

AGENDA OF AN ANNUAL REORGANIZATION MEETING OF THE  
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE  
BOROUGH OF HIGHLAND PARK

The Commissioners of the Housing Authority of the Borough of Highland Park will meet in an Annual Reorganization/Regular Session with a regularly scheduled meeting on Thursday, April 11, 2024 at 6:30 PM. The Notice of Compliance of the "Open Public Meetings Act P.L. 1975, C.231" has been satisfied concerning this Reorganization Meeting. The Public Notice was provided to the Home News Tribune and the Star Ledger on November 1, 2023.

A copy was provided to Borough Hall and also posted on the Highland Park website.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. NOTICE OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT
4. ROLL CALL:
5. MOTION TO DESIGNATE COUNSEL TO BE TEMPORARY CHAIRPERSON FOR THE REORGANIZATION Motion to designate counsel to be temporary chairperson for the reorganization moved by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_.

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

6. NOMINATIONS FOR CHAIRPERSON
7. MOTION TO CLOSE NOMINATIONS FOR CHAIRPERSON Motion to close nominations for chairperson moved by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_.

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

**8. ROLL CALL VOTE TO ELECT CHAIRPERSON**

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

**9. COUNSEL RETURNS CHAIR TO CHAIRPERSON**

**10. CHAIRPERSON CALLS FOR NOMINATIONS FOR VICE-CHAIRPERSON**

**11. MOTION TO CLOSE NOMINATIONS FOR VICE-CHAIRPERSON**

Motion to close nominations for Vice Chairperson moved by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_.

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

**12. ROLL CALL VOTE TO ELECT VICE-CHAIRPERSON**

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

**13. REMARKS FROM ELECTED OFFICERS**

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**

**Thursday, April 11, 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 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 Home News Tribune and Star-Ledger.

1. Roll Call

2. Approval of Previous Minutes:  
Rescheduled Regular Meeting – March 27, 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:

2024-11

Resolution to approve the monthly bill list for the month of March 2024 in the amount of \$18,995.98.

2024-12

Resolution by the Commissioners of the Highland Park Housing Authority Authorizing the Executive Director to enter into an agreement with Caldwell and Gregory for Laundry Room Services for (5) years.

11. Old Business

- Balcony repairs continued update
- Dumpster purchase update

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

13. Adjournment



**HIGHLAND PARK HOUSING AUTHORITY  
BOARD MEETING**

Wednesday, March 27, 2024

6:30 PM

**MINUTES**

The Rescheduled 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 adequate notice. A copy of the rescheduled meeting notice was provided on March 18, 2024, 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:** Vice Chair, Evelyn Sedehi, Commissioner David Copperman, Commissioner Raysa Martinez, Commissioner Padriac Millet, Commissioner William Rainwater, Deborah Hurley, Executive Director, Borough of Highland Park, Council Liaison, Matthew Hersh, and Denise Blake, Highland Park Housing Authority, Housing Director.

**Absent:** Chair Ruby Hope  
Terrence Corriston, Esq.

Motion to approve the Minutes of February 8, 2024

**Motion:** Commissioner William Rainwater

**Second:** Commissioner Padriac Millet

**Discussions:** Commissioner Copperman expressed that correction should be made as he referenced the need for the content in the Section 8 section of the website needed to be edited, and that the links were functioning properly. There was no further discussion.

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

**Public Comment**

1D: Expressed interest in supporting the food pantry and wanted to know when it would restart, as well as, would there be funds available to support the plant program. Both were addressed by the board and executive director as programming will resume and be supported.

3B: Mentioned that heaters in the community room are not working properly and wanted to know when will they be replaced. Denise Blake, Housing Director assured everyone that the units are on back order and will be purchased once there is inventory. Also, the community tv is not working and a work order has been placed. The Maintenance team will address.

6E: Expressed concern about the garbage collection and made recommendations on how it can be managed. Commissioners assured efforts are being made to address the matter.

