

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, October 10, 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

Regular Meeting – September 12, 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:

| | |
|---------|---|
| 2024-20 | Resolution to approve the monthly bill list for the months of July and August 2024 in the amount of <u>\$29,541.73.</u> |
| 2024-23 | Resolution to approve the monthly bill list for September 2024 in the amount of \$ <u>14,814.15</u> |

11. Old Business:

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

13. Adjournment

**HIGHLAND PARK HOUSING AUTHORITY
BOARD MEETING**

September 12, 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, Commissioner Thuy Bozzet, Commissioner David Copperman, Commissioner Seth Hahn, Deborah Hurley, Executive Director, Borough of Highland Park, Council Liaison, Matthew Hersh, Terrance Corriston, Esq., Counsel

Absent:

Commissioner William Rainwater
Commissioner Padriac Millet

Chair Ruby Hope introduced and welcomed Commissioners Seth Hahn and Thuy Bozzet, who have recently joined the board, replacing Commissioners Sedehi and Raysa Martinez.

Approval of Minutes:

July 11, 2024

Motion: Commissioner David Copperman

Second: Commissioner Seth Hahn

Discussions:

Commissioner Copperman identified a discrepancy in the bill list from the July minutes. Consequently, the minutes have been tabled to allow for a thorough review of the July bill list. (July minutes were tabled.)

Minutes for July 11, 2024

AYES NAYS ABSENT ABSTAIN

Chair Ruby Hope
Commissioner Thuy Bozzet
Commissioner David Copperman

Commissioner Seth Hahn
Commissioner Padriac Millet
Commissioner William Rainwater

Public Comment

3P:

The bathroom on the first floor has been locked. Denise Blake explained that the doors need to remain locked for now, as several seniors have left the bathroom in extremely poor and unsanitary conditions. After some discussion, it was agreed that the situation will be monitored to ensure it doesn't affect public access for residents. Although the issue seems unintentional, a smaller group discussion may be necessary to come up with a resolution.

Apt. 219:

Non-residents have been loitering in the parking lot, which has raised concerns. Chair Ruby Hope emphasized the importance of calling the police, allowing the housing authority to assist and follow up on the situation. Additionally, there is concern about proper curbing of dogs in the area.

Closed at 6:38 pm

New Business:

Communications:

There was no discussion.

Attorney's Report:

Terrence Corriston, Esq. provided an update on a tenant who had been in arrears but is now making regular payments. HPHA is successfully receiving monthly payments. There was no further discussion.

Executive Director Report

Deborah Hurley, Executive Director, reported that the HUD onsite audit is still pending. The curb issue will continue to be addressed with the borough to assist in repairing the site. Denise Blake, Director of Housing, provided an update on the fire pump repairs and safety measures implemented to ensure resident safety.

Interviews for the Section 8 Administrator position are ongoing. In the meantime, Zena Sutton, Director of Section 8 for the Edison Housing Authority (EHA), is overseeing the department until a candidate is selected.

This summer, two cookouts were held, with the EHA donating burgers and hotdogs. Also, EHA held a back to school event and several backpacks filled with school supplies were donated to Highland Park's Housing Authority families with children who are preparing for the new school year.

Staff Reports:

Chair Ruby Hope noted that staff reports were included in the board packets. Commissioner David Copperman inquired about the status of the Section 8 program and its underutilization rate. Zena Sutton, Director of Section 8, responded by outlining the plan to address the utilization issue moving forward. There was no further discussion.

Committee Reports:

Chair Ruby Hope provided an overview of the existing committees. During the discussion, Chair Hope recommended that Commissioners Bozzet and Hahn serve on the Personnel Committee, replacing the two commissioners who recently resigned. Additionally, it was recommended that Commissioner Bozzet fill the vacant seat of Raysa Martinez on the Tenant Relations and Grounds Committee.

Commissioner Copperman inquired about the status of the Policy Committee. Chair Hope explained that there is no current need for a separate Policy Committee, as any policy concerns can be addressed under the Tenant Relations and Building & Grounds Committees. Following this, Commissioner Copperman made a motion, and Commissioner Hahn seconded, which was unanimously agreed upon by all present, to dissolve the Policy Committee.

Furthermore, Commissioner Copperman motioned, and Commissioner Seth Hahn seconded, to approve the recommendations for appointing the new commissioners to the vacant committee seats. The motion was unanimously agreed upon by all present.

Resolutions:

2024- 20 Resolution by the Commissioners of the Borough of Highland Park Housing Authority to approve bill list for the months of July and August \$49,440.16. (BILL LIST TABLED)

Moved: _____
Seconded: _____

Discussion: (Commissioner Copperman inquired about a discrepancy with the bill list. Since the board and executive director did not have appropriate documentation to reference, the bill list was tabled.)

AYES NAYS ABSENT ABSTAIN

Chair Ruby Hope
Commissioner Thuy Bozzet
Commissioner David Copperman
Commissioner Seth Hahn
Commissioner Padriac Millet
Commissioner William Rainwater

2024- 21 Resolution to award a contract to Current Elevator for elevator maintenance at the Highland Park Housing Authority for the Samuel Kronman Building.

