

**HIGHLAND PARK HOUSING AUTHORITY  
BOARD MEETING**

July 10, 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 David Copperman, Commissioner Thuy Bozzett, Commissioner Seth Hahn, Deborah Hurley, Executive Director, Borough of Highland Park,

**Absent:** Commissioner Padriac Millet  
Council Liaison, Matthew Hersh

**Approval of Minutes:**

Minutes of June 12, 2025 meeting.

**Motion:** Commissioner William Rainwater

**Second:** Commissioner Thuy Bozzett

**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

5F: Resident express that the entry to the lobby was crumbling. Management responded that they will take a look and update.

2N: Resident inquired about when the roof of the gazebo would be completed. Administration mentioned that the process may seem easy to complete; however it requires securing a roofer that is willing to come out and complete repairs.

1J: Resident inquired about a PA system to be used for meetings as its difficult to hear the meetings. Board Chair and Executive Director mentioned that it would be looked into.

Closed at 6:40 pm

## New Business:

No Discussions.

## Communications:

Executive Director Deborah Hurley mentioned that our long time resident Nancy Turkin has passed away and a flyer for a small memorial has been organized by the Stein family.

International Day celebration for the HPHA planning on the 17<sup>th</sup> July and the Celebration will be July 24<sup>th</sup>.

## Attorney's Report:

No Discussions.

## Staff Reports:

Commissioner Ruby Hope noted that staff reports were included in the board packets. Acknowledgment and thanks were given to the Director of Maintenance for successfully handling all maintenance tasks.

## Executive Director Report

Deborah Hurley, Executive Director reported that due to federal funding cuts, the Easter Seals program has been paused and that the administrative team will be monitoring the situation to see how operations is being affected.

## Committee Reports:

A new resident commissioner candidate has expressed interest.

## Resolutions:

- A. 2025-16 Resolution to approve the monthly bill list for the month of June 2025 in the amount of \$26,739.72.

Moved: Commissioner David Copperman

Seconded: Commissioner Thuy Bozzett

Discussion: No discussion.

AYES   NAYS   ABSENT   ABSTAIN

Chair Ruby Hope	X	
Commissioner Thuy Bozzett	X	
Commissioner David Copperman	X	
Commissioner Seth Hahn	X	
Commissioner Padriac Millet		X
Commissioner William Rainwater	X	

**2025-17 Resolution to Ratify the late introduction and submission of the Highland Park Housing Authority Budget for the fiscal year April 1, 2025 to March 31, 2026**

**Moved:** Commissioner David Copperman

**Seconded:** Commissioner Seth Hahn

**Discussion:** Executive Director Deborah Hurley explained that a detailed budget review was provided at the last meeting; however, there needs to be a resolution presented and approved by the board noting that it's a late submission.

	<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			

**2025-18 Resolution of the Board of Commissioners of the Borough of Highland Park Housing Authority Adopting the Cost Allocation Plan.**

**Moved:** Commissioner Thuy Bozzett

**Seconded:** Commissioner David Copperman

**Discussion:** Executive Director Deborah Hurley mentioned that the HUD Audit finding conducted last year requires that we adopt a cost allocation plan. Once approved, we will be close to meeting all requirements.

	<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			

**2025-19 Resolution by the Board of Commissioners of the Borough of Highland Park Housing Authority to Adopt the 2026 Budget.**

**Moved:** Commissioner William Rainwater

**Seconded:** Commissioner Seth Hahn

**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:**

Executive Director Deborah Hurley said that there's no new update on the Section 8 Administrator since the last discussion, but the selection process is ongoing.

**Public Comment for Other Matters:**

**5F:**

Resident expressed concern about the late budget submission, Executive Director Deborah Hurley clarified that the late budget resolution wasn't presented at the last board meeting, it is acknowledged and adopted by the board at this meeting.

**606 Benner St:**

Resident question is, once the budget is approved, what specific enhancements or improvements should be expected from the allocated funds? Executive Director Deborah Hurley explained that the budget mainly covers operating costs, with some funds set aside for improvements.

**1E:** Resident wanted to know when they can use the Gazebo. Executive Director Deborah Hurley that they were trying to get an alternate roofer to make the repairs.

**5F:** Resident was confused as the organization is Section 8 and HUD-certified, so why are taxes paid? Chair Ruby Hope explained that it still must pay a local PILOT (payment in lieu of taxes) to the township, so it is not entirely tax-free.