**New Business:**

Commissioner David Copperman made a recommendation for a schedule of professional service deadlines. Executive Director, Deborah Hurley and Vice Chair Evelyn Sedehi mentioned it would be considered. In addition, Commissioner Copperman expressed that he would like for the board to consider improving the board orientation process.

Councilman Matthew Hersh mentioned that during his visit to the community center he had the pleasure of meeting Officer Brian Fitzgerald who expressed an interest in partnering with the housing authority to bring programming to the residents.

**Communications:**

There was no discussion.

**Attorney's Report:**

Denise Blake, Housing Director mentioned there is an appeal in place with a resident. In addition, there is concern that a resident may be a victim of fraud and Terrence Corrison, Esq. will be addressing.

**Staff Reports:**

Vice Chair Evelyn Sedehi 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:**

- RFP was submitted to the public for an auditor. The deadline to receive audit submissions is April 9<sup>th</sup>.
- Routine Community meetings have returned and new programming that will bring additional health and wellness events to the families have been initiated. One of the programs include REPLINISH to ensure that our food pantry program is well coordinated and Mobile Family Success.
- Section 8 Program underutilization status is being addressed. There were (2) two briefings scheduled and a total of 20 applicants were invited. The process will continue until we reach our utilization numbers. Commissioner David Copperman mentioned that he would like to meet with the Section 8 team to learn more about the selection process and how a person can obtain a voucher. Executive Director Deborah Hurley agreed to schedule a meeting between the commissioner and her team in the month of April. Both Commissioner William Rainwater and Raysa Martinez expanded on their knowledge about the Section 8 program and how the

voucher concerns are a national issue and not just an isolated issue affecting the Highland Park Housing Authority.

- A training with HUD has been scheduled for our Section 8 team to assist them in learning the two-year tool.

**Committee Reports:**

Commissioner David Copperman suggested that committee members should meet to draft purpose statements and wanted know when and how the committees will function. Vice Chair Evelyn Sedehi mentioned that the discussion should continue with the Chair upon her return.

**Resolutions:**

**2024-7 Resolution to approve the monthly bill list for the month of February 2024 in the amount of \$22,512.53.**

**Motion:** Commissioner William Rainwater

**Seconded:** Commissioner Raysa Martinez

**Discussion:** Vice Chair Evelyn Sedehi opened the floor for discussion and questioned the Affordable Housing line item, which was listed twice. Executive Director, Deborah Hurley mentioned that recertifications are in progress and would inquire further to provide answer. In addition, the line items that have been provided for several months are routine expenses.

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

**2024-8 Resolution by the Commissioners of the Borough of Highland Park Housing Authority to approve receipt of the Fiscal Year End, 2023 Audit.**

**Moved:** Commissioner Raysa Martinez

**Seconded:** Commissioner Padriac Millet

**Discussion:** Vice Chair Evelyn Sedehi asked if there were any questions. There was no discussion.

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



**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.**

**Motion:** Commissioner Padriac Millet  
**Seconded:** Commissioner William Rainwater

**Discussion:** Vice Chair Evelyn Sedehi asked if there were any questions. Commissioner Rainwater wanted to know the present rates. Executive Director Deborah Hurley was able to provide an overview of the current rates compared to the current rates, which all reflect at 10% increase. There was no further discussion.

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

**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.**

**Motion:** Commissioner Padriac Millet  
**Seconded:** Commissioner Raysa Martinez

**Discussion:** Vice Chair Evelyn Sedehi asked if there were any questions. Commissioner David Copperman wanted to know if the dimensions were coordinated with the town Department of Works. Executive Deborah Hurley and Housing Director assured the commissioner research was coordinated with the township. There was no further discussion.

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

**Old Business:**

Executive Director, Deborah Hurley and Denis Blake provided an update on the balcony repairs, as all 6 balcony repairs have been completed. The next step will involve painting.

**Public Comment for Other Matters:**

**Several residents raised the following concerns:**

- Recommendation to have free internet service for families.
- An open phone land line should be dedicated to residents and placed in an area where they can have access in case of an emergency, if their mobile phone doesn't work.

