

HOUSING AUTHORITY OF THE
BOROUGH OF HIGHLAND PARK

242 SOUTH SIXTH AVENUE
HIGHLAND PARK, NJ 08904

Deborah Hurley
Executive Director

Phone: 732-572-4400
Fax: 732-985-6485

**Highland Park Housing Authority
Board of Commissioners**

AGENDA

**Thursday, April 10, 2025
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 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.

1. Roll Call

2. **BOARD REORGANIZATION**

3. Approval of Previous Minutes:
Regular Meeting – March 13, 2025

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

5. New Business:

6. Communications

7. Attorney's Report

8. Executive Director's Report:

9. Staff Reports:

- Resident Services
- Section 8
- Housing Director's and Maintenance.

10. Committee Reports:

11. Resolutions:

| | |
|---------|---|
| 2025-08 | Resolution to approve the monthly bill list for the month of March in the amount of <u>\$ 17,239.01</u> . |
| 2025-09 | Resolution to allow the Executive Director to enter into an agreement with VMG Group to execute roof repairs at the Highland Park Housing Authority Kronman Building. |

12. Old Business:

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

14. Adjournment

**HIGHLAND PARK HOUSING AUTHORITY
BOARD MEETING**

March 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 6:32 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 Padriac Millet, Commissioner Thuy Bozzett, Commissioner David Copperman, Commissioner Seth Hahn, Deborah Hurley – Executive Director, Borough of Highland Park, Council Liaison - Matthew Hersh, Terrance Corrison Esq., Counsel

Absent:

Commissioner William Rainwater

Approval of Minutes:

February 13, 2025

Motion: Commissioner Thuy Bozzett

Second: Commissioner Padriac Millet

Discussions:

There were no discussions.

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

New Business:

Commissioner David Copperman requested the community calendar be emailed at the beginning of the month.

Public Comment

1E:

Tenant mentioned that a letter addressing noise complaints was received, and the process was explained by Denise Blake, Director of Housing. It was stressed that if a problem continues, calling the police to document the noise is recommended.

1C:

Tenant inquired about the outcome of the visit that involved minor repairs in the apartments. Director of Housing, Denise Blake indicated that maintenance is assisting with these tasks in tenants' apartments.

Closed at 6:38 pm

Communications:

No Discussions.

Attorney's Report:

No Discussion.

Executive Director Report

Deborah Hurley, Executive Director, reported

- The annual plan and the five-year plans were approved by HUD.
- The board chair mentioned that Kettley Giles is no longer working with the authority. However, she has been helpful in selecting a new social worker and will assist with the onboarding process.
- Cozette Randolph was recently hired as the new social worker and was present and was introduced to the board and provided an overview of her social work experience.

Staff Reports:

Chair Ruby Hope noted that staff reports were included in the board packet and noted that all the maintenance issues were resolved.

The Section 8 program has paused issuing vouchers for budgetary reasons. Deborah Hurley, Exec. Director added that the team has been working closely with Fee Accountant, Tony Polcari and was able to access reserves to ensure the financial stability of the Section 8 program.

Committee Reports:

No Committee reports. There was no further discussion.

Resolutions:

2025-07 Resolution to approve the monthly bill list for the month of February in the amount of \$23,912.77

Moved: Commissioner David Copperman
Seconded: Commissioner Padriac Millet

Discussion: No discussion.

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

Old Business:

The Executive Director noted that finding a qualified candidate for the Section 8 position is challenging due to competition and a lack of experience. The team is considering hiring someone with little experience and training them, as they've struggled to fill the role. It was emphasized that not rushing the process, as having someone familiar with the work temporarily helped identify and fix issues.

Matthew Hersh, council liaison mentioned that the Borough of Highland Park is addressing its affordable housing state mandate and a committee has been formed that includes Commissioner Ruby Hope, Commissioner Bill Rainwater, and Trustee Ron Wong participation.

Public Comment for Other Matters:

5F:

A tenant inquired whether the 10-year review would result in major changes or minor adjustments. The town's affordable housing plan mandates fewer than 100 homes, which could include rehabilitating existing units. Federal subsidies, such as the National Housing Trust Fund, may help lower market prices, though the exact funding amount is uncertain. Other funding sources are also available.

1E:

The roof repair was discussed, but nothing can be done at this time except secure quotes, which is currently underway.