Chair Ruby Hope closed the Public Meeting at 6:56 pm

**Motion to adjourn:** Commissioner William Rainwater

**Seconded:** Commissioner David Copperman

All commissioners present voted to adjourn at 6:57 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
15702	07/17/2025	Breslin & Breslin	M legal services June 2025	\$807.50
15703	07/17/2025	FRANCOTYP-POSTALIA,	Q postage machine 07/12/25 to 10/11/25	\$51.00
15704	07/17/2025	Gannett New York-New	A Landscaping RFP Publication	\$57.62
15705	07/17/2025	POLCARI & CO.	M Fee Accounting Services for June 2025 & preparation of Cost Allocation Plan for submission to HUD	\$2,187.50
15706	08/07/2025	ANCERO, LLC	M telephone service 07/24/25 to 08/23/25	\$229.12
15707	08/07/2025	Borough Of Highland Park	M Employee Dental remittance-Aug 2025	\$89.42
15708	08/07/2025	DIVINSA LLC	M computer online back up service-check voided	\$0.00
15709	08/07/2025	Edison Housing Authority	M July 2025 admin contract	\$11,596.57
15710	08/07/2025	Home Stat Inspections Inc.	M inspections-July 2025	\$108.00
15711	08/07/2025	Ls Engineering Associates	M HQS inspections	\$305.00
15711	08/07/2025	Ls Engineering Associates	In error printed	(\$305.00)
15712	08/07/2025	Mazteck It	A domain renewal website hosting and maintenance	\$598.50
15713	08/07/2025	Smartphone Secretary	M Answering service -08/19/25 - 09/15/25	\$116.54
15714	08/07/2025	Telesystem	M telephone system-Aug 2025	\$230.03
15715	08/07/2025	T-MOBILE	M employee cell phone-06/21/25 to 07/20/25	\$82.78
15716	08/07/2025	Work 'N Gear, LLC	A. Embroidery on Uniform for Miguel and Jeff	\$103.55
15717	08/14/2025	Breslin & Breslin	M legal services July 2025	\$807.50
15718	08/14/2025	POLCARI & CO.	M Fee Accounting Services for July 2025	\$1,750.00
15719	08/14/2025	STATE OF NEW JERSEY	A SUI underpayment	\$38.65
15720	08/14/2025	The Print Post	As need Business cards and letter head printed	\$367.50
15721	09/04/2025	ANCERO, LLC	M telephone service 08/24/25 to 09/23/25	\$229.12
15722	09/04/2025	Borough Of Highland Park	M Employee Dental remittance-Sep 2025	\$89.42
15723	09/04/2025	Edison Housing Authority	M August 2025 admin contract	\$11,596.57
15724	09/04/2025	Smartphone Secretary	M Answering service -09/16/25 - 10/13/25	\$58.11
15725	09/04/2025	Staples Business Advantage	M office supplies Inv#6039329156	\$238.25
15726	09/04/2025	Telesystem	M telephone system-Sep 2025	\$234.52
15727	09/04/2025	T-MOBILE	M employee cell phone-07/21/25 to 08/20/25	\$82.78
<b>Total Payment for July &amp; August 2025-HPHA Voucher</b>				<b>\$31,750.55</b>

**RESOLUTION # 2025-20**

**ADOPTING MONTHLY BILL LIST FOR THE MONTHS OF  
JULY AND AUGUST 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 \$31,750.55 for the months of July and August, 2025 has been reviewed by the Board of Commissioners.

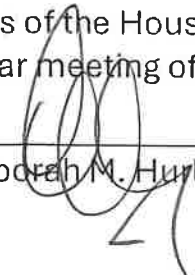
**NOW, THEREFORE, Be It Resolved** by the Board of Commissioners of the Housing Authority of the Borough Highland Park, New Jersey that the attached bill list is hereby approved and listed payments are authorized for disbursement.

**MOVED:** Commissioner Padriac Millet

**SECONDED:** Commissioner Seth Hahn

<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 Priscilla Hera	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 September 11, 2025.

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

Approved as to legal form by Terrence Corriston, Esq.