-Recommendation to look into adjusting units so that smoke or trash odor's do not recycle into the units.

All recommendations will be addressed and taken into consideration by the Executive Director, Housing Director and Board of Commissioners.

Vice Chair Evelyn Sedehi closed the Public Meeting at 7:41 pm

**Motion to adjourn:** Commissioner Padriac Millet  
**Seconded:** Commissioner William Rainwater

All commissioners present voted to adjourn at 7:42 pm

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Deborah M. Hurley, Secretary

**Highland Park Housing  
Vendor Accounting  
HA Administration**

Bank: Unity Bank, , GL Account:

<u>Doc Num</u>	<u>Payment</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
15495	04/05/2024	CHK	ANCERO, LLC	M telephone service	\$242.18
15496	04/05/2024	CHK	Borough Of Highland Park	M Employee Dental remittance-March and April 2024	\$209.96
15497	04/05/2024	CHK	Edison Housing Authority	M March 24 admin contract	\$11,596.57
15498	04/05/2024	CHK	Home Stat Inspections Inc.	M inspections Section 8	\$607.50
15499	04/05/2024	CHK	HOUSING FORMS, INC.	As need HUD and Portability Forms and Brochure	\$570.24
15500	04/05/2024	CHK	Intrep Solutions	Annual 3 years Firewall subscription,Printer for Finance office & 2 Hardware for the computer	\$2,656.50
15501	04/05/2024	CHK	Management Computer Services Inc.	Annual 1099 vendor service	\$86.25
15502	04/05/2024	CHK	POLCARI & CO.	M Fee Accounting Services for February 2024	\$1,750.00
15503	04/05/2024	CHK	Rutgers, The State University of New Jersey	As need 4 Courses for commissioner Millet Padraic	\$585.00
15504	04/05/2024	CHK	Staples Business Advantage	M Office Supplies,	\$478.30
15505	04/05/2024	CHK	SUPERIOR OFFICE SYSTEMS, INC.	Q copier maintenance	\$133.00
15506	04/05/2024	CHK	T-MOBILE	M March 2024 employee cell phone	\$80.48
<b>Total Payments: 12</b>					<b>\$18,995.98</b>



**RESOLUTION # 2024-11**

**ADOPTING MONTHLY BILL LIST FOR MARCH 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 \$18,995.98 for the month of March 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>
Chairperson 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 April 11, 2024.

\_\_\_\_\_  
Deborah M. Hurley, Secretary

Approved as to legal form by  
Terrence Corrison, Esq.

# CALDWELL & GREGORY

129 Broad Street Road

Suite A

Manakin-Sabot, Virginia 23103

(800) 927-9274

(804) 784-6100

(804) 784-7418 (Fax)

service@caldwellandgregory.com

## LAUNDRY ROOM LEASE - SPECIAL LAUNDRY SERVICE AND MAINTENANCE

This agreement is between Caldwell & Gregory ("C&G"/Tenant), whose offices are at the address listed above, and Highland Park Housing Authority ("Management"/"Landlord"), owner, whose offices are located at 242 South 6<sup>th</sup> Ave Highland Park, New Jersey 08904 ("office address"). Management, wishing to provide the residents of the property located at 242 South 6<sup>th</sup> Ave, Highland Park, New Jersey 08904 Commonly known as Samuel J. Kronman Apartments C/O Highland Park Housing authority ("premises") with laundry facilities, agrees to lease to C&G all current and future laundry areas within the premises for the purpose of installing, maintaining and servicing commercial washing, drying and laundry equipment within the premises. Any future name or ownership change to the premises shall have no effect on the terms of this agreement and this agreement shall continue in its entirety.

EQUIPMENT: C&G agrees to install in the premises the following commercial laundry equipment:

- 6 Speed Queen Quantum Front Load Card Operated Washers.
- 6 Speed Queen Quantum Card Operated Single Electric Dryers.
- 1 KioSoft AVU Cash/Credit High Security with pedestal Kiosk to be installed. Mobile Phone App Payment System to be installed on all machines.

