

HOUSING AUTHORITY OF THE
BOROUGH OF HIGHLAND PARK

242 SOUTH SIXTH AVENUE
HIGHLAND PARK, NJ 08904

Deborah Hurley
Executive Director

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**Highland Park Housing Authority
Board of Commissioners**

AGENDA

**Thursday, June 26, 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. Approval of Previous Minutes:
Regular Meeting – May 8, 2025
2. Public Comment for agenda items/other matters – 15 mins. (3 mins. per person)
3. New Business: Tony Polcari, Fee Accountant: Review of HPHA Budget 2026
Review of Cost Allocation Plan
4. Communications

5. Attorney's Report

6. Executive Director's Report:

7. Staff Reports:

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

8. Committee Reports:

9. Resolutions:

2025-14

Resolution to approve the monthly bill list for the month of May in the amount of \$ 16,783.16.

2025-15

Resolution by the Commissioners of the Highland Park Housing Authority to Approve the FY 2026 Budget.

10. Old Business:

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

12. Adjournment

**HIGHLAND PARK HOUSING AUTHORITY
BOARD MEETING**

May 08, 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, Vice Chair William Rainwater, Commissioner Padriac Millet, Commissioner Seth Hahn, Commissioner David Copperman, Commissioner Thuy Bozzett, Deborah Hurley, Executive Director, Borough of Highland Park, Council Liaison, Matthew Hersh, Terrance Corrison Esq., Counsel

Approval of Minutes:

Minutes of April 10, 2025 meeting

Motion: Commissioner Thuy Bozzett

Second: Commissioner Padriac Millet

Discussions:

There were no discussions or revisions.

	<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			

Public Comment

616 Benner St.:

Resident mentioned that a big branch had fallen near his house. Also, there were additional complaints expressed from maintenance to the need for residents to organize. Final remarks expressed compliments to new management. Chair Ruby Hope provided several satisfactory remarks that will provide resident with how best to proceed with next steps that will involve coordinating with the administrative team.

206 S. 7th Ave.: Resident complained about overgrown grass/landscape and tree branches. Both Chair and Executive Director mentioned that the upcoming resolution to secure a landscaper would resolve the concerns

Closed at 6:38 pm

New Business:

No Discussion.

Communications:

No Discussions.

Attorney's Report:

Counsel Terrance Corrison, Esq. mentioned that there were ongoing disputes involving several residents and he is working with Denise Blake, Director of Housing, to schedule court dates.

Executive Director Report

Deborah Hurley, Executive Director, reported

- Landscaping is being addressed.
- Sidewalk improvements are underway to gather accurate cost estimates.
- Exploring potential collaboration with the borough for both sidewalk work and snow removal will be taking place with the borough.
- Elijah's Promise are now providing warm meals once a week for housing authority residents.

Staff Reports:

Commissioner Ruby Hope noted that staff reports were included in the board packets.

Commissioner David Copperman inquired if funding is in place for the sidewalk repair. Executive Director Deborah Hurley mentioned that there are ongoing efforts to coordinate with the borough to see if they can assist us, as we continue to secure quotes.

Committee Reports:

No Committee reports. There was no further discussion.

Resolutions:

2025-10 Resolution to approve the monthly bill list for the month of April in the amount of \$15,243.39

Moved: Commissioner Padriac Millet

Seconded: Commissioner David Copperman

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			

2025-11 Resolution to award contract for Landscaping to D'Onofrio Landscaping Services at the Highland Park Housing Authority.

Moved: Commissioner Padriac Millet

Seconded: Commissioner Thuy Bozzett

Discussion: Deborah Hurley/ Management explained that award contract for Landscaping to D'Onofrio Landscaping Services as the other packets were either incomplete or insufficient.

	<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			

2025-12 Resolution to authorize a rent increase in the amount of 4.1% for Park Terrace effective June 1, 2025.

Moved: Commissioner Padriac Millet

Seconded: Commissioner David Copperman

Discussion: Counsel explained that there are no adjustments being made—this is simply the process. Rent increases must be justified with comparative rent studies to ensure they stay within a 4% cap. Tenants might receive less subsidy if they can't prove eligibility, but they can't receive more than allowed. The term "rent" can be confusing because it includes two parts: the subsidy portion (paid by the government or program) and the tenant portion (30% of their adjusted gross income). The discussion is about increasing the subsidy portion, which allows for higher reimbursement to the organization, while the tenant's portion remains unchanged.