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

Motion to adjourn: Commissioner Padriac Millet
Seconded: Commissioner Thuy Bozett

All commissioners present voted to adjourn at 7:05 pm

Deborah M. Hurley, Secretary, Executive Director

Highland Park Housing Authority
Vendor Accounting Cash Payment/Receipt Register
HA Administration-General Operating Account

| Doc Num | Payment Date | Document Recipient | Document Description | Amount |
|--|--------------|-------------------------------|--|--------------------|
| 15652 | 03/19/2025 | Home Stat Inspections Inc. | M inspections-January 2025 | \$793.50 |
| 15653 | 03/27/2025 | MRI SOFTWARE, LLC | Annual Happy software and support 2021-Final Invoice | \$2,500.00 |
| 15654 | 04/04/2025 | ANCERO, LLC | M telephone service 03/24/25 to 04/23/25 | \$228.98 |
| 15655 | 04/04/2025 | Borough Of Highland Park | M Employee Dental remittance-April 2025 | \$89.42 |
| 15656 | 04/04/2025 | Diane M Dolgos | Q retiree Medicare reimbursement 1Q 2025 | \$555.00 |
| 15657 | 04/04/2025 | Home Stat Inspections Inc. | M inspections-February 2025-Balance | \$469.50 |
| 15658 | 04/04/2025 | Intrep Solutions | Q Malware byrtes for 3 months, server backup | \$190.50 |
| 15659 | 04/04/2025 | ONLINE INFORMATION SERVICES | M 2 criminal background checks | \$65.38 |
| 15660 | 04/04/2025 | Public Housing Authorities | A annual Director membership-2025 | \$327.50 |
| 15661 | 04/04/2025 | Smartphone Secretary | M Answering service -04/29/25 - 05/26/25 | \$59.02 |
| 15662 | 04/04/2025 | SUPERIOR OFFICE SYSTEMS, INC. | Q copier maintenance-03/27/2025-06/26/2025 | \$132.27 |
| 15663 | 04/04/2025 | Telesystem | M telephone system-April 2025 | \$231.37 |
| 15664 | 04/04/2025 | Edison Housing Authority | M March 2025 admin contract | \$11,596.57 |
| Total Payment for March 2025-HPHA Voucher | | | | \$17,239.01 |

RESOLUTION # 2025-08

**ADOPTING MONTHLY BILL LIST FOR THE MONTH OF
MARCH 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 \$17,239.01 for the month of March, 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: _____

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 April 10, 2025.

Deborah M. Hurley, Secretary

Approved as to legal form by Terrence Corriston, Esq

RESOLUTION# 2025-09

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH VMG GROUP FOR ROOF REPAIRS AT HIGHLAND PARK HOUSING AUTHORITY KRONMAN BUILDING.

WHEREAS, the Highland Park Housing Authority has identified the need for roof repairs at the Kronman Building; and

WHEREAS, VMG Group has submitted a proposal to provide the necessary roof repair services with a quote of \$7429.80; and

WHEREAS, the housing authority has secured (3) three quotes from the following contractors: K& B Contractors, \$8400; Bayshore Roofing, \$12,000; and VMG Group, \$7429.80. All proposals was reviewed and was determined that it is in the best interest of the Authority to proceed with the roof repairs to preserve and protect the integrity of the property; and

WHEREAS, the Board of Commissioners wishes to authorize the Executive Director to take all necessary steps to enter into an agreement with VMG Group to complete the roof repairs.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Highland Park Housing Authority authorizes the Executive Director to enter into an agreement with VMG Group for the purpose of executing roof repairs at the Kronman Building.

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 April 10, 2025.

Deborah M. Hurley, Secretary

Approved as to legal form by Terrence Corrison, Esq.

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

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



March, 2025

REPORT TO THE BOARD OF COMMISSIONERS

March - 2025

Administrative Report:

Progress Updates:

1. Currently securing quotes for Roof Repair:

- The roof at Kronman sustained some fascia damage during a recent storm.
 - Three aluminum fascia covers need to be replaced; one fascia cover can be repaired.
 - We are currently requesting and waiting on quotes for the necessary repairs.

2. Community Engagement:

- Hosted:
 - Health Education Program – by Middlesex County Office Service
 - WellCare - Medicare done right program
 - Pop-Up Pantry – by Hand of Hope
 - Farwell to Kettly Giles and Welcome Cozette Randolph resident event

3. Building Certifications:

- Boiler inspection was completed by the State of NJ – We passed!

