

HIGHLAND PARK HOUSING AUTHORITY
BOARD MEETING
February 13, 2025
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 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 Home News Tribune and Star-Ledger.

Roll Call

In attendance: Chair Ruby Hope, Commissioner William Rainwater, Commissioner Padriac Millet, 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

Approval of Minutes:

January 9, 2025

Motion: Commissioner Padriac Millet

Second: Commissioner Thuy Bozzet

Discussions:

Commissioner David Copperman inquired about the notification process for the annual and five-year plan. Executive Director, Deborah Hurley explained the residents, public notification and advertisement process. There was no further 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			

Public Comment

219 S. 6th Av:

A complaint was raised regarding individuals failing to clean up after their dogs. Management stated that multiple notices have been distributed; however, the complainant feels the responsible party is not taking the issue seriously. Management also noted that the accused individual has claimed harassment, creating a conflicting situation.

Regarding illegal parking and dumping, Management clarified that while parking tags are issued, the limited number of available spots remains a challenge. Towing signs are posted, and Management is actively working on tracking vehicle details and issuing stickers to address the issue.

3P:

A request was made for assistance with the moving of furniture. Management explained that while maintenance staff may occasionally assist as a courtesy, they have limitations regarding furniture moving. Terrance Corriston, Esq., Counsel, advised researching free agencies that provide this service but cautioned that any injuries during the process could lead to workers' compensation liability concerns.

5F:

A request was made to post taxi contact information in the lobby. Management confirmed that steps will be taken to fulfill this request.

Closed at 6:38 pm

New Business:

Commissioner David Copperman invited residents to attend the Choral Group free of charge and is working with the Borough to arrange transportation for individuals who are in need of transportation. Reema will help compile a list of interested attendees, and the event details will be included in the newsletter and calendar to keep residents informed.

Communications:

Attorney's Report:

Terrence Corriston, Esq. reported that a glitch in the sheriff's office's new payment system caused delays in disbursing funds owed by a former tenant. However, the issue has been resolved. Despite the delay, the payments were successfully processed, and the check will be sent to HPHA.

Executive Director Report:

Deborah Hurley, Executive Director, provided the following updates:

- The issue with the pole light has been resolved, and PSEG has completed the necessary repairs.
- An interview for a Section 8 Case Manager position will be conducted next week.
- The Edison Housing Authority has taken proactive measures to address bulk pickup to remove improperly discarded large items.

- The Borough of Highland Park has assisted with snow removal efforts to ensure safe and accessible pathways and roads for residents during winter storms.
- A required hearing was scheduled and conducted to engage residents in discussions regarding the 5-Year and Annual Plans.

Staff Reports:

Chair Ruby Hope noted that staff reports were included in the board packets, which included maintenance, section 8, social worker, and director of housing. Dir. of Section 8, Zena Sutton provided a brief update on the voucher program. Presently, voucher briefings will be paused, while the department assesses the financial situation to avoid overspending.

Committee Reports:

No Committee reports. There was no further discussion.

Resolutions:

2025-03 Resolution to approve the monthly bill list for the month of January in the amount of \$18,329.27

Moved: Commissioner William Rainwater

Seconded: Commissioner David Copperman

Discussion: Commissioner David Copperman inquired about Ancero expenses. Management explained that the issue stemmed from a billing miscommunication, where invoices were not properly forwarded, leading to missed payments. The service provider later notified them of the overdue balance. As a result, payments for September through January were combined into a single, larger bill in February, accounting for the higher amount.

	<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			

2025-04 Resolution by Board of Commissioners for the Year end Audit Highland Park Housing Authority, Audit 2024-2025.

Discussion: This was a continuation from last board meeting, as everyone was given time to go thoroughly review the audit. There was no discussion.

Moved: Commissioner Padriac Millet
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			

2025-05 Resolution by Board of Commissioners for the Year end Audit Highland Park Housing Authority, 5 year plan 2025-2029 and the 2025 Annual Plan.

Discussion: There was no further discussion after Deborah Hurley provided an overview of the Annual Plan and 5 year plan process.

