

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, September 12, 2024
6:30 P.M.**

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 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:
Regular Meeting – July 11, 2024

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

4. New Business: By-Laws Discussion (see copy of by-laws enclosed)

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:

2024-20

Resolution to approve the monthly bill list for the months of July and August 2024 in the amount of \$49,440.16.

11. Old Business: -HUD Onsite Visit Update (update)
-Curbside Discussion (update)
-Fire Pump (update)

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

13. Adjournment

RESOLUTION # 2024-20

**ADOPTING MONTHLY BILL LIST FOR THE MONTHS OF
JULY AND AUGUST 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 months which are subject to Board approval has been distributed to the Board of Commissioner; and

WHEREAS, a bill list totaling \$ 49,440.16 for the months of July and August, 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 lists are 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>
Chair Ruby Hope				
Commissioner Thuy Bozzett				
Commissioner David Copperman				
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 September 12, 2024.

Deborah M. Hurley, Secretary

Approved as to legal form by
Terrence Corrison, Esq.

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

Document Number	Payment Date	Document Type	Description	Name of the Vendor	Amount
15540	7/9/2024	Check	M rent reasonableness files-6 certification-June2024	Affordable Housing Network Llc	\$180.00
15541	7/9/2024	Check	M telephone service 6/24/24 to 7/23/24	ANCERO, LLC	\$228.52
15542	7/9/2024	Check	M Employee Dental remittance-July 2024	Borough Of Highland Park	\$104.98
15543	7/9/2024	Check	M legal services May and June 2024	Breslin & Breslin	\$1,615.00
15544	7/9/2024	Check	As Need Reim. of Breakfast bought exp. for HUD Audit	Deborah Hurley	\$57.50
15545	7/9/2024	Check	As need Finance office Printer 2 Cartridge & Sam Club Membership	Denise Blake	\$208.96
15546	7/9/2024	Check	Q retiree Medicare reimbursement 2Q 24	Diane M Dolgos	\$494.70
15547	7/9/2024	Check	M June 24 admin contract	Edison Housing Authority	\$11,596.57
15548	7/9/2024	Check	M inspections	Home Stat Inspections Inc.	\$542.50
15549	7/9/2024	Check	M 16 criminal background checks	ONLINE INFORMATION SERVICES	\$539.10
15550	7/9/2024	Check	M Fee Accounting Services for May 2024	POLCARI & CO.	\$3,500.00
15551	7/9/2024	Check	M Answering service -07/23/24 -08/19/24	Smartphone Secretary	\$59.53
15552	7/9/2024	Check	M telephone system-May 2024	Telesystem	\$690.59
15553	7/9/2024	Check	M April 2024 employee cell phone-05/21/24 to 06/20/24	T-MOBILE	\$80.48
15554	7/19/2024	Check	As need Nameplate for 3 commissioners & Deborah Hurley	Picture-it, Inc	\$100.00
15555	7/19/2024	Check	Q postage machine 07/12/24 to 10/11/24	FRANCOTYP-POSTALIA, INC.	\$51.00
15556	8/8/2024	Check	M telephone service 7/24/24 to 8/23/24	ANCERO, LLC	\$228.78
15557	8/8/2024	Check	M Employee Dental remittance-August 2024	Borough Of Highland Park	\$104.98
15558	8/8/2024	Check	M July 24 admin contract	Edison Housing Authority	\$11,596.57
15559	8/8/2024	Check	M inspections	Home Stat Inspections Inc.	\$168.00
15560	8/8/2024	Check	M 1 criminal background checks	ONLINE INFORMATION SERVICES	\$28.50
15561	8/8/2024	Check	M Answering service -08/20/24 -09/16/24	Smartphone Secretary	\$68.87
15562	8/8/2024	Check	M Office Supplies-Toner 3,HP color cartridge,4and other office supplies	Staples Business Advantage	\$695.48
15563	8/8/2024	Check	M telephone system-August 2024	Telesystem	\$230.65
15564	8/8/2024	Check	M employee cell phone-06/21/24 to 07/20/24	T-MOBILE	\$80.48
15565	8/16/2024	Check	M legal services July 2024	Breslin & Breslin	\$807.50
15566	8/16/2024	Check	As Need WiFi access for Finance office, Installation &config conference	Intrep Solutions	\$487.50
15567	8/16/2024	Check	M Fee Accounting Services for July 2024	POLCARI & CO.	\$1,750.00
15568	9/6/2024	Check	M telephone service 8/24/24 to 9/23/24	ANCERO, LLC	\$228.78
15569	9/6/2024	Check	M Employee Dental remittance-September 2024	Borough Of Highland Park	\$104.98
15570	9/6/2024	Check	M envelopes printing	DI Printing	\$97.50
15571	9/6/2024	Check	M August 24 admin contract	Edison Housing Authority	\$11,596.57
15572	9/6/2024	Check	M inspections	Home Stat Inspections Inc.	\$534.00
15573	9/6/2024	Check	M Answering service -09/17/24 -10/14/24	Smartphone Secretary	\$68.41
15574	9/6/2024	Check	M Office Supplies	Staples Business Advantage	\$202.30
15575	9/6/2024	Check	M telephone system-Sept 2024	Telesystem	\$230.40
15576	9/6/2024	Check	M employee cell phone-07/21/24 to 08/20/24	T-MOBILE	\$80.48
			Total Payments for July and August 2024-Voucher		\$49,440.16