Moved: Commissioner David Copperman
Seconded: Commissioner Thuy Bozzet

| | <u>AYES</u> | <u>NAYS</u> | <u>ABSENT</u> | <u>ABSTAIN</u> |
|--------------------------------|-------------|-------------|---------------|----------------|
| Chair Ruby Hope | X | | | |
| Commissioner Thuy Bozzet | X | | | |
| Commissioner David Copperman | X | | | |
| Commissioner Seth Hahn | X | | | |
| Commissioner Padriac Millet | | | X | |
| Commissioner William Rainwater | | | X | |

2024- 22 Resolution by the commissioners of the Highland Park Housing Authority authorizing the Approval of 2025 Fair Market Rents for the Highland Park Housing Authority.

Moved: Commissioner David Copperman
Seconded: Commissioner Seth Hahn

| | <u>AYES</u> | <u>NAYS</u> | <u>ABSENT</u> | <u>ABSTAIN</u> |
|--------------------------------|-------------|-------------|---------------|----------------|
| Chair Ruby Hope | X | | | |
| Commissioner Thuy Bozzet | X | | | |
| Commissioner David Copperman | X | | | |
| Commissioner Seth Hahn | X | | | |
| Commissioner Padriac Millet | | | X | |
| Commissioner William Rainwater | | | X | |

Old Business: The Executive Director’s report covered the topics. There was no further discussion.

Public Comment for Other Matters:

Apt. 219: A concern was raised about dog curbing. It was recommended that signs be placed around the property, and Denise Blake will address individuals who are not complying with this rule.

5F: The sidewalk issue was revisited. The administration will investigate capital improvement funding to address the need for sidewalk repairs around the property.

1J: A question was raised about the renovation of the first-floor bathrooms. Chair Ruby Hope stated she was unaware of the need for updates, and it was agreed that the board will revisit this matter at a later time.

JP: A positive comment was made regarding the newsletter. Clarification was requested on responding to emergencies that was mentioned in the newsletter and Terrence Corrison, Esq. provided the necessary explanation.

Chair Ruby Hope closed the Public Meeting at 7:08 pm

Motion to adjourn: Commissioner David Copperman
Seconded: Commissioner Seth Hahn

All commissioners present voted to adjourn at 7:10 pm

Deborah M. Hurley, Secretary, Executive Director

**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 Corrison, 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 Corriston, 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

Highland Park Housing Authority

Vendor Accounting Cash Payment/Receipt Register

HA Administration July and August 2024

| Document Number | Payment Date | Document Type | Description | Name of the Vendor | Amount |
|------------------------|---------------------|----------------------|--|-----------------------------|--------------------|
| 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 | 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 | 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 | | \$29,541.73 |

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 \$ 29,541.73 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 Seth Hahn | | | | |
| Commissioner Padraic Millet | | | | |
| Commissioner William Rainwater | | | | |

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

| <i>Doc Num</i> | <i>Payment Date</i> | <i>Document Recipient</i> | <i>Document Description</i> | <i>Amount</i> |
|--|---------------------|------------------------------|--|--------------------|
| 15577 | 10/04/2024 | Borough Of Highland Park | M Employee Dental remittance-October 2024 | \$112.07 |
| 15578 | 10/04/2024 | Diane M Dolgos | Q retiree Medicare reimbursement 3Q 24 | \$494.70 |
| 15579 | 10/04/2024 | Edison Housing Authority | M September 24 admin contract | \$11,596.57 |
| 15580 | 10/04/2024 | NAN MCKAY & | As need Model Admin Plan-Section 8 | \$239.00 |
| 15581 | 10/04/2024 | POLCARI & CO. | M Fee Accounting Services for August 2024 | \$1,750.00 |
| 15582 | 10/04/2024 | Smartphone Secretary | M Answering service -10/15/24 -11/11/24 | \$60.17 |
| 15583 | 10/04/2024 | STATE OF NEW JERSEY | A SUI underpayment | \$32.05 |
| 15584 | 10/04/2024 | SUPERIOR OFFICE SYSTEMS INC. | Q copier maintenance-6/27/24 to 09/26/24 | \$217.76 |
| 15585 | 10/04/2024 | Telesystem | M telephone system-Oct 2024 | \$231.35 |
| 15586 | 10/04/2024 | T-MOBILE | M employee cell phone-08/21/24 to 09/20/24 | \$80.48 |
| Total Payments for September 2024-Voucher | | | | \$14,814.15 |

RESOLUTION # 2024-23

**ADOPTING MONTHLY BILL LIST FOR THE MONTH OF
SEPTEMBER 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 \$ 14,814.15 for the month of September, 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 Seth Hahn | | | | |
| Commissioner Padraic Millet | | | | |
| Commissioner William Rainwater | | | | |

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 October 10, 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: Info@hphousing.org**



September 30, 2024

REPORT TO THE BOARD OF COMMISSIONERS
September - 2024

Administrative:

- Manage 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
 - Qualified applicates for Tax Credit program
 - Monitoring onsite Vendors
 - Procuring Contracts & Grants 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 **September.** -
 - Kronman = **99%** occupied
 - Park Terrace = **100%** occupied