Moved: Commissioner William Rainwater
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			

2025-06 Resolution by Board of Commissioners of the Borough of Highland Park Housing Authority to approve a one-year extension of service by GenServe for Generator and maintenance services.

Discussion: Terrance Corriston Esq., Counsel suggested executing an agreement that allows for the housing authority to provide thirty day notice to end contract. The vote was unanimous subject to counsel recommendation for the resolution to be amended.

Moved: Commissioner William Rainwater
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			

Old Business:

Commissioner David Copperman inquired about the sidewalk repairs and the progress made with the Borough. Deborah Hurley, Executive Director, mentioned that the repairs is part of the annual/5 yr plan and that discussions with the borough are ongoing.

Public Comment for Other Matters:

5F:

Wanted clarification if the generator is going to be cancelled in 30 days? Chair Ruby Hope clarified that the contract will be extended provided with 30 days' notice.

3P:

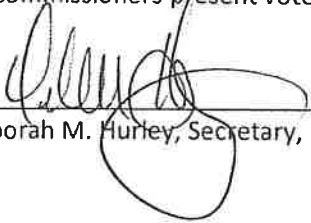
How to control entry into building was presented as a concern – People should not let anyone into the building unless they have ordered something or are expecting a package or delivering meals. Residents expressed delivery concerns and shared their experience with delivery. Management expressed that they continue to work on rectifying the situation and realize that often mail is delivered incorrectly. Management explained that we have put names inside outside and even complained to post office, but this keeps happening.

Chair Ruby Hope closed the Public Meeting at 7:15 pm

Motion to adjourn: Commissioner Padriac Millet

Seconded: Commissioner Thuy Bozzet

All commissioners present voted to adjourn at 7:15 pm



Deborah M. Hurley, Secretary, Executive Director

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

Doc Num	Payment Date	Document Recipient	Document Description	Amount
15639	03/10/2025	ANCERO, LLC	M telephone service 02/24/25 to 03/23/25	\$228.98
15640	03/10/2025	Borough Of Highland Park	M Employee Dental remittance-March 2025	\$89.42
15641	03/10/2025	Breslin & Breslin	M legal services February 2025	\$807.50
15642	03/10/2025	Edison Housing Authority	M February2025 admin contract	\$11,596.57
15643	03/10/2025	GIAMPAOLO & ASSOCIATES	Annual-Audit of Financial statements for Year Ended 03/31/24	\$6,415.00
15644	03/10/2025	Home Stal Inspections Inc.	M inspections-February 2025	\$140.00
15645	03/10/2025	ONLINE INFORMATION SERVICES	M 2 criminal background checks	\$59.90
15646	03/10/2025	POLCARI & CO.	M Fee Accounting Services for January & February 2025	\$3,500.00
15647	03/10/2025	Rutgers, The State University of New Jersey	As need 4 Courses for commissioner Thuy Bozzett	\$585.00
15648	03/10/2025	Smartphone Secretary	M Answering service -04/01/25 - 04/28/25	\$82.02
15649	03/10/2025	Staples Business Advantage	M office supplies Inv#6023433207	\$96.40
15650	03/10/2025	Telesystem	M telephone system-March 2025	\$230.70
15651	03/10/2025	T-MOBILE	M employee cell phone-01/21/25 to 02/20/25	\$81.28
Total Payment for February 2025-HPHA Voucher				\$23,912.77

RESOLUTION # 2025-07

**ADOPTING MONTHLY BILL LIST FOR THE MONTH OF
February 2025**

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 \$23,912.77 for the month of February, 2025 has been reviewed by the Board of Commissioners.

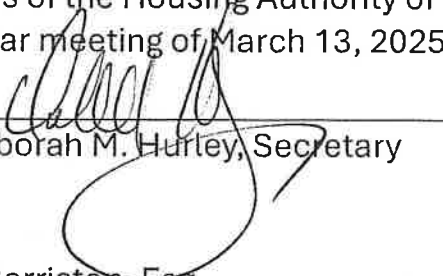
NOW, THEREFORE, Be It Resolved by the Board of Commissioners of the Housing Authority of the Borough Highland Park, New Jersey that the attached bill list is hereby approved and listed payments are authorized for disbursement.

