

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, November 14, 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 – October 10, 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:

2024-25	Resolution to approve the monthly bill list for the month of October in the amount of <u>\$ 17,570.81</u> .
2024-26	Resolution by the Board of Commissioners of the Highland Park Housing Authority approving the schedule of Board of Commissioner meetings for the year 2025.

11. Old Business:

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

13. Adjournment

**HIGHLAND PARK HOUSING AUTHORITY  
BOARD MEETING**

October 10, 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, Commissioner Padriac Millet, Commissioner William Rainwater, Deborah Hurley, Executive Director, Borough of Highland Park, Council Liaison, Matthew Hersh, Terrance Corrison, Esq., Counsel

**Approval of Minutes:**

July 11, 2024

September 12, 2024

**Motion:** Commissioner Millet

**Second:** Commissioner Copperman

**Discussions:**

Due to an error in the July and September bill lists, approval of the minutes was postponed until the October meeting, where an explanation was given. Executive Director Deborah Hurley reviewed June’s records and determined that the bill list approved in July had been inadvertently duplicated in September’s list, though no double payment was made. A corrected bill list was provided. Commissioner Copperman noted it was a clerical error, which the board acknowledged, and no further discussion was needed for the July and September minutes.

**Minutes for July 11, 2024**

**September 12, 2024**

	<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

**Public Comment**

**Unit 3A:** Inquired if a solution was reached surround the community room bathroom? Denise Blake, Housing Director, provided insights on the best approach moving forward. Both the Maintenance and Housing Director will continue to monitor the situation."

**New Business:** Executive Director Deborah Hurley provided an overview of the recent HUD Review, noting that no fraud was detected. Key findings included deficiencies in the Housing Choice Voucher program, although HUD is satisfied with the current management by Zena Sutton, Director of Section 8 from the Edison Housing Authority. A resident board member is required, and the board continues to face challenges in fulfilling this role. Commissioner Rainwater asked counsel, Terrance Corrison, for clarification on identifying a resident commissioner and the possibility of obtaining a waiver. Counsel Corrison explained the best approach, emphasizing that HUD regulations require a Section 8 voucher participant as a resident representative since the authority lacks public housing. Additional highlights of the review include several policy updates that need addressing, with a 30-day deadline to respond to the report.

**Communications:**

There was no discussion.

**Attorney's Report:**

There was no discussion.

**Executive Director Report**

Executive Director Deborah Hurley reported that the annual and five-year plans are in progress, and preparations are underway for the financial audit scheduled in November. Chair Hope asked about the status of the balconies, to which the Executive Director confirmed that all contracting work on the balconies has been completed. She also identified additional capital improvements that will need to be addressed next year.

**Staff Reports:**

Chair Ruby Hope noted that staff reports were included in the board packets and noted positive reports in collecting rents and occupancy rate is good at Park Terrace and Kronman. Commissioner David Copperman and Commissioner Rainwater inquired about the status of the Section 8 program. Zena Sutton, Director of Section 8, provided responses that updated them on present status and activity within the department as well as voucher holders' success rate in securing housing. There was no further discussion.

**Committee Reports:**

There was no discussion.

**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 \$29,541.73.**

**Moved:** Commissioner Rainwater

**Seconded:** Commissioner Millet

**Discussion:** There was no discussion.

	<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- 23 Resolution to approve the monthly bill list for September 2024 in the amount of \$14,814.15.**

**Moved:** Commissioner Rainwater

**Seconded:** Commissioner Copperman

**Discussion:** Commissioner Rainwater asked for clarification on the PILOT payment for the board's reference. It was confirmed that the full payment of \$27,000 was categorized under the Kronman Board payment.

	<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- 24 Resolution by the Commissioners of the Highland Park Housing Authority to Appoint Commissioner Willaim Rainwater as Vice Chair.**

**Moved:** Commissioner Millet

**Seconded:** Commissioner Hahn

**Discussion:** There was no discussion.

	<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:** Commissioner Copperman asked about the status of the sidewalk repairs. Executive Director Deborah Hurley reported that several residents attended the recent council meeting to raise the issue, and discussions with the town are ongoing to explore potential assistance. Commissioner Copperman also inquired about the voice class, which was not listed. Denise Blake provided an update on this matter, as we weren't getting enough attendance, and he has been requested to participate at the community center.

**Public Comment for Other Matters:**

Unit: 606 Benner St.: Light by the dumpster has been out for a while at Park Terrace.