**HIGHLAND PARK HOUSING AUTHORITY
BOARD MEETING**

July 11, 2024

6:30 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 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.

Roll Call

In attendance: Chair Ruby Hope, Vice Chair Raysa Martinez, Commissioner David Copperman, Commissioner William Rainwater, Commissioner Evelyn Sedehi, Commissioner Padriac Millet, Deborah Hurley, Executive Director, Borough of Highland Park, Council Liaison, Matthew Hersh, Terrance Corriston, Esq., Counsel

Approval of Minutes:

June 13, 2024

May 9, 2024

Motion: Commissioner Sedehi

Second: Commissioner Rainwater

Discussions: Chair Hope asked if there were any comments or corrections for the month of May and June minutes. Commissioner Copperman mentioned that he believed the accountant’s report should reflect that our financial forecast should be changed from decent to good in the month of June minutes.

Minutes for May 9, 2024

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

Minutes for June 13, 2024

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

Public Comment

- Resident** -Denise will discuss with Jeff her balcony door.
- 5F Resident** -Shower door vs. rail

Closed at 6:38 pm

New Business: Commissioner Copperman asked a question regarding how many vehicles do residents have at HPHA? There wasn't an immediate response, but we could assess and provide it at the next meeting. Commissioner Copperman expressed his concern for people parking in the area that blocks the side entrance. Denise Blake, Director of Housing expressed that people use the side to door to unload only. There were visits during certain times of the day conducted by board chair, and it was observed that cars were not parked by the side door all the time. Commissioner Millet suggested we purchase unloading signage that specifies limited time that it is understood how long you can park to unload your groceries, luggage, etc.

Also, Commissioner Copperman inquired about the damage of the sidewalk and wanted to know the status. Board Chair Ruby Hope indicated that nothing has transpired since the last meeting with the administration. However, pictures have been taken since the last meeting that reflect deterioration. Follow up with the administration will take place.

In addition, we have a resident that is paid once a month to write a community newsletter.

Communications:

There was no discussion.

Attorney's Report: Terrence Corrison, Esq. mentioned that normal proceedings are taking place for residents who need to be taken to court for nonpayment. There was no further discussion.