Washer pricing to be initially set at \$ 1.50 per cycle / Dryer pricing to be initially set at \$1.50 per cycle - upon installation.

C&G agrees to service the Equipment and keep it in repair at C&G's expense during the term of this agreement. Management shall be liable to C&G for all damage to the Equipment caused by them, their employees, or its agents. C&G has the option to replace, remove, reduce quantity of, and set pricing on Equipment during the term of the lease as necessary in order to maintain the Equipment properly. For the purposes of this lease, machine ("Machine") count will be determined as follows: Front load washers: 1 machines; single dryers: 1 machine. . The parties agree that the Equipment, together with all fixtures installed & furnished by C&G, shall always remain the property of C&G. C&G shall be entitled to remove the Equipment and any fixtures installed upon the termination of this agreement. Management shall not move, alter, or tamper with the Equipment except upon the written authorization of C&G. This Lease shall automatically renew on the same terms and conditions for periods of ten years from the date on which the majority of the Equipment in the Leased Area is replaced with new Equipment; Tenant shall give Landlord ten days written notice via email in advance of installing the new Equipment and the failure of the Landlord to notify Tenant in writing prior to such install shall be deemed a mutual consent to such replacement and extension of the Lease. The effective date of the renewal term shall be the first day of the month in which the installation is completed. Tenant's records of such install shall be conclusive for renewal period.

TERM: This agreement shall commence upon June 1<sup>st</sup>, 2024 or date of installation of equipment, whichever is later, and continue for a period of 120 months. This agreement shall be renewed on the same terms and conditions, with the exception of any allowances paid, unless cancelled by either party by written notice (meaning a "Certified Letter" accompanied by a "Return Receipt") delivered to the other party not less than six months and not more than 12 months prior to the expiration of the then current term. Management agrees. that any sale or transfer of the business property will be subject to all the terms and conditions listed in this agreement and obligations hereof.

RENT: C&G will pay Management on a quarterly basis a commission (rent) of 70% of revenues. Wireless fees, credit card usage fees, refunds, and monitoring cost shall be deducted from gross collections before commissions are calculated. Notwithstanding the aforementioned, C&G shall always be entitled to retain as minimum compensation, \$1.90 per machine per day, during lease term. In the event that C&G's share of revenue does not meet minimum monthly compensation, C&G shall have the right to invoice Management for the difference. Minimum compensation is subject to 3% annual increase or CPI, whichever is greater.

SECURITY: Management shall provide adequate security for the laundry area and the Equipment.



## LAUNDRY ROOM LEASE - CONTINUED

**PERFORMANCE CLAUSE:** C&G agrees to perform service in a responsive and professional manner.

If an unsatisfactory condition exists with any of the laundry machines, Management will have the right to notify C&G in writing via certified mail of such condition and C&G will have three (3) working days to respond with due diligence and make every effort to fix the situation. If such unsatisfactory condition is not addressed, Management has the right to terminate this agreement. Any machine requiring more than 3 mechanical repairs within a 30-day period will be replaced.

**EXCLUSIVITY:** Management agrees that it will not install or permit to be installed similar laundry facilities within the premises for public use by the residents of the premises during the term of this agreement. Management further agrees that it shall not install, nor permit others to install, any laundry equipment within the individual apartment units during the term of this agreement. If, at any time during the term, Management grants access or provides laundry hookups required for the installation of laundry equipment in the individual units, C&G shall be entitled to adjust the rent by a proportionate amount. This amount shall be directly related to the percentage of apartment or condominium units which have been granted access to laundry hookups.

**DEFAULT:** In the event that Management fails to perform any of its lease obligations, C&G shall be entitled to as many of the following remedies as may be appropriate: (1) to terminate this agreement and remove all Equipment from the premises; (2) to recover from Management as liquidated damages for lost profits and not as a penalty a sum equal to \$2.00 per day for each "Machine" in the premises multiplied by the number of days remaining in the existing term; (3) to recover any damages, including liquidated damages for lost profits, incurred by C&G due to Management's failure to perform according to this agreement; (4) to enforce C&G's rights and Management's obligations under this agreement, through declaratory or injunctive relief; and (5) to recover all costs and expenses incurred by C&G in bringing any legal proceeding to enforce its rights and Management's obligations under this agreement, including court costs and reasonable attorney's fees. Failure by C&G to enforce its rights under this agreement following a breach or default by Management shall not constitute a waiver by C&G of its rights to elect pursue the remedies provided under this agreement at a later time.