**HIGHLAND PARK**  
HOUSING AUTHORITY

## Voucher Payment Standards

The voucher Payment Standards (VPS) Schedule is the maximum amount of subsidy Highland Park Housing Authority (HPHA) will pay to the owner on behalf of a Housing Choice Section 8 voucher holder. The HPHA payment standard schedule is based on the Fair Market Rent (FMR) for each HUD-established unit size.

Voucher Payment Standards effective October 1, 2025, for new rentals, transfers, and annual recertifications:

### Board of Commissioners

**Ruby Hope**  
Chair

**William Rainwater**  
Vice Chair

**David Copperman**  
Commissioner

**Thuy Bozzett**  
Commissioner

**Padraic Millet**  
Commissioner

**Seth Hahn**  
Commissioner

**Priscilla Hera**  
Commissioner

**Deborah Hurley**  
MPA, C-PHM  
Executive Director  
& Secretary

BEDROOM SIZE	PAYMENT STANDARD
Efficiency	\$1,804
One Bedroom	\$1,978
Two Bedroom	\$2,486
Three Bedroom	\$2,981
Four Bedroom	\$3,296
Five Bedroom	\$3,334
Six Bedroom	\$3,673

Payment standards are set at 100% of FMRs published by HUD.


**Matthew Hershey**  
Borough of  
Highland Park Liaison

**\*NOTE:** The utility allowances apply to Section 8 tenants who are responsible for paying for their HEAT, HOT WATER, GAS, ELECTRIC & WATER. It should be noted that the above figures do not include utility allowance.

 242 South 6th Avenue, Highland Park 08904

 732.572.4420

 732.985.6485

 [www.highlandparkhousing.org](http://www.highlandparkhousing.org)



## RESOLUTION # 2025-21

### RESOLUTION TO APPROVE THE 2026 VOUCHER PAYMENT STANDARDS EFFECTIVE OCTOBER 1, 2025

**WHEREAS**, the Housing Authority is required by the U.S. Department of Housing and Urban Development (HUD) to establish and maintain Voucher Payment Standards in accordance with HUD guidelines; and

**WHEREAS**, the Voucher Payment Standards are used to calculate the maximum subsidy the Housing Authority will provide for families under the Housing Choice Voucher Program; and

**WHEREAS**, the Board of Commissioners has reviewed the proposed 2026 Voucher Payment Standards as submitted by staff; and

**WHEREAS**, the Board of Commissioners has determined that adoption of the proposed 2026 Voucher Payment Standards is in the best interest of the Housing Authority and the families it serves;

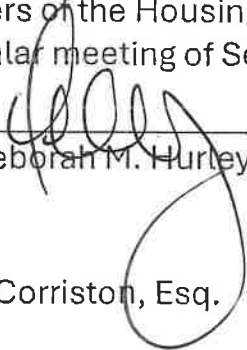
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Borough of Highland Park, New Jersey, that the 2026 Voucher Payment Standards, effective October 1, 2025, are hereby approved.

**MOVED:** Commissioner William Rainwater

**SECONDED:** Commissioner Thuy Bozzett

<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 Priscilla Hera	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 September 11, 2025.

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

Approved as to legal form by Terrence Corrison, Esq.



# RESOLUTION # 2025-22

## RESOLUTION FOR RENEWAL OF MEMBERSHIP IN THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND

WHEREAS, Highland Park Housing Authority is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2025 unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew said membership;

NOW THEREFORE, be it resolved as follows:

1. The Highland Park Housing Authority agrees to renew its membership in the New Jersey Public Housing Authority Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Chairperson/Executive Director shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Public Housing Authority Joint Insurance Fund evidencing the Authority's intention to renew its membership.

This Resolution agreed to this 11th day of September, 2025 by a vote

Of: 5 Affirmative  
1 Negative

Deborah Hurley

Chairperson/Executive Director

  
Attest

September 11, 2025

Date:

**CONTINUED**  
**RESOLUTION # 2025-22**

**AGREEMENT TO RENEW MEMBERSHIP IN THE  
NEW JERSEY PUBLIC HOUSING AUTHORITY  
JOINT INSURANCE FUND**

WHEREAS, the New Jersey Public Housing Authority Joint Insurance Fund (hereinafter the Fund) is a duly chartered Joint Insurance Fund as authorized by NJSA 40A:10-36 et seq., and;

WHEREAS, Highland Park Housing Authority is currently a member of said Fund, and;

WHEREAS, effective December 31, 2025, said membership will expire unless earlier renewed, and;