Executive Director Report: Deborah Hurley, Exec. Director mentioned that during the month of August there will be a rfp for the elevator and quotes secured for the awnings. The HUD Audit went well and once they complete their report, we will have time to respond and address their concerns and or finding. The Section 8 Administrator has resigned, and we wished her farewell. A job description has been updated and posted on Indeed. We hope to conduct interviews and secure someone soon. Meantime, our Director of Section, Zena Sutton has stepped into the position and will be managing the department until we secure a person.

Staff Reports:

Chair Ruby Hope mentioned that the reports from staff were provided in the board packets. Commissioner Evelyn Sedehi commented that the maintenance reports should detail tracking the types of work orders that are being addressed. There was no further discussion.

Committee Reports: Chair Ruby Hope and Commissioner Copperman discussed the process of how the committees operate. It was suggested that the committees Commissioner Copperman serves on should meet to discuss procedures, etc. There was no further discussion.

Resolutions:

2024- 19 Resolution by the Commissioners of the Borough of Highland Park Housing Authority to approve bill list for the month of June, 2024 in the amount of \$19, 898.43.

Moved: Commissioner Evelyn Sedehi
Seconded: Commissioner Padriac Millet

Discussion: There was no discussion.

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

Old Business:

Commissioner Copperman express interest in attending one of the Section 8 briefings and mentioned that he has met with Zena Sutton and believes we are in good hands with her managing the department.

Public Comment for Other Matters:

5F -Experiencing some plumbing issue
-Sidewalk issue discussion was revisited. The administration shall investigate capital improvement funding to help us address repairing the sidewalks surrounding the grounds.

1J – Expressed a need to remove or trim several bushes that are overgrown.

Chair Ruby Hope closed the Public Meeting at 7:05 pm

Motion to adjourn: Commissioner Evelyn Sedehi
Seconded: Commissioner Padriac Millet

All commissioners present voted to adjourn at 7:06 pm

Deborah M. Hurley, Secretary, Executive Director

**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: Info@hphousing.org**



August 31, 2024

REPORT TO THE BOARD OF COMMISSIONERS
August - 2024

Administrative:

- Managed day-to-day needs of staff and residents
 - Rent collection, negotiating repayments plans, and sending out late rent notices
 - Maintaining Kronman waitlists, ensuring application received & processed follow HUD rules
 - Qualifying applicates for Tax Credit program
 - Monitoring onsite Vendors
 - Procuring contracts for the building
 - Answering phones as needed
 - Working with Staff & Resident(s) on improving their interpersonal skills with each other
 - Managing resident and non-resident inquiries, concerns, and complaints
 - De-escalating irate and or irritated residents/non-residents
 - Collecting ALL documents needed for Tax Credit files
 - Ensuring the building stays compliant with HUD requirements.
 - Interacting with various groups/organizations regarding bringing programing to the building
 - Taking classes (HUD/Tax Credit), etc. as needed/Required!
- **Occupancy Expectation: -**
 - For month of **August.** -
 - Both Properties (Kronman and Park Terrace) are **100%** occupied
- **Rent Collection for AUGUST.**
 - **Kronman Affordable** - Rents have been impacted by -
 - 2 - Hospitalized resident
 - **Park Terrace** - Rents have been impacted by –
 - 1 – Eviction for non-payment – Court date was on 07/27/2024
 - Warranty for removal issued – 09/03/2024 –
 - Middlesex Board of Social Services has made a Promise to Pay the Debt.
 - This account is being handled by our Attorney’s office.

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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 Report by – Zena Sutton:

- Please see the attached Section 8 report from Zena Sutton.

Maintenance Report by – Miguel Tapia:

- For **August** there were a total of **39** work orders. **39** Work Orders were completed.
 - **26** - Work orders were - routine maintenance issues.
 - **1** - Work order was – Emergency issues
 - **1** - Lockout
 - **1** – New door installed
 - **6** – Toilet related issues
 - **4** – Plumbing
- **Emergency** dealing with **Churn Test** – Issue is currently being resolved, we are awaiting parts.