**FACILITIES:** C&G may connect its Equipment to the electric, gas, water, drainage, and ventilation in the premises and use such utilities at no charge. Management shall maintain all such utilities in good working order, pay all utility charges and provide regular housekeeping. Laundry room shall be accessible 7 days a week, minimum of 7am-7pm.

**NOTICE:** Any written notice required under this agreement shall be delivered either by hand or by "Certified" United States Mail accompanied by a "Return Receipt" to the office addresses listed above for C&G and Management unless otherwise specified in the Lease.

**AUTHORITY:** Management warrants that it is the owner or authorized managing agent of the premises, and that it possesses the lawful authority to execute this agreement. Management agrees that, in the event of any breach of this Agreement, Management shall be liable to C&G under this agreement irrespective of any relationship between Management and any principal, whether such principal is disclosed, partially disclosed or undisclosed.

**GOVERNING LAW:** This agreement shall be governed by the laws of the Commonwealth of Virginia. Any legal proceedings instituted by either party relating to the terms or enforcement of the terms of this agreement shall be maintained exclusively in the Courts of Henrico County, Virginia.

**SEVERABILITY:** The provisions of this agreement shall be severable, and the invalidity or unenforceability of any provision shall not affect the remaining provisions. This agreement shall be binding upon and shall inure to the benefit of the parties and their successors and assigns.

**ENTIRE AGREEMENT:** This agreement constitutes the entire agreement between the parties. The terms of this agreement may not be modified except by written instrument signed by the parties or their authorized representatives.

**CALDWELL & GREGORY LLC**

**Highland Park Housing Authority**

\_\_\_\_\_  
Date  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Date  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
FED. I.D. # \_\_\_\_\_



**RESOLUTION # 2024-12**

**RESOLUTION BY THE COMMISSIONERS OF THE HIGHLAND PARK HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH CALDWELL AND GREGORY FOR LAUNDRY ROOM SERVICES FOR FIVE YEARS.**

**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 (6) laundry facilities located in the Kronman Building that need routine service and maintenance; and

**WHEREAS**, the process to secure three quotes for the service was facilitated by the Housing Director that determined Caldwell & Gregory provided the fairest cost and performance for service; and

**WHEREAS**, the (5) year service contract with Caldwell & Gregory, a local vendor will provide a 70% return on service, and install new washers and dryers; and

**NOW, THEREFORE, Be It Resolved** by the Board of Commissioners of the Housing Authority of the Borough Highland Park, New Jersey authorizes the executive director to enter into an agreement with Caldwell and Gregory for laundry room services for a period of (5) years.

**MOVED:** \_\_\_\_\_

**SECONDED:** \_\_\_\_\_

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Chairperson 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 14, 2024.

\_\_\_\_\_  
Deborah M. Hurley, Secretary

Approved as to legal form by  
Terrence Corrison, 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**



March 31, 2024

**REPORT TO THE BOARD OF COMMISSIONERS**  
**March 2024**

**Administrative:**

- Managed day-to-day needs of staff and residents
- A total of **88 Tax Credit files** have been **completed**. ALL **70 Tax Credit files** which were due by **April 4, 2024** have been processed and **approved** by our Auditing company.
  - Special thanks to the **Edison Section 8 Housing Team & Kettly Gilles** our Kronman resident Social Worker for all their assistance with meeting our Tax Credit deadline.
- EKO Construction have completed installing steel brackets on several balconies which had been identified as needing immediate repair.
- The next Steps for EKO Construction will be:
  - Power washing and painting the outside walls and railings of the building
    - This service is scheduled to happen (tentatively) in mid-April.
- **Annual Unit Inspections** - for Kronman Affordable, will take place on – **April 11<sup>th</sup>** through **April 16<sup>th</sup>**.
  - Resident notices have already been sent out.
- **Occupancy Expectation:** - For month of **April**. - Building should be 100% occupied
  - 3 - New move-ins – April
    - 3 - Applicants have been interviewed, and are being processed
- **Completed Rent Collection for March.**
  - Kronman Affordable rents have been impacted by -
    - 2 - hospitalized residents