- **Rent Collection for September:**
 - **Kronman Affordable** - Rents have been impacted by -
 - 4 - Hospitalized resident
 - **Park Terrace** - Rents have been impacted by –
 - Receiving partial rent payments from residents

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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 **September** there were a total of **21** work orders. **21** Work Orders were completed.
 - **20** - Work orders were - routine maintenance issues.
 - **1** - Work order was – Emergency issue
 - **1** – Work Order was – Pest Control
 - **3 - Lockout**
 - **3 – Carpentry related**
 - **6 – Toilet related issues**
 - **3 – Plumbing related**
 - **3 - Replace Battery/Bulbs**
 - **1- Vent related**

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/SEPTEMBER 2024 | \$41,071.00 |
| Total rent collected from Kronman/September. 2024 | \$40,023.00 (97.4%) |
| Total potential tenant rent for Park Terrace/ SEPTEMBER 2024 | \$12,459.00 |
| Total rent collected from Park Terrace/September. 2024 | \$12,459.00 (99.9%) |

Submitted by:
Denise Blake
Director of Housing

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

Sep-24

| VMS Type Description | # of Vouchers | # of New Vouchers | Amount |
|-----------------------|---------------|-------------------|---------------------|
| Project Based Voucher | 124 | 0 | \$73,044.00 |
| Regular Vouchers | 111 | 0 | \$122,289.00 |
| Totals | 235 | 0 | \$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: 253

Number of Port Out Portable Out Vouchers: 17

Amount of Port Out Portable Out Vouchers: \$23937

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 |
| | 0 | 3 |
| <u>Total</u> | <u>49</u> | <u>23</u> |

We have 23 more to meet our goal

To: Deborah Hurley – HPHA Executive Director

From: Kettly M Gilles – HPHA Service Coordinator

Subject: Monthly Report for September 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.
- Tenants Meeting and Quarterly Birthday Bash were well attended.
- 12 Residents were assisted with Medication Management, medication renewal and refills for medication as requested/needed.
- Advocated for residents needing Home Health Aide Services.
- 6 Residents were helped with SNAP Benefit applications and issues.
- 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 Family 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.



| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SAT/SUN |
|---|---|--|--|---|---------|
|  <p>1 Walking Group – 6:00 Pm Jeopardy & Wheel of Fortune – 7:00 PM</p> | <p>2 GAME NIGHT 4:00 PM</p> | <p>3 FLU CLINIC with St Peter's University- 11:00 AM – 1:30 PM</p> | <p>4 Walking Group – 6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM</p> | <p>5/6 BINGO – Heart to Art Group – 1:00 PM Walking Group – 6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM</p> | |
| <p>7 Walking Group – 6:00 Pm Jeopardy & Wheel of Fortune – 7:00 PM</p> | <p>8 AFA Alarm Testing -8:00 AM – 10:00 AM – All Units Walking Group – 6:00 Pm Jeopardy & Wheel of Fortune – 7:00 PM</p> | <p>9 AFA Alarm Testing - 8:00 AM – 10:00 AM – All Units Yoga & Meditation with Ellen- 11:30 Am – 12:30 Pm Writers Circle with Allison – 2:00Pm -4:00 Pm</p> | <p>10 AFA Alarm Testing -8:00 AM – 10:00 AM – All Units</p> | <p>11/13 BINGO – Heart to Art Group – 1:00 PM Walking Group – 6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM</p> | |
| <p>14 </p> | <p>15 Pest Control – All Units Walking Group – 6:00 Pm Jeopardy & Wheel of Fortune – 7:00 PM</p> | <p>16 – Sprinkler System Test, Water Flow Test – Blinking Lights throughout building 9:00Am – 5:00PM Podiatry – Dr. Harris 9:00 Am- 12:30Pm Game Night – 4:00PM</p> | <p>17 Walking Group – 6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM</p> | <p>18/19/20 BINGO – Heart to Art Group – 1:00 PM Walking Group – 6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM</p> | |
| <p>21 Walking Group – 6:00 Pm Jeopardy & Wheel of Fortune – 7:00 PM</p> | <p>22 Walking Group – 6:00 Pm Jeopardy & Wheel of Fortune – 7:00 PM</p> | <p>23 Yoga & Meditation with Ellen- 11:30 Am – 12:30 Pm Writers Circle with Allison – 2:00Pm -4:00 Pm</p> | <p>24 Walking Group – 6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM</p> | <p>25/26/27 BINGO – Heart to Art Group – 1:00 PM Walking Group – 6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM</p> | |
| <p>28 Walking Group – 6:00 Pm Jeopardy & Wheel of Fortune – 7:00 PM</p> | <p>29 Walking Group – 6:00 Pm Jeopardy & Wheel of Fortune – 7:00 PM</p> | <p>30 GAME NIGHT 4:00 PM</p> | <p>31 HALLOWEEN </p> | <p>Happy Halloween </p> | |
| <p>It's Tax Credit Recertification Time - You will receive a notice</p> | | <p>Announcement: KRONMAN RESIDENT'S</p> | | <p>From Denise</p> | |