A special thanks to every employee at Highland Park for their hard work and dedication towards serving our families!!!

Rents Collected Report:

Total potential tenant rent for Kronman/AUGUST 2024	\$43,177.00
Total rent collected from Kronman/August. 2024	\$42,190.34 (97.7%)
Total potential tenant rent for Park Terrace/AUGUST 2024	\$12,474.00
Total rent collected from Park Terrace/August. 2024	\$12,059.00 (96.7%)

Submitted by:
Denise Blake
Director of Housing

**Highland Park Housing Authority
Summary for Section 8 Voucher**

Jul-24

VMS Type Description	# of Vouchers	# of New Vouchers	Amount
Project Based Voucher	123	0	\$70,002.00
Regular Vouchers	107	3	\$115,326.00
Totals	230	3	\$185,328.00

Amount of HAP Expenses After the First of Month: \$0.00

Number of Voucher Units - End Month: 244

Number of Port Out Portable Out Vouchers: 14

Amount of Port Out Portable Out Vouchers: \$17309

Number of Checks written: 38

Date	Voucher Briefing	
	Issued	Leased
18-Jan-24	16	9
26-Mar-24	18	10
14-Jun-24	15	1
<u>Total</u>	<u>49</u>	<u>20</u>

We have 28 more to meet our goal

**Highland Park Housing Authority
Summary for Section 8 Voucher**

Aug-24

VMS Type Description	# of Vouchers	# of New Vouchers	Amount
Project Based Voucher	123	0	\$70,002.00
Regular Vouchers	109	2	\$115,326.00
Totals	232	2	\$185,328.00

Number of HAP Expenses After the First of Month: 0

Amount of HAP Expenses After the First of Month: \$0.00

Number of Voucher Units - End Month: 248

Number of Port Out Portable Out Vouchers: 14

Amount of Port Out Portable Out Vouchers: \$17209

Number of Checks written: 38

Date	Voucher Briefing	
	Issued	Leased
18-Jan-24	16	9
26-Mar-24	18	10
14-Jun-24	15	1
<u>Total</u>	<u>49</u>	<u>20</u>

We have 26 more to meet our goal

To: Deborah Hurley – HPHA Executive Director

From: Kettly M Gilles – HPHA Service Coordinator

Subject: Monthly Report for August 2024

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.
- Meals on Wheels program session was well attended.
- 15 Residents were assisted with Medication Management, medication renewal and refills for medication as requested/needed.
- Advocated for 4 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.
- 9 Residents were helped with SNAP Benefit applications and issues.
- Service Coordinator attended four workshops- Handling Case Management, Rx Opioid Misuse and Dependence, Boundary and Dual Relationship Issues and The Comprehensive Assessment and Case Plan.
- A few Residents were assisted with SSI/SSD Award Letters.
- Residents with personal hygiene issues were counselled and assisted.
- 6 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.
- Podiatry Clinic was well attended.
- Able to resolve and help residents with Transportation issues.
- Counseled residents with anxiety issues, personal issues as well as issues with family members
- Intervened in conflicts between different residents to bring about amicable resolutions.
- Yoga and Meditation Exercises is ongoing.
- Voice Coaching is ongoing.
- Replenish Pop UP Pantry was a success. Special thank you to our Executive Director, Deborah Hurley for continuing help and support.
- Annual BBQ was a success. Thank you to Everyone for their contribution. Great team effort!! Special thanks to Miguel for organizing it.
- Special thank you to Allison Baldwin for the writer circle, the Monthly Newsletter and program flyers.

Looking forward for more dynamic programming in the upcoming months.

Please stay safe and keep each other safe.

**HIGHLAND PARK
HOUSING AUTHORITY**

BYLAWS

May 2019

Revised: May 2019

Highland Park Housing Authority Bylaws

ARTICLE I - ORGANIZATION

Section 1. Name of Organization

The name of this organization is the "Housing Authority of the Borough of Highland Park" and is hereinafter referred to as the Authority.