4. Addressing Resident Concerns:

- We have been addressing the issue of a homeless person trespassing in our building. The individual has been warned, and for the safety and security of our residents, trespassing charges will be filed if the behavior continues.
- A resident asked about - ***MCESFPN** Grant, known as the Safety Home Safety Initiative – The grant is valued at \$5,000.00. Recipients will be notified after **04/05/2025**.
 - HPHA - applied for this grant on **03/21/25**
- Noise complaints: A mass notice was sent out to **ALL** residents and a few notices to individual residents
 - ***Our response to resident concerns raised during the last Commissioners meeting:***
 - Recyclables Issues: Due to a roof issue, recyclables were moved to our “reserved” parking space, next to the garbage bins in the rear of the building.
- 5. We have 3 resident disputes: 2- related to noise and 1- concerning smoking
 - If these issues are ‘**not**’ resolved, these disputes will be referred to our lawyer’s office.

***MCESFPN = Middlesex County Empowering Seniors Fall Prevention Network**

**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



Occupancy – Kronman

- 99% occupied in March.
- Completed 3 move-ins in March
- 1-Move-In Scheduled for April

Occupancy - Park Terrace

- 100% occupied in March.

Rent Collection: - (Kronman)

- Total potential rent: \$39,908.
- **Rent collected: \$39,635 (98.0%).**
 - We received funding from the Reform Church of Highland Park for our 2 residents who were facing hardships – A special Thanks to Denise Riveria for all her hard work.

Rent Collection: - (Park Terrace)

- Total potential rent: \$12,603.
- **Rent collected: \$12,521 (99.3%).**

Maintenance:

17 work orders completed in March.

- 11 routine maintenance issues.
- 5 urgent work orders.
- 1 inspection-related work order.
- Breakdown of work: 6 plumbing, 2 electrical, 1 Blind, and 1 Elevator Issue.

A heartfelt thank you to Kettly Giles our former Social Worker.

Thank you for your unwavering dedication, and your compassionate contributions to our residents.

You will truly be missed!

Submitted by:
Denise Blake
Director of Housing

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

Mar-25

| VMS Type Description | # of Vouchers | # of New Vouchers | Amount |
|-----------------------|---------------|-------------------|---------------------|
| Project Based Voucher | 118 | 0 | \$65,771.00 |
| Regular Vouchers | 107 | 0 | \$128,094.00 |
| Totals | 225 | 0 | \$193,865.00 |

Number of HAP Expenses After the First of Month: 0

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

Number of Voucher Units - End Month: 247

Number of Port Out Portable Out Vouchers: 20

Amount of Port Out Portable Out Vouchers: \$29250

Number of Checks written: 38

| Date | Voucher Briefing | |
|--------------|------------------|-----------|
| | Issued | Leased |
| 18-Jan-24 | 16 | 9 |
| 26-Mar-24 | 18 | 10 |
| 14-Jun-24 | 15 | 4 |
| 5-Dec-24 | 10 | 0 |
| 1-Jan-25 | 0 | 4 |
| Feb 1 25 | 0 | 1 |
| <u>Total</u> | <u>59</u> | <u>28</u> |

We have 0 more to meet our goal

MONTHLY REPORT

SOCIAL WORK SERVICES

Date: March, 2025

Highland Park Housing Authority: Social Services

Prepared by: CL Randolph, MA

Position: Social Worker

Introduction

In March 2025, I, CL Randolph, MA, was warmly welcomed as the new Social Worker at Highland Park Housing. The community hosted a gathering to express gratitude to Mrs. Kettly Gills for her dedicated service, wishing her the best in her future endeavors.

As I settle into my new role, I am excited to contribute to the welfare of our residents and help them navigate any challenges they may face. Together, with time and patience, we will work to achieve our goals and enhance the quality of life at Highland Park.

Activities and Achievements

1. Durable Power of Attorney Assistance

The Social Services department successfully assisted one of our residents in securing a Durable Power of Attorney. This process was completed in a timely manner, and the resident expressed significant satisfaction with the outcome. The efficiency of the assistance provided was greatly appreciated.