WHEREAS, the Chairperson/Executive Director and Board of Commissioners of the Authority has resolved to renew said membership;

NOW THEREFORE, it is agreed as follows:

1. Highland Park Housing Authority hereby renews its membership in the New Jersey Public Housing Authority Joint Insurance Fund for a three (3) year period, beginning January 1, 2026 and ending December 31, 2028.
2. Highland Park Housing Authority hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operational documents of the New Jersey Public Housing Authority Joint Insurance Fund as from time to time amended and altered by the Department of Insurance in accordance with the Applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. Highland Park Housing Authority agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership of the in the New Jersey Public Housing Authority Joint Insurance Fund agrees, subject to the continuing approval of the Commissioner of Insurance, to accept the renewal application of (Name of Authority).
5. Executed the 11th day of September, 2025 as the lawful and binding act and deed of the Highland Park Housing Authority, which execution has been duly authorized by public vote of the governing body.

Deborah Hurley  
Chairperson/Executive Director

  
Attest:

September 11, 2025

Date:



## Administrative Report: AUGUST - 2025

### Board of Commissioners

#### Property Updates:

**Ruby Hope**  
*Chair*

- Tenant Engagement

- Held quarterly tenant meeting
- Reviewed differences between Tax Credit & Sections 8 Recertifications processes.
- Addressed ongoing resident etiquette and housekeeping issues.

**William Rainwater**  
*Vice Chair*

**David Copperman**  
*Commissioner*

- Contracted Repairs & Scheduled Work:

- Roof fascia replacement (approx. 6 - 8 ft) – Scheduled 09/10/25
- Tub-to-ADA shower conversion – Scheduled for 09/03/25
- Bathroom ventilation system installation and repairs – Scheduled for 09/03/25
- Roof leak repair – (Park Terrace)- Scheduled 09/10/25
- Ordered Two replacement dumpsters – (Park Terrace) – Delivery TBD

**Thuy Bozzett**  
*Commissioner*

**Padraic Millet**  
*Commissioner*

**Seth Hahn**  
*Commissioner*

- Bids Drafted for Future Projects:

- Replacement of 20 Gas Water heating tanks – Park Terrace
- Installation of 23 Ceiling exhaust fans – Park Terrace
- Repair of 650 sq. ft. of concrete/sidewalk – Kronman

**Priscilla Hera**  
*Commissioner*

**Deborah Hurley**  
**MPA, C-PHM**

*Executive Director  
& Secretary*

- Community Engagement:

- Meals Services:
  - Weekly prepared meals continue to be provided by the First Presbyterian Church of Metuchen, in partnership with Elijah's Promise.
  - We also distribute 100 meals to the Highland Park Community food Bank & 50 meals to AHEPA
- Pop-Up Pantry:
  - Hosted monthly by Hands of Hope, offering resident convenient access to essential food items.

**Matthew Hersh**  
*Borough of  
Highland Park Liason*

- Resident Disputes:

- We are working with our Attorney to resolve 2 residents disputes
  - A court date of 09/03/25 has been set for 1 resident.

 242 South 6th Avenue, Highland Park 08904



### Board of Commissioners

**Ruby Hope**  
*Chair*

**William Rainwater**  
*Vice Chair*

**David Copperman**  
*Commissioner*

**Thuy Bozzett**  
*Commissioner*

**Padraic Millet**  
*Commissioner*

**Seth Hahn**  
*Commissioner*

**Priscilla Hera**  
*Commissioner*

**Deborah Hurley**  
**MPA, C-PHM**  
*Executive Director & Secretary*

**Matthew Hersh**  
*Borough of Highland Park Liason*

### Occupancy – Kronman

- **97%** occupied in AUGUST.
  - 3-Move-Ins are pending.

### Occupancy - Park Terrace

- **100%** occupied in AUGUST.

### Rent Collection: - (Kronman)

- Total potential rent: \$39,608.00
- Rent collected: \$39,608.00 (**100.0%**).

### Rent Collection: - (Park Terrace)

- Total potential rent: \$12,058.00
- Rent collected: \$11,462.00 (**95.1%**).
- Rents have been affected by resident's disputes

### Maintenance:

#### 18 work orders completed in AUGUST.

- 11 - routine maintenance issues.
- 4 - urgent work orders.
- 1 – Preventative.
- 2 - Emergency: Plumbing.


