

HOUSING AUTHORITY OF THE
BOROUGH OF HIGHLAND PARK

242 SOUTH SIXTH AVENUE
HIGHLAND PARK, NJ 08904

Deborah Hurley
Executive Director

Phone: 732-572-4400
Fax: 732-985-6485

**Highland Park Housing Authority
Board of Commissioners**

AGENDA

Wednesday, March 27, 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 rescheduled meeting notice for Wednesday, March 27th was provided on March 18th 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 – February 8, 2024

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

4. New Business

5. Communications

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:

2024-7	Resolution to approve the monthly bill list for the month of February 2024 in the amount of \$22,512.53.
2024-8	Resolution by the Commissioners of the Highland Park Housing Authority of the Borough of Highland Park to approve receipt of the Fiscal Year Ended, 2023 audit.
2024-9	Resolution by the Commissioners of the Highland Park Housing Authority authorizing the approval of Fair Market Rents for the Highland Park Housing Authority.
2024-10	Resolution by the Commissioners of the Highland Park Housing Authority Authorizing the purchase of (2) Two 6 Yard rear load high top containers.

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, February 8, 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 November 1, 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 Raysa Martinez, Commissioner Padriac Millet, Commissioner William Rainwater, Deborah Hurley, Executive Director, Terrence Corrison, Esq., Counsel via-zoom, Borough of Highland Park, Council Liaison, Matthew Hersh, and Denise Blake, Highland Park Housing Authority, Housing Director.

Absent: Commissioner Evelyn Sedehi

Motion to approve the minutes of January 11, 2024

Motion: Commissioner William Rainwater

Second: Commissioner Raysa Matinez

Discussions: Commissioner Copperman expressed clarification regarding the term used pertaining to the website update, as there is a need to address regulatory content on the website versus the need for improvement. Chairwoman Hope added that she understands and knows that Deborah Hurley, Exec. Dir. is just onboarding and has intentions to address and include our counsel. In addition, the Open Meetings Act notice of April 2023 should be addressed, as the date should be corrected. Deborah Hurley, Executive Director agreed that she would research the correct date for the board and continue to coordinate website regulatory content. 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 Padriac Millet			X	
Commissioner William Rainwater	X			
Commissioner Evelyn Sedehi			X	

Public Comment

3P: Expressed appreciation for keeping the floors clean in the building. In addition, wanted to enlist the support from residents to do their part in helping to keep the laundry area clean after it has been used.

3B: Mentioned that the Resident Directory for the doorbell needs to be updated and some of the buttons are not working properly or at all. Denise Blake, Housing Director, addressed the issue and will be working to make improvements.

New Business:

Commissioner David Copperman expressed that the website Section 8 links seem to not work properly.

Communications:

There was no discussion.

Attorney's Report:

Terrence Corrison, Esq., Board Counsel reported that there was progress made with collections as there is a hearing scheduled for February 27, 2024. More information will be provided at the next board meeting.

Staff Reports:

Chairwoman Ruby Hope expressed appreciation for the support provided by the housing authority's team which is reflected in the reports that were submitted to the board.

Executive Director's Report:

-Meeting was had with the mayor's office that included the Business Administrator and Councilman Hersh. We addressed vacant board seats, continued support from Highland Park Borough with snow removal assistance, and coordination of the dumpsters. Commissioner Copperman wanted to know the status of the dumpsters. Exec. Dir., Deborah Hurley mentioned that our Housing Dir. and Dept. of Works Dir. needed to coordinate and secure the specs which have been done. We just need to start the process of purchasing the dumpsters.

-Exec. Dir., Deborah Hurley has been working closely with Tony Polcari to complete the findings pertaining to finalizing the budget. Commissioner Copperman wanted to know if errors were corrected that were identified at the last meeting. Exec. Director, Deborah Hurley, said that board notes and DCA's comments were all addressed in order to present the board with a clean budget to adopt this evening.

