

**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 Corriston 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 Bozzett	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.

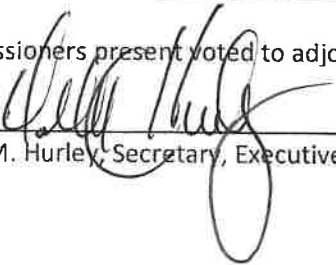
**1E:**

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 Bozzett

All commissioners present voted to adjourn at 7:05 pm

  
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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
<b>Total Payment for March 2025-HPHA Voucher</b>				<b>\$17,239.01</b>

**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.

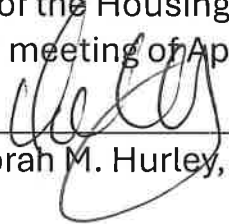
**NOW, THEREFORE, Be It Resolved** by the Board of Commissioners of the Housing Authority of the Borough Highland Park, New Jersey that the attached bill list is hereby approved and listed payments are authorized for disbursement.

**MOVED:** Commissioner Millet

**SECONDED:** Commissioner 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 April 10, 2025.

  
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Deborah M. Hurley, Secretary

Approved as to legal form by Terrence Corrison, 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:** Commissioner Copperman

**SECONDED:** Commissioner Padraic Millet

<b>Member Recorded Vote</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstain</b>	<b>Absent</b>
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 April 10, 2025.

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

Approved as to legal form by Terrence Corriston, Esq.