their Regular meeting of February 8, 2024.

Deborah M. Hurley, Secretary

Approved as to legal form by
Terrence Corriston, Esq.

2024 ADOPTED BUDGET RESOLUTION

Highland Park Housing Authority

FISCAL YEAR: April 01, 2024 to March 31, 2025

WHEREAS, the Annual Budget and Capital Budget/Program for the Highland Park Housing Authority for the fiscal year beginning April 01, 2024 and ending March 31, 2025 has been presented for adoption before the governing body of the Highland Park Housing Authority at its open public meeting of February 8, 2024; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$3,057,173.00, Total Appropriations, including any Accumulated Deficit, if any, of \$2,999,032.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$0.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Highland Park Housing Authority at an open public meeting held on February 8, 2024 that the Annual Budget and Capital Budget/Program of the Highland Park Housing Authority for the fiscal year beginning April 01, 2024 and ending March 31, 2025 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

(Secretary's Signature)

(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Ruby Hope				
David Copperman				
Raysa Martinez				
William Rainwater				
Evelevn Sedehi				
Vacant				
Vacant				

TO: Deborah Hurley – HPHA Executive Director

FROM: Kettly M Gilles – HPHA Service Coordinator

Date: January 30, 2024

Monthly Report

Even though the Covid-19 has been uplifted, the residents have been advised to continue to take all the necessary precautions as people are still being affected by Covid-19.

Continued assistance is provided to the residents as follows:

- Tenants meeting was well attended. Tenants and staff were very welcoming
- Assisted 8 residents with SNAP Benefit issues and Applications.
- Follow up on referrals made by the building Manager.
- Assisted residents with New Jersey Motor Vehicle Commission Documents Renewals (Licenses, Identification Cards, and Title & Registration).
- Assisted 12 residents with Anchor Program Benefit Status Online.
- Assisted residents with Long Term Care Alternative and Placement Issues.
- Provided Housekeeping Resources for residents.
- Provided assistance to 5 residents with Transportation Issues.
- Assisted 8 residents with Medication Management, medication renewal and refill as needed.
- Assisted residents with rent, recertification and cluttering issues.
- Assisted 7 residents with Personal Hygiene Issues.
- Intervene in conflicts with different residents to bring about resolution.
- Assisted 8 residents with Housekeeping Issues and Case Management.
- Assisted 3 residents with referrals for Home Health Aides.
- Assisted 5 residents with scheduling Doctor's appointments.
- Provided Assistance to 10 residents with available resources for Grocery shopping.
- Assisted residents with various forms over the telephone and in person.
- Counseled residents with anxiety issues, personal issues and issues with family members.
- Assisted residents with Flu shots, Covid-19 Vaccine, Blood Pressure Screening and Glucose Monitoring.

Continue to encourage the use of wearing a mask, as well as practicing social distancing and handwashing.

January 2024
Monthly Report

**TOTAL UNITS UNDER CONTRACT
INCLUDING PORTABILITY**

DATE	VOUCHER UNDER LEASE	OUTGOING PORTABLE VOUCHERS UNDER LEASE (hpha port-outs)	TOTAL HPHA LEASEUPS (+out looking)	TOTAL ADMINISTER Not Included	MONTH END HAP CHECKS TOTAL Tenant vouchers only
10/01/2023	94	11	105	0	\$ 157,929

Number of new lease ups: 0

Number of port ins: 0

Number of vouchers out looking: 15

Number of families who left our program: 1

Number of checks written: 33

Total of checks written: \$171,545.17 (including Park and Kronman)

Checks on hold: 1 (pending eviction with landlord)

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OF THE
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**242 SOUTH SIXTH AVENUE
HIGHLAND PARK NJ 08904
Tel: (732) 572-4420 Fax: (732) 985-6485
Email: hparkhousing@optimum.net**



January 31, 2024

REPORT TO THE BOARD OF COMMISSIONERS
January 2024

Administrative:

- Managed day-to-day needs of staff and residents
- Still gathering and processing required Tax Credit documents for Annual Recertifications. All documents gathered from residents must be 3rd party verified and submitted for review to our compliance company before April 2024.
 - Receiving help from Social Worker Kettly Gilles – With collecting Jan. 2024 SSI/SSD award letters from residents in the Kronman building.
- On **1/25/24** the residents met with our - **New Executive Director Deborah Hurley and the Edison Staff.**
- Fixed/Addressed several issues highlighted in our December Commissioners meeting:
 - Due to the Holiday Schedule, our regular Pest Control treatments took place on Tuesday versus on our regularly scheduled date of every 2nd Monday.
 - Salt buckets were placed next to all exit doors to aid residents in the management of icy walkways.
 - Posted notices around the building encouraging residents to help stop the spread of germs, that can make themselves and others sick.
 - 01/30/2024 - EKO Construction completed balcony scans on several units to determine materials needed to complete balcony repair.
 - EKO determined on the day of their visit that '**NOT**' all balconies needed to be scanned. EKO advised that an accurate assessment could be made for various balconies by using data collected from adjacent balconies.
- **Completed Rent Collection for January.**
 - Kronman Affordable rents have been impacted by -
 - 1 - confirmed deaths
 - 2 - hospitalized residents
 - 2 – Move-Outs
- **Occupancy Expectation:** - March building should be 100% occupied
 - 2 - New move-ins – February
 - 1 - New Move-in – March

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Resident Services:

- On Wednesday Nights at 4 pm –
 - Chinese Association hosts a weekly game night
 - Volunteers are from Highland Park High School
 - A local grant funds this activity

Section 8:

- Please see the attached Section 8 report from Elizabeth Noll.

Maintenance - Miguel:

- For January there were a total of 53 work orders. All Work Orders have been completed and closed out. These work orders consisted of the following:
 - 21 – Plumbing issues
 - All issues were resolved
 - 7 – Electrical Issues – All Issues Resolved
 - ALL issues were resolved
 - 21 - Maintenance Routine Issues
 - All issues resolved
 - General Maintenance:
 - The Building Sprinkler System – The technician will start the work to fix a small leak at an elbow connection on 02/02/2024.
- **A SPECIAL THANK YOU TO:**
 - Michael Wieczorkiewicz and the entire team from the Department of Public Works, their service to the Highland Park Housing Authority during our snow days were **OUTSTANDING!!!**... Hats also off to our Mayor and our New Executive Director for their attentive involvement (behind the scenes) in keeping our residents safe!

Rents Collected Report:

Total potential tenant rent for Kronman/January 2024	\$41,279.00
Total rent collected from Kronman/Jan. 2024	\$37,577.00 (91.0%)

Total potential tenant rent for Park Terrace/January 2024	\$12,136.00
Total rent collected from Park Terrace/ Jan. 2024	\$12,076.00 (99.5%)

Submitted by:
Denise Blake
Director of Housing