	<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			

2025-13 Resolution to authorize a rent increase in the amount of 4.7% for Samuel Kronman effective May 1, 2025.

Moved: Commissioner Thuy Bozzett
Seconded: Commissioner David Copperman

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:

Commissioner Thuy Bozzett revealed the new letterhead, envelopes and business card design.

Public Comment for Other Matters:

206 S. 7th Ave:

Resident mentioned the bushes are overgrown and grass needs trimming and acknowledged that the landscaping contract was done today.

616 Benner St:

Resident expressed a need for a resident council for Park Terrace. Chair Ruby Hope encouraged the resident to initiate efforts.

3A Unit:

Resident requested information for funding to support resident association efforts. Deborah Hurley, Exec. Director mentioned that they can coordinate with Denise Blake, Housing Director.

5F:

Resident expressed appreciation for the work being done by the maintenance team.

Chair Ruby Hope closed the Public Meeting at 7:25 pm

Motion to adjourn: Commissioner David Copperman

Seconded: Commissioner Thuy Bozzett

All commissioners present voted to adjourn at 7:25 pm

Deborah M. Hurley, Secretary, Executive Director

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

Doc Num	Payment Date	Document Recipient	Document Description	Amount
15676	05/15/2025	Breslin & Breslin	M legal services April 2025	\$807.50
15677	05/15/2025	Intrep Solutions	Q Malware byrtes for 2 months, server backup	\$1,244.90
15678	05/15/2025	Telesystem	M telephone system-May 2025	\$231.47
15679	05/22/2025	POLCARI & CO.	M Fee Accounting Services for April 2025	\$1,750.00
15680	05/22/2025	Staples Business Advantage	M office supplies Inv#6031284378	\$220.45
15681	06/06/2025	ANCERO, LLC	M telephone service 05/24/25 to 06/23/25	\$229.40
15682	06/06/2025	Borough Of Highland Park	M Employee Dental remittance-June 2025	\$89.42
15683	06/06/2025	Edison Housing Authority	M May 2025 admin contract	\$11,596.57
15684	06/06/2025	Home Stat Inspections Inc.	M inspections-May 2025	\$148.50
15685	06/06/2025	Smartphone Secretary	M Answering service -06/24/25 - 07/21/25	\$56.78
15686	06/06/2025	Staples Business Advantage	M office supplies Inv#6032203446	\$96.46
15687	06/06/2025	Telesystem	M telephone system-June 2025	\$230.43
15688	06/06/2025	T-MOBILE	M employee cell phone-04/21/25 to 05/20/25	\$81.28
Total Payment for May 2025-HPHA Voucher				\$16,783.16

RESOLUTION # 2025-14

ADOPTING MONTHLY BILL LIST FOR THE MONTH OF MAY 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 \$16,783.16 for the month of May, 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 Thuy Bozzett

SECONDED: Commissioner William Rainwater

<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 June 26, 2025.



Deborah M. Hurley, Secretary

Approved as to legal form by Terrence Corriston, Esq.

2026 HOUSING AUTHORITY BUDGET RESOLUTION

Highland Park Housing Authority

FISCAL YEAR: April 01, 2025 to March 31, 2026

WHEREAS, the Annual Budget for Highland Park Housing Authority for the fiscal year beginning April 01, 2025 and ending March 31, 2026 has been presented before the governing body of the Highland Park Housing Authority at its open public meeting of June 26, 2025; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$3,525,093.00, Total Appropriations including any Accumulated Deficit, if any, of \$3,468,130.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$0.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Highland Park Housing Authority, at an open public meeting held on June 26, 2025 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Highland Park Housing Authority for the fiscal year beginning April 01, 2025 and ending March 31, 2026, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Highland Park Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on July 10, 2025.

(Secretary's Signature)

6/26/2025

(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Ruby Hope	X			
David Copperman	X			
Padraic Millet				X
William Rainwater	X			
Thuy Bozzett	X			
Seth Hahn				X

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May, 2025

REPORT TO THE BOARD OF COMMISSIONERS
May - 2025

Administrative Report:

1. Property Updates:

- PNC Bank Onsite Visit and Unit Inspection:
 - An onsite inspection was conducted by PNC Bank. The Asset Manager expressed that they were extremely pleased with the overall operations, maintenance, tenant interaction, and management of the building.

2. Community Engagement:

- Meals Services:
 - We continue to receive weekly prepared meals generously provided by the First Presbyterian Church of Metuchen through the Elijah's Promise organization.
- Pop-Up Pantry:
 - Out pop-up pantry is hosted monthly by Hands of Hope, offering resident convenient access to essential food items.
- Community BBQ:
 - Hosted by our Superintendent Miguel and sponsored with food supplied from Hands of Hope, and Edison Housing Authority.