No further discussion

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

**Motion to adjourn:** Commissioner Rainwater

**Seconded:** Commissioner Millet

All commissioners present voted to adjourn at 7:06 pm

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Deborah M. Hurley, Secretary, Executive Director

**Highland Park Housing Authority**  
**Vendor Accounting Cash Payment/Receipt Register**  
**HIGHLAND PARK HOUSING AUTHORITY -VOUCHER ADMINISTRATION**

<i>Doc Num</i>	<i>Payment Date</i>	<i>Document Recipient</i>	<i>Document Description</i>	<i>Amount</i>
15587	10/30/2024	Breslin & Breslin	M legal service for August & September 2024	\$1,615.00
15588	10/30/2024	Intrep Solutions	As need Install a new user on a PC, email ,printer	\$181.25
15589	10/30/2024	Picture-it, Inc	As need Nameplate for commissioner Seth J Hahn	\$40.00
15590	10/30/2024	POLCARI & CO.	M Fee Accounting Services for September 2024	\$1,750.00
15591	10/30/2024	Smartphone Secretary	M Answering service -11/12/24 -12/09/24	\$58.65
15592	10/30/2024	Staples Business Advantage	M office supplies Inv# 6014232414,6014232415	\$261.98
15593	11/08/2024	Deluxe	As need blank Check Printing -Customer ID 601746166	\$1,036.88
15594	11/08/2024	Edison Housing Authority	M October 24 admin contract	\$11,596.57
15595	11/08/2024	Telesystem	M telephone system-Nov 2024	\$231.48
15596	11/08/2024	The Nelrod Company	Annual Diamond RIM system Limited User License Agreement	\$799.00
<b>Total Payments for October 2024-HPHA Voucher</b>				<b>\$17,570.81</b>

**RESOLUTION # 2024-25**

**ADOPTING MONTHLY BILL LIST FOR THE MONTH OF  
OCTOBER 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 \$ 17,570.81 for the month of October, 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>
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 November 14, 2024.

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

Approved as to legal form by Terrence Corriston, Esq.



# Highland Park Housing Authority

**To:** Board of Commissioners, Highland Park Housing Authority

**From:** Deborah M. Hurley, Executive Director

**Date:** November 14, 2024

**Re: Board Meeting Schedule: 2025**

The 2025 Board Schedule for the Highland Park Housing Authority is listed below. Board meetings are held at 6:30 pm, every second Thursday of the month at Samuel Kronman Building in the community room.

DATE	LOCATION
January, Thursday, 09, 2025	Samuel Kronman (community room)
February, Thursday, 13, 2025	Samuel Kronman (community room)
March, Thursday, 13, 2025	Samuel Kronman (community room)
April, Thursday, 10, 2025	Samuel Kronman (community room)
May, Thursday, 08, 2025	Samuel Kronman (community room)
June, Thursday, 12, 2025	Samuel Kronman (community room)
July, Thursday, 10, 2025	Samuel Kronman (community room)
August, 2025	No Meeting
September, Thursday, 11, 2025	Samuel Kronman (community room)
October, Thursday, 09, 2025	Samuel Kronman (community room)
November, Thursday, 13, 2025	Samuel Kronman (community room)
December, Thursday, 11, 2025	Samuel Kronman (community room)

**Address of locations:**

Highland Park Housing Authority, 242 S. 6<sup>th</sup> Ave., Highland Park, NJ

*\*If a meeting does not occur or a change in location takes place, a special notice will be published in the Home News Tribune. In addition, visit HPHA's website for any board changes at [www.highlandparkhousing.org](http://www.highlandparkhousing.org).*

**RESOLUTION # 2024-26**

**RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HIGHLAND PARK HOUSING AUTHORITY APPROVING THE SCHEDULE OF THE BOARD OF COMMISSIONER MEETINGS FOR THE YEAR 2025.**

**WHEREAS**, the Highland Park Housing Authority approves the Board Meeting schedule of dates, time, and location for calendar year, 2025; and

**NOW, THEREFORE**, Be It Resolved by the Board of Commissioners of the Highland Park Housing Authority that Resolution 2024-26 shall be approved.

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

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

<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>
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 November 14, 2024.

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

Approved as to legal form by Terrence Corriston, Esq.

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**242 SOUTH SIXTH AVENUE  
HIGHLAND PARK NJ 08904  
Tel: (732) 572-4420 Fax: (732) 985-6485  
Email: Info@hphousing.org**



October 31, 2024

**REPORT TO THE BOARD OF COMMISSIONERS**  
**October - 2024**

**Administrative:**

- Manage day-to-day needs of staff and residents
- Manage day-day operations of building
- Enforce and defend the organizations outlined;
  - Lease
  - House Rules
  - General Policies & Procedures
  - HUD required Rules and Regulations.
- Recertify residents (monthly) under Tax Credit program – Prepping to complete 70 recerts
  - New Administrative Assistant 'Reema Rege' was hired. Start date will be 11/12/24.
- Ensure Occupancy and Rent standards are above 92%
  
- **Occupancy Expectation:**
  - For month of **October**. -
    - Kronman = **99%** occupied
    - Park Terrace = **100%** occupied
  
- **Rent Collection for October:**
  - **Kronman Affordable** - Rents have been impacted by –
    - 2 - Job loses
    - 1 - Hardship
  - **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 **October** there were a total of **22** work orders. **22** Work Orders were completed.
  - **12** - Work orders were - routine maintenance issues.
  - **9** - Work order was – Emergency issues
    - **1**- Pipe clogged – Laundry room
    - **6** – Plumbing Related
    - **1** – Heating Cooling
    - **1** – Carpentry Related
  - **1** – Work Order was – Pest Control