Section 2. Seal of Authority

The seal of the Authority is a circle and bearing the name of the Authority and the year of its organization in 1956.

Section 3. Office of Authority.

The office of the Authority is at the S.J. Kronman Senior Building, 242 South 6th Avenue, Highland Park, New Jersey, 08904.

ARTICLE II— MISSION

The mission of the Authority is to provide adequate safe, decent, sanitary and affordable housing for low and moderate income residents of Highland Park. The Authority is committed to enhancing the lives of its residents and to operating in an ethical, economical, efficient and professional manner. Toward these ends, the Authority strives to establish and maintain partnership relations with its residents and with governmental and non-governmental agencies in the community.

ARTICLE III — BOARD OF COMMISSIONERS

Section 1. General Powers

The powers of the Authority are exercised by a Board of Commissioners, hereafter the Board, which authorizes and oversees the activities of the Authority.

Section 2. Number and Tenure of Commissioners

The Board of Commissioners consists of seven members who serve five year terms.

Commissioners are appointed as follows:

The Borough Council of Highland Park appoints five Commissioners.

The Mayor of Highland Park appoints one Commissioner.

The Commissioner of the Department of Community Affairs of the State of New Jersey appoints one Commissioner.

A vacancy among Commissioners is filled in the same manner as the original appointment was made but for the unexpired term of the previous Commissioner.

A Commissioner may resign at any time by giving written notice to the Chairperson of the Board. A resignation shall take effect at the time specified in the written notice, or upon receipt thereof if a time is not specified.

Section 3. Qualifications of Commissioners.

Commissioners must satisfy the requirements of applicable federal, state, county and borough laws.

No more than one member of the Board may be an officer or employee of the Borough of Highland Park.

Commissioners must satisfactorily complete a course of study as prescribed by the New Jersey State Department of Community Affairs within eighteen months of their appointment to the Board. A Commissioner who fails to complete this course of study within the prescribed time period will be deemed to have resigned his/her position.

Section 4. Obligations of Commissioners.

Commissioners are expected to regularly attend Board meetings. In the event a Commissioner expects to be absent from a scheduled meeting, he/she should notify the Chairperson or the Executive Director of the Authority before the scheduled meeting. If a Commissioner misses more than two consecutive regularly scheduled meetings and does not provide an acceptable excuse for his/her absences, the Board may direct the Chairperson to send a statement to that member's appointing council, individual or agency, advising them of this fact and requesting that the Commissioner be removed and a replacement be appointed.

No Commissioner may accept compensation in any way for his/her service other than as reimbursement for actual expenses necessarily incurred as per State and Federal regulations.

ARTICLE IV - OFFICERS

Section 1. Officers of Authority and Board of Commissioners.

The officers of the Authority are the Chairperson of the Board of Commissioners, the Vice- Chairperson of the Board of Commissioners, and the Secretary-Treasurer of the Authority who is also the Executive Director of the Authority.

The Chairperson and Vice-Chairperson of the Board are elected by an affirmative vote of not less than four of the Commissioners at the *annual reorganization meeting of the Board which occurs each April*. These officers serve one year terms or until their successors are elected and qualified, and are eligible for reelection.

The Secretary-Treasurer/Executive Director is an employee of the Authority hired by the Board.

Section 2. Chairperson.

The Chairperson presides at meetings of the Board.

The Chairperson is responsible for scheduling regular meetings and, as necessary, special meetings, and for ensuring that agendas are prepared and timely distributed for these meetings.

The Chairperson serves as signatory upon all checks, drafts, contracts, deeds and other instruments made by the Authority unless the Board provides otherwise in special circumstances.

The Chairperson appoints standing committee members and committee chairpersons, and establishes ad hoc committees with the approval of the Board and appoints their chairpersons as needed. The Chairperson is an *ex officio* member of all committees.