2. Anchor Benefits Application

The department also helped a resident complete the Anchor application for rental relief benefits aimed at Seniors and Social Security Disability recipients. The resident was able to submit the application, and the department is pleased to have provided the necessary support in this process.

3. Grocery Order Assistance

Another resident requested assistance with placing a grocery order through ShopRite. However, an issue arose when the resident was unable to receive the necessary email to set up an account for placing the order. Despite this setback, the Social Services department will continue to explore other ways to assist the resident and ensure that the grocery order is successfully completed.

Conclusion

The month of March has been both productive and fulfilling in terms of the assistance provided to Highland Park residents. As we continue to support our community, I am confident that we will be able to address more challenges and provide essential services. The Social Services department remains committed to helping residents in need and ensuring that their concerns are addressed promptly and effectively.

I look forward to continuing this important work and making a meaningful difference in the lives of the residents we serve.

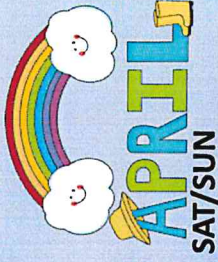
Report Submitted by:

CL Randolph, MA

Highland Park Housing Social Worker



HPHA ACTIVITIES CALENDER 2025



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Please see Zena for Section 8 Re-Certification. Available Mon & Thur at Highland Park 9:30AM – 4:30PM or 908.561.8489 zutton@edisonha.org

PHILOMUSICA CHORALE CONCERT INVITATION-Free Tix!!
May 10@8pm & 11@6pm
- Please sign up with Reema if you wish to attend for free tickets.

Coming Soon in MAY – EXERCISE + FUN + GAME!! – Stay Tuned for more info on this. MUST SIGN UP – PLEASE SEE REEMA AT FRONT DESK!

April Fool's Day | 1 April
World Health Day | 7 April
Earth Day | 22 April
Celebrate Diversity Month
Easter 20th April

Cozette available Thursday and Friday 10:00AM-3:30PM. Please make an appointment w/ Reema to see her. **ABSOLUTELY NO WALK-INS**



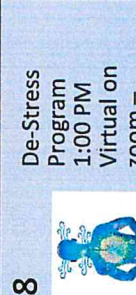
2 Walking Group – 6:00 PM
Jeopardy & Wheel of Fortune – 7:00 PM

3 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

5/6

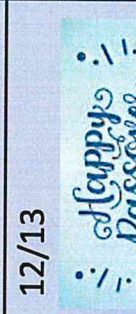
7 Walking Group – 6:00 PM
Jeopardy & Wheel of Fortune – 7:00 PM



9 Mocktail + Music Event
5:30PM Onwards
W/ Hayden
CHAIR YOGA w/ ELLEN – 11:00AM

10 Board of Commissioners meeting- 6:30pm
Tenant Meeting @ 12:00 PM

11 Walking Group – 6:00 PM
Jeopardy & Wheel of Fortune – 7:00 PM



14 **PEST CONTROL**

15 Walking Group – 6:00 PM
Jeopardy & Wheel of Fortune – 7:00 PM

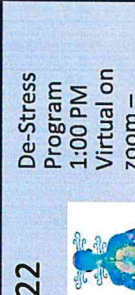
16 Walking Group – 6:00 PM
Jeopardy & Wheel of Fortune – 7:00 PM

17 Walking Group – 6:00 PM
Jeopardy & Wheel of Fortune – 7:00 PM

18 WE ARE **CLOSED**
APRIL 18, 2025
IN OBSERVANCE OF GOOD FRIDAY



21 Walking Group – 6:00 PM
Jeopardy & Wheel of Fortune – 7:00 PM



23 CHAIR YOGA with ELLEN – 11:00AM
Presentation by Well Care Representative 11:00 AM

24 Walking Group – 6:00 PM
Jeopardy & Wheel of Fortune – 7:00 PM

25 Pop Up Pantry – 11:00-3:00 PM



28 Walking Group – 6:00 PM
Jeopardy & Wheel of Fortune – 7:00 PM

29 Walking Group – 6:00 PM
Jeopardy & Wheel of Fortune – 7:00 PM

30 Presentation by Well Care Representative 11:00 AM

24 Walking Group – 6:00 PM
Jeopardy & Wheel of Fortune – 7:00 PM

25 Pop Up Pantry – 11:00-3:00 PM



For starting some kind of classes or a project to build community engagement, please discuss with Reema