-Commissioner Rainwater wanted to know the status of the voucher program. Exec. Dir., Deborah Hurley mentioned that the under utilization of vouchers remains to be addressed. Once the budget is passed, we can focus on the voucher program. However, there are several ways to address the voucher underutilization issue and it will require some time to roll out a plan. The first step was to open the waiting list, which had been done. Now, we need to work within our budget and issue vouchers. Commissioner Martinez was wondering what contributed to the underutilization. Exec. Dir., Deborah Hurley expressed that other housing authorities are experiencing the same issue as the rents are high and families are having a difficult time finding available apartments that are affordable.

-Auditor-RFP will be issued in the next couple of weeks, as it will be time to engage the auditor to conduct our 2024 audit.

-Commissioner Copperman inquired about the status of the collection and dumping of the trash and has the situation been resolved. Denis Blake, Housing Director, and Director of Maintenance mentioned that it has been addressed. However, there continues to be reoccurring issues that pertain to the Borough's schedule, etc. The HP Team will continue to monitor and will provide the Executive Director with an update to share with the mayor's office.

Committee Reports: Chairwoman Hope reviewed and assigned board members to committees. The following were established and will meet when necessary:

Personnel Committee:

- Commissioner Ruby Hope
- Commissioner Raysa Martinez
- Commissioner Evelyn Sedehi

Tenant Relations/Policy/Building & Grounds Committee:

- Commissioner David Copperman
- Commissioner Raysa Martinez
- Commissioner Padriac Millet

Finance Committee

- Commissioner David Copperman
- Commissioner Padriac Millet
- Commissioner William Rainwater

Commissioner David Copperman inquired about the two boards that are not found on the website. Chairwoman Hope provided background on the Highland Park Affordable Housing Board and the Kroman Board. It was suggested by the chairwoman that board packets of the meetings be provided at the HP Housing Authority meetings. Exec. Director, Deborah Hurley mentioned that the packets from the two board meetings have been provided to the board that evening.

Resolutions:

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

Discussion: Chairwoman Hope opened the floor for discussion. There was no comment.

Motion: Commissioner William Rainwater

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 Padriac Millet	X			
Commissioner William Rainwater	X			
Commissioner Evelyn Sedehi				X

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

Moved: Commissioner Raysa Martinez

Seconded: Commissioner Padriac Millet

Discussion: Chairwoman Ruby Hope asked if there were any questions. Commissioner Martinez inquired if the zero total for Capital Appropriations is a result of the RAD Conversion. Executive Director, Deborah Hurley confirmed that Commissioner Martinez is accurate. Once a housing authority converts to RAD, Capital Funds are no longer provided by HUD. 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 Padriac Millet	X			
Commissioner William Rainwater	X			
Commissioner Evelyn Sedehi			X	

2024-6 Resolution Approving the Election of Evelyn Sedehi as Vice Chairperson of the Highland Park Housing Authority.

Motion: Commissioner William Rainwater

Seconded: Commissioner Padriac Millet

Discussion: Chairwoman Hope indicated that Commissioner Evelyn Sedehi agreed to be the Vice Chair until the board reorganization in April 2024. 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 Padriac Millet	X			
Commissioner William Rainwater	X			
Commissioner Evelyn Sedehi			X	

Old Business:

Chairwoman Hope asked Executive Director, Deborah Hurley to provide an update on the balcony repairs. Executive Director Deborah Hurley mentioned that she has been in touch with the engineer to confirm a start date with the contractors. Denise Blake, Housing Director, was able to expand and mentioned that scanning of the balconies would begin within a week.

Public Comment for Other Matters:

Apt. 219: Presented concern about the loud music which continues to be played loudly during the day and evening. Denise Blake, Housing Director provided a response that detailed how she can work with resident(s) to assist in resolving the issue with documentation that she can then present to the police department for additional support.