Section 3. Vice-Chairperson.

The Vice-Chairperson performs the duties of the Chairperson in his/her absence or incapacity and, in case of the resignation or death of the Chairperson, until the Board elects a new Chairperson.

Section 4. Secretary-Treasurer/Executive Director.

The Executive Director of the Authority serves as the Secretary-Treasurer of the Board.

The Executive Director performs general supervision over the day to day administration of the Authority's business and affairs, subject to the direction and policies of the Board of Commissioners.

The Executive Director manages the housing projects and other programs of the Authority.

The Executive Director assigns and supervises employees of the Authority in the performance of their duties.

The Executive Director advises the Board on the formation of policies and programs, and carries out the policies and programs established by the Board.

The Executive Director has care and custody of all funds of the Authority and deposits those funds in the name of the Authority in such bank(s) as the Authority may select according to federal and state laws and regulations.

The Executive Director develops an annual and capital budget for review and approval by the Board.

The Executive Director keeps or causes to be kept regular books of accounts showing receipts and expenditures and renders to the Board at each regular meeting, or more often when requested, an account of his/her transactions and an account of the financial condition of the Authority.

The Executive Director keeps in safe custody the seal of the Authority and is authorized to affix the seal to all contracts and instruments authorized to be executed by the Board.

The Executive Director must meet all qualifications set forth for that position by the NJ Department of Community Affairs.

The Executive Director may not be a Commissioner except that a Commissioner may perform the services of the Executive Director on a temporary basis, without pay, in emergent circumstances when the position has been vacated and the Board is searching for a new Executive Director. For these limited purposes, the Commissioner need not meet the qualifications for a permanent Executive Director, provided this is disclosed and acceptable to the Department of Community Affairs.

ARTICLE V - MEETINGS

Section 1. Time and Place of Meetings.

Board meetings are held at the office of the Authority unless otherwise scheduled by the Board in special circumstances.

The Board meets regularly at least once each month except for the month of August.

Regular Board meetings are held once per month at a date and time established by resolution of the Board of Commissioners adopted at its Reorganization Meeting or at such other time and place established by resolution of the Board of Commissioners-

Section 2. Meeting Notices.

Except in the case of an emergency, in which case a meeting may be held in accordance with applicable law, at least forty-eight hours' notice must be given for any Board meeting in accordance with the New Jersey Open Public Meetings Act. No meeting of the Board may be held without public notice.

For these purposes, any meeting of four or more Commissioners on matters concerning the Authority shall be considered a Board meeting and shall require public notice.

The Authority regularly publishes its notices in the Star-Ledger and the Home News Tribune which are newspapers of general circulation for the Borough of Highland Park. Notices are also posted at the Authority's administrative offices, at each of the Authority's two residential facilities, and in the Highland Park Borough Hall and on the HPHA website.

Section 3. Minutes.

The Secretary-Treasurer/Executive Director shall keep or cause to be kept minutes of all meetings of the Board, and will make those minutes available for public inspection in accordance with the Open Public Records Act.

Section 4. Reorganization Meetings.

The Board holds an annual reorganization meeting on the second Thursday of April at 6:30 PM

or at a date and time established by resolution of the Board of Commissioners adopted at its Reorganization Meeting or at such other date and time established by resolution of the Board of Commissioners. The purpose of the reorganization meeting is to elect officers for the coming year and designate members of the Board's standing committees. A regular meeting follows the reorganization meeting.

Section 5. Regular Meetings.

The Board holds regular meetings each month except for the month of August. Unless otherwise specified in a schedule of meetings issued by the Board or in the notice for a meeting, regular meetings are held on the second Thursday of the month starting at 6:30 pm.

In certain circumstances, it may be necessary to permit a Board member(s) to participate in meeting(s) by means of conference calls or similar communication equipment which enables all participants and the public to hear each other. Such participation shall constitute a presence at a meeting for the purpose of establishing a quorum.