**Rents Collected Report:**

Total potential tenant rent for <b>Kronman/OCTOBER 2024</b>	\$41,443.00
Total rent collected from Kronman/October. 2024	\$41,443.00 (100%)
Total potential tenant rent for <b>Park Terrace/ OCTOBER 2024</b>	\$12,652.00
Total rent collected from Park Terrace/October. 2024	\$12,652.00 (99.7%)

*A special thanks to every employee within the borough of Highland Park*

*&*

*'Hands of Hope food bank'*

*for their hard work and dedication towards our families!!!*

Submitted by:  
**Denise Blake**  
Director of Housing

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

**Oct-24**

VMS Type Description	# of Vouchers	# of New Vouchers	Amount
Project Based Voucher	124	0	\$73,026.00
Regular Vouchers	110	0	\$122,161.00
<b>Totals</b>	<b>234</b>	<b>0</b>	<b>\$195,189.00</b>

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: 251

Number of Port Out Portable Out Vouchers: 18

Amount of Port Out Portable Out Vouchers: \$28335

Number of Checks written: 38

**Voucher Briefing**

Date	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 October 2024

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

Service Coordinator continued to help the residents as follows:

- Assisted 8 residents with SNAP Benefit issues and Applications.
- Follow up on referrals made by the building Manager.
- Assisted residents with New Jersey Motor Vehicle Commission Documents Renewals (Licenses, Identification Cards, and Title & Registration).
- Assisted 12 residents with anchor Program Benefit Application and Status Check online.
- Assisted residents with Long Term Care Alternative and Placement Issues.
- Provided Housekeeping Resources for residents.
- Helped residents with Transportation Issues.
- Assisted residents with Medication Management, Medication renewal and refill as needed.
- Assisted residents with rent, recertification and cluttering issues.
- Assisted residents with Personal Hygiene Issues.
- Intervene in conflicts with different residents to bring about resolution.
- Assisted residents with Housekeeping Issues and Case Management.
- Assisted residents with referrals for Home Health Aides.
- Assisted residents with scheduling Doctor's appointments.
- Helped residents with available resources for Grocery Shopping.
- Assisted residents with various forms over the telephone and in person.
- Counseled residents with anxiety issues and issues with family members.
- The Flu Clinic with Saint Peter's University Community Health Services was a success.
- Replenish POP UP PANTRY was a success. Special thank you to our Executive Director, Deborah Hurley, for continuing help and support.
- Special thank you to our Housing Director, Denise Blake for continuing program help and support.
- Special thanks to Allison Baldwin for the writer Circle, HPHA Monthly Newsletter and Program Flyers; Ellen Rosner for the continuing Yoga & Meditation; Commissioner Copperman for continuously attending the Writer Circle.





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

Please stay safe and keep each other safe.

# November

# HPHA ACTIVITIES CALENDAR

# 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
				1 Walking Group – 6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM	2/3 BINGO –Heart to Art Group -1:00 PM Walking Group – 6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM
4 Walking Group – 6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM	5 <b>ELECTION DAY – Office Closed</b> 	6 <b>Yoga &amp; Meditation with Ellen – 11:30 Am -12:30 Pm</b> <b>Writers Circle with Allison- 2:00Pm - 4:00 Pm</b>	7 Walking Group -6:00PM Jeopardy & Wheel of Fortune – 7:00 PM	8 Walking Group – 6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM <b>OFFICE CLOSED</b>	9/10 BINGO – Heart to Art Group -1:00 PM Walking Group -6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM
11 <b>VETERANS DAY – Office Closed</b> 	12 Walking Group- 6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM PEST CONTROL	13 <b>Game Night 4:00 Pm</b>	14 Board Meeting -6:30 PM Walking Group – 6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM	15 Walking Group – 6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM	16/17 BINGO – Heart to Art Group – 1:00 PM Walking Group – 6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM
18 Walking Group -6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM	19 Walking Group – 6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM	20 <b>PODIATRY 9:00AM-12:30PM</b> <b>YOGA &amp; MEDITATION 11:30 AM -12:30 PM</b> <b>WRITERS CIRCLE 2:00 PM -4:00 PM</b>	21 <b>GRATITUDE PARTY 1:00 PM</b>	22 <b>POP - UP FOOD PANTRY 11:30 AM – 1:30 PM</b>	23/24 BINGO – Heart to Art Group – 1:00 PM Walking Group – 6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM
25 Walking Group – 6:00 PM Jeopardy & Wheel of Fortune – 7:00 PM	26 Walking Group – 6:00 PM Jeopardy & Wheel of Fortune	27 <b>Game Night 4:00 Pm</b>	28 <b>OFFICE CLOSED</b> 	29 <b>OFFICE CLOSED</b>	30 BINGO –Heart to Art Group – 1:00 PM Walking Group – 6:00 PM Jeopardy & Wheel of Fortune – 7:00PM