Chairwoman Ruby Hope closed the Public Meeting at 7:14 pm

Motion to adjourn: Commissioner William Rainwater
Seconded: Commissioner Raysa Martinez

All commissioners present voted to adjourn at 7:15 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

<u>Doc Num</u>	<u>Payment Date</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
15477	02/15/2024	CHK	Affordable Housing Network Llc	M rent reasonableness files-20 certification	\$600.00
15478	02/15/2024	CHK	Borough Of Highland Park	M Employee Dental remittance-January	\$209.96
15479	02/15/2024	CHK	Telesystem	M telephone system	\$228.13
15480	02/15/2024	CHK	T-MOBILE	M January 2024 employee cell phone	\$80.48
15481	03/06/2024	CHK	ANCERO, LLC	M telephone service	\$484.36
15482	03/06/2024	CHK	Home Stat Inspections Inc.	M inspections	\$527.00
15483	03/06/2024	CHK	Mazteck It	A domain renewal website hosting and	\$598.50
15484	03/06/2024	CHK	Smartphone Secretary	M Answering service -03/05/24 -04/1/24	\$60.01
15485	03/06/2024	CHK	Staples Business Advantage	M Hanging folder, desk pad, BTR binder &	\$729.32
15486	03/06/2024	CHK	Telesystem	M telephone system	\$225.67
15487	03/06/2024	CHK	T-MOBILE	M February 2024 employee cell phone	\$80.48
15488	03/08/2024	CHK	Affordable Housing Network Llc	M rent reasonableness files-19 certification	\$570.00
15489	03/08/2024	CHK	Breslin & Breslin	M legal services Jan 24	\$807.50
15490	03/08/2024	CHK	Edison Housing Authority	M Feb 24 admin contract	\$11,596.57
15491	03/08/2024	CHK	Home Stat Inspections Inc.	M inspections	\$855.00
15492	03/08/2024	CHK	POLCARI & CO.	M Fee Accounting Services for Jan 2024	\$4,200.00
15493	03/08/2024	CHK	Staples Business Advantage	M Office Supplies, Ink, Plates	\$279.55
15494	03/12/2024	CHK	David Copperman	As need reimburse commissioners course registration-PHAS and SEMAP	\$380.00
Total Payments: 18					\$22,512.53

RESOLUTION # 2024-7

ADOPTING MONTHLY BILL LIST FOR FEBRUARY 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 \$22,512.53 for the month of February 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 March 27, 2024.

Deborah M. Hurley, Secretary

Approved as to legal form by
Terrence Corriston, Esq.

RESOLUTION # 2024-8
HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK
TRANSMITTAL FORM

LOCAL AUTHORITIES BOARD RESOLUTION

PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended March 31, 2023 has been completed and filed with the Housing Authority of the Borough of Highland Park pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "**General Comments,**" "**Recommendations,**" and "**Schedule of Findings and Questioned Costs,**" and has evidenced that review by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "**General Comments,**" "**Recommendations,**" and "**Schedule of Findings and Questioned Costs,**" in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Housing Authority of the Borough of Highland Park hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended March 31, 2023, and specifically has reviewed the sections of the audit report entitled "**General Comments,**" "**Recommendations,**" and "**Schedule of Findings and Questioned Costs,**" and has evidenced that review by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON _____

Secretary

Date

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK
TRANSMITTAL FORM**

**LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM**

**PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD**

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of Housing Authority of the Borough of Highland Park, in the County of Middlesex, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of Housing Authority of the Borough of Highland Park in the County of Middlesex.
2. In performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of our Annual Housing Authority Audit files with the Clerk pursuant to N.J.S.A. 40A:5.6 for the year ending March 31, 2023.
3. We certify, that we have each reviewed the annual report for the fiscal year ended March 31, 2023 and specifically the section of the audit report entitled "Notes to Financial Statements", "Supplemental Information" and "General Comments, Schedule of Findings and Questioned Cost and Recommendations".