Section 6. Special Meetings.

The Chairperson of the Board may on his/her own initiative, or shall upon the request of two members of the Board, call for a special meeting for the purpose of transacting special business that needs to be conducted on an emergent basis or that cannot be conducted at a regular meeting.

A special meeting agenda shall be drafted detailing the items(s) of business to be conducted at the special meeting, and the agenda shall be provided to all members of the Board at least two days prior to the date of the meeting.

Section 7. Executive Sessions.

The Board may hold an executive session from which the public is excluded in order to discuss confidential matters, such as personnel matters, litigation matters, anticipated litigation matters, and other matters that the New Jersey Open Public Meetings Act may allow. Minutes of an executive session shall be maintained by the Executive Director or a Board member and made available for public inspection if and when the need for confidentiality no longer exists.

Section 8. Quorum.

Four of the seven Commissioners shall constitute a quorum for the purpose of conducting Board business and exercising the powers of the Board. The Board upon the affirmative vote of no less than four of the Commissioners present at a meeting may take action.

Section 9. Procedure. Board meetings are conducted in accordance with a simplified form of Robert's Rules of Order. The Chairperson may designate a parliamentarian to assist the Chairperson in procedural rulings.

Section 10. Resolutions.

The business of the Board shall be conducted by Resolutions publicly proposed, seconded and voted upon by the Commissioners.

Resolutions shall be numbered and in writing, and shall clearly explain their purpose.

The roll call votes of the Commissioners shall be recorded on the face of each Resolution.

The Secretary-Treasurer/Executive Director shall certify those Resolutions adopted by the Board.

The Secretary-Treasurer/Executive Director shall maintain copies of Resolutions in a journal of the proceedings of the Board.

Section 11. Order of Business.

The following is the usual order of business at a regular Board meeting. The Board may alter the order of business by resolution.

- (1) Call to order by the Chair.
- (2) Statement by Chair of compliance with the Open Public Meetings Act.
- (3) Pledge of Allegiance to the United States flag.
- (4) Roll call of Board members, Authority counsel and accountant, and staff members.
- (5) Consideration and approval of minutes of last meeting.
- (6) Public comment - fifteen minutes (three minutes per person).
- (7) New Business
- (8) Communications to and from the Authority for consideration by the Board.
- (9) Counsel's report.
- (10) Accountant's report.

- (11) Executive Director's report.
- (12) Staff reports.
- (13) Committee reports.
- (14) Resolutions for Board consideration.
- (15) Old Business.
- (16) Public comment - fifteen minutes (*three minutes per person*).
- (17) Adjournment.

Section 13. Manner of Voting.

Voting by Commissioners on questions coming before the Board shall be by roll call at public meetings, and the yeas and nays shall be recorded in the minutes of the meetings.

The Secretary-Treasurer/Executive Director shall keep or cause to be kept a correct and permanent record of votes in a book to be kept for that purpose.

ARTICLE VI— COMMITTEES

Section 1. Standing Committees.

The following Standing Committees have been established to facilitate the Board's responsibilities:

- 1. Personnel
- 2. Finance and Administration
- 3. Tenant Relations
- 4. Buildings and Grounds
- 5. Policy

The Chairperson appoints two Commissioners to serve on each committee and designates a chairperson from among them.

Section 2. Terms of Standing Committees.

Members of Standing Committees serve one year terms from the date of the Board's annual reorganization meeting.

Section 3. Ad Hoc Committees.

The Board may from time to time establish by resolution an Ad Hoc Committee to address a matter of special concern. The resolution shall state the purpose of the Ad Hoc Committee and the term of its existence. The Chairperson may appoint two or more Commissioners to serve on the Committee and designate a chairperson from among them.

ARTICLE VII- AMENDMENTS

These by-laws of the Authority may be amended by an affirmative vote of not less than four of the Commissioners at a regular or a special meeting with at least seven days written notice to all of the members of the Board.