**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 Report by – Marissa:**

- Please see the attached Section 8 report from Marissa Campbell.



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

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



**Maintenance Report by - Miguel:**

- For **March** there were a total of **30** work orders. **29** Work Orders were completed. **29** work orders were routine maintenance issues. **1** work order was an emergency
- General Maintenance:
  - On 03/26/24 – Parts were ordered and Elevator Car # 1 was serviced
  - 3 unit turns completed
  - Electrical power restored to Park Terrace with assistance from PSE&G and a local electrician.

**Rents Collected Report:**

Total potential tenant rent for Kronman/March 2024	\$42,273.50
Total rent collected from Kronman/Mar. 2024	\$42,225.50 (99.9%)
Total potential tenant rent for Park Terrace/March 2024	\$13,006.00
Total rent collected from Park Terrace/Mar. 2024	\$12,587.00 (96.8%)

Submitted by:  
Denise Blake  
Director of Housing



March 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
4/1/2024	99	12	111(HCV) 231(total Hcv, Port Out, KAH, Park)	0	\$ 103,652 (Hcv only)

**Number of new lease ups: 2**

**Number of port ins: 0**

**Number of vouchers out looking: 30**

**Number of families who left our program: 0**

**Number of checks written: 36**

**Total of checks written: \$164,924 (including Park and Kronman)**

**Checks on hold: 0**

To: Deborah Hurley – HPHA Executive Director

From: Kettly M Gilles – HPHA Service Coordinator

Subject: Monthly Report for March 2024

Residents have been advised to continue to take all the necessary precautions to protect themselves and others, as there is a resurgence of people being affected by Covid-19.

HPHA Service Coordinator continues to provide counselling and assistance to the residents as follows:

- Housekeeping Resources was arranged for residents as needed.
- Residents with Long Term Care Alternative and Placement issues were assisted so that they receive the best medical care.
- 8 Residents were assisted with Medication Management, medication renewal and refills for medication as requested/needed.
- Advocated for 5 residents needing Home Health Aide Services.
- Several residents were assisted with acquiring New Jersey Motor Vehicle Commission Documents – Renewals; Licenses; Identification Cards; Motor Vehicle Title & Registration.
- 6 Residents were helped with SNAP Benefit applications and issues.
- Residents were assisted with SSI/SSD Award Letters.
- 6 Residents with personal hygiene issues were counselled and assisted.
- 9 Residents seeking available resources for grocery shopping were assisted.
- Several residents were assisted with the completion of various forms in person and over the telephone.
- Advocated for residents with rent issues and recertification and those with cluttering issues were counselled and assisted.
- Arrangements were made for residents with Flu Shots, Covid 19 Vaccines, Blood Pressure Screening and Glucose Monitoring.
- Able to resolve and provide assistance to residents with Transportation issues.
- Counseled residents with anxiety issues, personal issues as well as issues with family members
- Quarterly Birthday Bash was successful, hope to see more people next time.
- Intervened in conflicts between different residents to bring about amicable resolutions.
- Yoga and Meditation Exercises started this month and was successful.
- Provided support by visiting residents in Rehabilitation Center.
- Monthly Staff meeting was well attended and productive.
- Special Thanks to Executive Director Deborah Hurley for continuing support in Collaborating Request services with HPHA; Activities Calendar is in progress.
- Special thanks to Housing Director Denise Blake for making the Birthday Bash a success. Looking forward for some dynamic programming in the upcoming months. Please stay safe and keep each other safe.