NAME

SIGNATURE

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Sworn to and subscribed before me
this _____ day of _____ 2024

Voucher Payment Standards

The voucher Payment Standards (VPS) Schedule is the maximum amount of subsidy Highland Park Housing Authority (HPHA) will pay to the owner on behalf of a Housing Choice Section 8 voucher holder. HPHA payment standard schedule is based on the Fair Market Rent (FMR) for each HUD-established unit size.

Voucher Payment Standards effective April 1, 2024, for new rentals, transfers, and annual re-certifications:

BEDROOM SIZE	PAYMENT STANDARD
Efficiency	\$1,769
One Bedroom	\$1,988
Two Bedroom	\$2,504
Three Bedroom	\$3,032
Four Bedroom	\$3,334
Five Bedroom	\$3,834

Payment standards are set at 110% of FMRs published by HUD.

*NOTE: The utility allowances apply to Section 8 tenants who are responsible for paying their HEAT, HOT WATER, GAS, ELECTRIC & WATER. It should be noted that the above figures do not include utility allowance.

RESOLUTION # 2024-9

RESOLUTION BY THE COMMISSIONERS OF THE HIGHLAND PARK HOUSING AUTHORITY AUTHORIZING THE APPROVAL OF FAIR MARKET RENTS FOR THE HIGHLAND PARK HOUSING AUTHORITY.

WHEREAS, the Commissioners of the Highland Park Housing Authority authorize the approval of the fair market rents for the Highland Park Housing Authority; and

WHEREAS, the fee accountant of the Highland Park Housing Authority established payment standards that are set at 110% of FMRs published by HUD; and

NOW, THEREFORE, Be It Resolved by the Board of Commissioners of the Highland Park Housing Authority that Resolution 2024-9 shall be approved.

MOVED: _____

SECONDED: _____

Member Recorded Vote	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
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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 on March 27, 2024.

Deborah M. Hurley, Secretary, Executive Director

Approved as to legal form by
Terrence Corrison, Esq.

C.S PRODUCTS, INC.
 CONSHOHOCKEN STEEL PRODUCTS
 301 RANDOLPH AVENUE AMBLER, PA 19002
 OFFICE: 215-283-9222 FAX: 215-283-1198

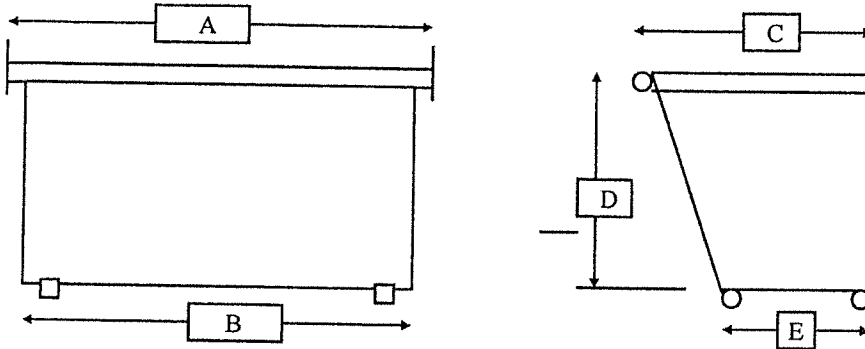
QUOTATION

HIGHLAND PARK HOUSING AUTHORITY 242 SOUTH 6TH AVENUE HIGHLAND PARK, NJ 08904 ATTENTION: DEBORAH HURLEY		DATE 3/14/2024	SALES MARK
		PHONE #	201-709-4296
		EMAIL	DHURLEY@EDISONHA.ORG
		FAX #	
ESTIMATED SHIPPING DATE 4-6 WEEKS ARO	SHIPPED VIA DEL		TERMS NET 30
QUANTITY	DESCRIPTION	PRICE EACH	
2	6 YARD REAR LOAD HIGH TOP CONTAINER ** WITH SIDE DOORS ** VALUE SPECS	\$2,095.00	\$4,190.00
1	FREIGHT AND DELIVERY TO HIGHLAND PARK, NJ ** MUST HAVE EQUIPMENT TO OFFLOAD	\$695.00	\$695.00
SUB TOTAL			\$4,885.00
COLOR: TBD PRICES DO NOT INCLUDE 6% SALES TAX OR DELIVERY			

WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION.
THIS QUOTATION IS VALID FOR 5 DAYS.
THEREAFTER IT IS SUBJECT TO CHANGE WITHOUT NOTICE.

ACCEPTED BY: _____
DATE: _____
PO #: _____

REAR LOAD CONTAINER DIMENSIONS VALUE SPECS



SIZE	A	B	C	D	E	WEIGHT
1 YARD	78"	60"	27"	37"	21"	325 lbs
1 1/2 YARD	78"	60"	33"	37"	30"	363 lbs
2 YARD	78"	60"	40"	39"	34"	493 lbs
3 YARD	78"	60"	76"	36"	48"	595 lbs
4 YARD	78"	60"	88"	36"	68"	696 lbs
6 YARD-Low & Long	78"	60"	120"	48"	72"	981 lbs
6 YARD – High Top	78"	60"	92"	62.5"	52"	995 lbs
8 YARD-Low & Long	78"	60"	144"	48"	108"	1131 lbs
8 YARD – High Top	78"	60"	114"	66"	76"	1180 lbs

VALUE CONTAINERS:
SIDES – 12 GAUGE
FRONTS – 12 GAUGE
BACK – 12 GAUGE
BOTTOMS – 10 GAUGE
Bumper Plate – 3/16"
BOTTOM, FRONT & SIDE FRAMING - 3" C-CHANNEL

C.S. PRODUCTS INC.

301 RANDOLPH AVENUE
 AMBLER, PENNSYLVANIA 19002
 (215) 283-9222
 FAX (215) 283-1198

RESOLUTION # 2024-10

THE COMMISSIONERS OF THE HIGHLAND PARK HOUSING AUTHORITY AUTHORIZING THE PURCHASE OF (2) TWO 6 YARD REAR LOAD HIGH TOP CONTAINERS.

WHEREAS, the Highland Park Housing Authority has an ongoing commitment to improve the quality of life for residents living within the Highland Park Housing Authority community; and

WHEREAS, there are two large trash containers that are no longer in good condition to service families living within the Highland Park Housing Authority community; and

WHEREAS, the process to secure three quotes for the trash containers have been conducted and it is recommended that C.S. Products, Inc. CONSHOHOCKEN STEEL PRODUCTS be selected as the vendor to provide containers at the cost of \$2,095.00 per container; and

WHEREAS, the Highland Park Housing Authority will need to purchase (2) two 6 yard rear load high top containers with side doors at a cost of \$4,190.00, with an additional fee of \$695.00 for delivery that totals \$4,885.00; and

NOW, THEREFORE, Be It Resolved by the Board of Commissioners of the Housing Authority of the Borough Highland Park, New Jersey approves the purchase of (2) 6 Yard rear load high top containers totaling \$4,885.00.

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 March 27, 2024.

Deborah M. Hurley, Secretary

Approved as to legal form by
Terrence Corriston, Esq.

HOUSING AUTHORITY
OF THE
BOROUGH OF HIGHLAND PARK

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



February 29, 2024

REPORT TO THE BOARD OF COMMISSIONERS
February 2024

Administrative:

- Managed day-to-day needs of staff and residents
- 45-files, have been completed and approved for Tax Credit. 25-files are a waiting 3rd party verifications to be received back and then reviewed before April 2024.
 - Received tremendous help from our Social Worker Kettly Gilles – Who collected Jan. 2024 SSI/SSD award letters from residents in the Kronman building.
 - Kettly also, helped those who were sick, in the hospital and bedridden with collecting their Annual Recertification paperwork.
- On 2/28/24 we held a community meeting with HP Staff and our - **Executive Director Deborah Hurley.**
- Fixed/Addressed several issues highlighted in our February Commissioners meeting:
 - Fixed ALL resident doorbell issues – Only upon a resident opening a work-order
 - EKO Construction completed balcony scans on several units to determine materials needed to complete balcony repair.
 - EKO advised the steel brackets for the balconies will be delivered to them from the manufacture on or around March 1st, 2024
 - EKO will start scheduling installation of the steel brackets the week of March 11-15th.
- **Completed Rent Collection for February.**
 - Kronman Affordable rents have been impacted by -
 - 1 - confirmed deaths
 - 3 - hospitalized residents
 - 2 – Move-Outs
- **Occupancy Expectation: - For month of March. - Building should be 100% occupied**
 - 3 - New move-ins – March
 - 2-Applicants interviewed, and being processed

**HOUSING AUTHORITY
OF THE
BOROUGH OF HIGHLAND PARK**

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



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 Marissa Campbell.

Maintenance - Miguel:

- For February there were a total of 25 work orders. 24 Work Orders were completed. All work orders were routine maintenance issues.
- General Maintenance:
 - On 02/27/24 – Elevator Car # 1 was fixed
- **AGAIN- A SPECIAL THANK YOU TO:**
 - - Michael Wiczorkiewicz 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/February 2024	\$41,524.00
Total rent collected from Kronman/Feb. 2024	\$41,524.00 (99.7%)
Total potential tenant rent for Park Terrace/February 2024	\$12,109.00
Total rent collected from Park Terrace/ Feb. 2024	\$12,109.00 (98.5%)

Submitted by:

Denise Blake

Director of Housing

February 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
2/29/2024	97	12	109(HCV) 228(Total Port out, KAH, Park, S8)	0	\$ 100,395 (HCV only)

Number of new lease ups: 4

Number of port ins: 0

Number of vouchers out looking: 11

Number of families who left our program: 0

Number of checks written: 33

Total of checks written: \$161,927 (including Park and Kronman)

Checks on hold: 0

TO: Deborah Hurley – HPHA Executive Director

From: Kettly M Gilles – HPHA Service Coordinator

Date: February 28, 2024

Monthly Report

Residents have been advised to continue to take all the necessary precautions to protect themselves as people are still being affected by Covid-19.

Continued assistance is provided to the residents as follows:

- Provided Housekeeping Resources for residents
- Assisted residents with Long Term Care Alternative and Placement Issues.
- Assisted 10 residents with Medication Management, medication renewal and refill as needed.
- Assisted 5 residents with Home Health Aide Services
- Assisted residents with New Jersey Motor Vehicle Commission Documents Renewals (Licenses, Identification Cards, and Title & Registration.
- Assisted 6 residents with SNAP Benefit Issues and applications.
- Assisted Residents with SSI/SSD Award Letters.
- Assisted 8 residents with Personal Hygiene Issues.
- Provided Assistance to 10 residents with available resources for grocery shopping.
- Assisted residents with various forms over the telephone and in person.
- Assisted residents with Flu shots, Covid-19 Vaccine, Blood Pressure Screening and Glucose Monitoring.
- Assisted residents with rent, recertification and cluttering issues.
- Intervene in conflicts with different residents to bring about resolution.
- Counseled residents with anxiety issues, personal issues and issues with family members.
- Distributed Covid-19 test kits to residents.
- Provided assistance to 6 residents with Transportation Issues.
- Yoga and Meditation started this month with resident ER as the instructor.
- Visited residents in Rehabilitation Center.
- Monthly Tenant meeting was well attended.
- Attended Zoom meeting Organized by Executive Director DH for Request for Collaboration with HPHA

Looking forward to some dynamic programming in the upcoming months. Please stay safe and keep each other safe.