3. Building Certifications:

- Roof Fans:
 - One motor on the roof ventilation system was replaced as part of ongoing maintenance efforts.

4. Resident Concerns:

- Landscaping & Fallen Branch:
 - A resident reported (to the board only) concerns regarding landscaping and a fallen branch. Donofrio Landscaping was awarded the landscaping contract on May 8th, 2025, and commenced service on May 12, 2025. Fallen Branch was removed on May 9th.
- Resident Council Board Requested:
 - Several residents expressed interest in forming a Resident Council Board. In response, the Management Office distributed notices outlining the steps for initiating and organizing a board.
- Rite-Aid – Closure Concern:
 - Residents inquired about the status of the local Rite Aid store. A informal notice was issued to all residents, advising the store was expected to begin closing operations on June 2025.

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5. **Resident Disputes:**

- **Noise Complaints:**
 - One ongoing dispute regarding excessive noise has been reported. This matter is currently pending a court hearing.
- All other resident complaints have been resolved.

Occupancy – Kronman

- 99% occupied in May.
 - 1-Move-In is pending.

Occupancy - Park Terrace

- 100% occupied in May.

Rent Collection: - (Kronman)

- Total potential rent: \$40,345.00
- Rent collected: \$40,504.00 (100.4%).

Rent Collection: - (Park Terrace)

- Total potential rent: \$11,650.00
- Rent collected: \$11,648.00 (100.0%).

Maintenance:

25 work orders completed in MAY.

- 17 routine maintenance issues.
- 6 urgent work orders. 2 - Emergency
- Breakdown of Emergency & Urgent Calls: 5-Plumbing, 1-Roof, 1-Ceiling, 1-Heat.

Special thanks to Miguel and Jeff for hosting our HPHA-Community BBQ!

Submitted by:

Denise Blake

Director of Housing

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

May-25

VMS Type Description	# of Vouchers	# of New Vouchers	Amount
Project Based Voucher	122	0	\$72,249.00
Regular Vouchers	106	0	\$126,739.00
Totals	228	1	\$198,988.00

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: 251

Number of Port Out Portable Out Vouchers: 23

Amount of Port Out Portable Out Vouchers: \$36979

Number of Checks written: 38

We have 0 more to meet our goal

Monthly Report - May 2025

Highland Park Housing Social Services Prepared by:

CL Randolph, MA

Position: Social Worker

Introduction

In May 2025, the Highland Park Housing Social Services Department remained steadfast in its commitment to supporting residents in need. As a Social Worker, I am dedicated to making a meaningful impact by ensuring the availability of essential resources and assistance for those who seek support.

Activities & Achievements

1. Legal Services, and consultation.

Provided guidance to a resident on managing interpersonal conflicts by refraining from reactive responses to others' comments. Encouraged reliance on the legal process to address disputes rather than engaging in provocation. The resident acknowledged the difficulty of maintaining composure but expressed a willingness to avoid confrontation and await her scheduled court date.

2. SNAP Application Support

Assisted multiple residents in completing recertification applications for food stamp benefits. Ensured that all applications were properly prepared and ready for submission.

3. Dental Care Support

Provided a resident with information regarding dental care options for seniors over 60 without insurance. Shared details about JFK Dental School in Edison, NJ, which offers services without a waiting list.

4. Passport Application Assistance

Guided a resident through the passport application process to ensure accurate completion before submission.

5. Stress Relaxation and Meditation Class

Organized a Stress Relaxation and Meditation class for interested residents. The session will feature calming music to facilitate relaxation, followed by a brief group discussion to promote mindfulness and stress management.

6. Home Health-Aide Inquiry

Provide residents with information on Home Health Aide services, including agency names and contact details to help them secure appropriate support.

7. Medical Transportation Assistance

Supported a resident in transitioning to a new provider for medical transportation services.

Conclusion

May was a productive and rewarding month, reaffirming our commitment to delivering essential social services to Highland Park residents. Moving forward, I remain dedicated to addressing challenges, expanding available resources, and ensuring continued community support. I look forward to furthering this vital work and making a lasting difference in the lives of those we serve.

Report Submitted by:

CL Randolph, MA

Highland Park Housing Social Worker

EXERCISE + FUN + GAME!! – Half Hour of fun and games!! You can spare half hour – Come on down to Community Room.