MOVED: Commissioner Padriac Millet

SECONDED: Commissioner David Copperman

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Chair Ruby Hope	X			
Commissioner Thuy Bozzett	X			
Commissioner David Copperman	X			
Commissioner Seth Hahn	X			
Commissioner Padraic Millet	X			
Commissioner William Rainwater				X

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 13, 2025.


Deborah M. Hurley, Secretary

Approved as to legal form by Terrence Corriston, Esq

COZETTE RANDOLPH

Individual Support Service Worker

Crafting Joy One Interaction at a Time

| 201-709-0774 | cozyrandolph@gmail.com | Woodbridge, New Jersey |

CORE COMPETENCIES

Communication	Active listening	Understanding nonverbal cues	Problem solving
Empathy	Patience	Critical Thinking	Adaptability
Resilience	Emotional intelligence	Advocacy	Emergency response

SUMMARY

Experienced and resolute Social Worker with a strong background in conducting comprehensive assessments, designing and implementing effective behavior modification and rehabilitation programs, and delivering personalized support to diverse populations. Skilled in conducting thorough behavioral assessments, analyzing data insights, and implementing targeted intervention plans to effectively address and reduce problematic behaviors.

Proficient in training and educating clients, families, and staff on effective behavior modification strategies while keeping detailed records and collaborating with multidisciplinary teams for holistic care. Skilled in crisis intervention, individualized support, and developing engaging therapeutic activities to promote positive behavioral changes. Committed to fostering safe, supportive, and inclusive environments that encourage growth and development.

EDUCATION

Master of Arts at New Jersey City University, Jersey City, New J – May 2005
Bachelor of Applied Science at Saint Peter's College of Jersey City, NJ, May 1984
Associates of Applied Science at Saint Peter's College of Jersey City, NJ, May 1982

WORK EXPERIENCE

Owens Healthcare | Vauxhall, NJ, Individual Support Service Worker 2018 – Present

- Support behavioral therapists in creating and implementing effective behavioral therapy programs tailored to children and adolescents.
- Implemented individualized service plans and provide behavioral interventions in home and community settings.
- Develop and initiate safety standards while instructing youth on positive behavioral practices.
- Monitor and document observations of youth behavior, allowing for necessary modifications to daily activities that align with therapeutic goals.
- Develop and implement engaging recreational activities that support the emotional and social growth of the youth.
- Ensure a clean and secure environment for the youth to thrive in.
- Conduct one-on-one teaching sessions with young children with developmental and intellectual disabilities using a variety of applied behavior analysis techniques.

Green Brook Regional Center | Green Brook, NJ, Behavior Modification Tech 2014 - 2018

- Behavioral Assessments: Conducted assessments to identify behavioral issues and develop proper intervention plans.

- Behavioral Interventions: Implemented behavior modification techniques to address and reduce problematic behaviors.
- Data Collection: Collect and analyze data on client behavior to monitor progress and adjust intervention plans as needed
- Individualized Support: Provided one-on-one support to clients, ensuring that interventions are tailored to their specific needs.
- Training and Education: Educate clients, families, and staff on behavior modification techniques and strategies.
- Documentation: Maintained accurate and detailed records of client progress, interventions, and outcomes.
- Collaboration: Worked closely with other healthcare professionals, including psychologists, therapists, and social workers, to ensure comprehensive care for clients.
- Crisis Intervention: Responded to and managed behavioral crises, ensuring the safety and well-being of clients and staff.

Woodbridge Developmental Center | Avenel, NJ, Behavior Modification Program Tech · 2003 - 2014

- Responded to and managed behavioral crises, ensuring the safety and well-being of clients and staff
- Worked closely with other healthcare professionals, including psychologists, therapists, and social workers, to ensure comprehensive care for clients.
- Maintained accurate and detailed records of client progress, interventions, and outcomes.
- Educated clients, families, and staff on behavior modification techniques and strategies.
- Collected and analyzed data on client behavior to monitor progress and adjust intervention plans as needed.
- Implemented behavior modification techniques to address and reduce problematic behaviors.
- Conducted assessments to identify behavioral issues and develop proper intervention plans.

REFERENCES

References are available upon request