**Thank you!**


Submitted by:


**Denise Blake**

Director of Housing

 242 South 6th Avenue, Highland Park 08904

 732.572.4420

 732.985.6485

 [www.highlandparkhousing.org](http://www.highlandparkhousing.org)





**REPORT TO THE BOARD OF COMMISSIONERS**  
**Month of July, 2025**

**Board of  
Commissioners**

**Administrative Report**

**Ruby Hope**  
*Chair*

• **Property Updates:**

**William Rainwater**  
*Vice Chair*

- Completed and uploaded all 100 Tax Credit recertifications for 2025 to the state website. Preparations for the new recertification cycle will commence in September.

**David Copperman**  
*Commissioner*

- We repaired and secured the exterior water valve

**Thuy Bozzett**  
*Commissioner*

- Initiated the procurement of a contractor to repair approximately 6 - 8 ft of roof Fascia

**Padraic Millet**  
*Commissioner*

• **Community Engagement:**

**Seth Hahn**  
*Commissioner*

○ **Meals Services:**

- Weekly prepared meals continue to be provided by the First Presbyterian Church of Metuchen, in partnership with Elijah's Promise.

**Priscilla Hera**  
*Commissioner*

**Deborah Hurley**  
**MPA, C-PHM**  
*Executive Director  
& Secretary*

○ **Pop-Up Pantry:**

- Hosted monthly by Hands of Hope, offering resident convenient access to essential food items.

**Matthew Hersh**  
*Borough of  
Highland Park Liaison*

• **Resident Disputes:**

- We are working with our Attorney to resolve 2 residents disputes
  - A court date for 1 resident dispute has been issued.

 242 South 6th Avenue, Highland Park 08904



## **Occupancy – Kronman**

**99%** occupied in JULY.

- 2-Move-In is pending.

## **Occupancy - Park Terrace**

**100%** occupied in JULY.

## **Rent Collection: - (Kronman)**

- Total potential rent: \$40,047.00
- **Rent collected: \$39,028.00 (97.5%).**
- Rents have been affected by a resident dispute

## **Rent Collection: - (Park Terrace)**

- Total potential rent: \$11,806.00
- **Rent collected: \$11,210.00 (95.0%).**
- Rents have been affected by residents' disputes

## **Maintenance:**

**28 work orders completed in JULY.**

- 20 - routine maintenance issues.
- 2 - urgent work orders.
- 5 – Preventative.
- 1 - Emergency: Plumbing call

***Thank you Everyone for your hard work!***

Submitted by:

**Denise Blake**

Director of Housing

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

**Aug-25**

VMS Type Description	# of Vouchers	# of New Vouchers	Amount
Project Based Voucher	120	0	\$75,399.00
Regular Vouchers	104	0	\$120,531.00
Totals	224	0	\$195,930.00

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: 249

Number of Port Out Portable Out Vouchers: 24

Amount of Port Out Portable Out Vouchers: \$36918

Number of Checks written: 38

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**We have 0 more to meet our goal**

## To Monthly Report August 2025

Highland Park Housing Authority, Social Services, Prepared by:

CL Randolph, MA

Title: Social Worker

### Introduction

In August 2025, the Highland Park Housing Authority Social Services Department continued its unwavering commitment to supporting residents. As a dedicated Social Worker, I strive to make a meaningful impact by ensuring the availability of essential resources, services, and assistance for those seeking support.

### Activities & Achievements

1. **Assistance with Overpayment Issue:** Assisted a resident in obtaining a refund for an overpayment of \$194.40. The credit/refund was successfully issued. The residents stopped by the office to express their satisfaction upon receiving the refund.
2. **Home Health Care:** Provided several residents with information about Home Health Care Services and informed them of the upcoming presentation scheduled for next month.
3. **Resident Request:** Responded to three residents' requests for additional time to prepare for their home inspections. Conduct follow-up reinspection and inform residents of the next upcoming reinspection date, noting some signs of improvement.
4. **Wellness Check Assistance:** Encountered a resident feeling unsteady near the main entrance. Assisted the residents in a safe place to sit, provided cool water, and called 911 at the request of residents. Emergency responders arrived, conducted an examination, and determined the resident could remain at home.
5. **Stress Relaxation Techniques and Meditation Class:** Organized a Stress Relaxation Technique and Meditation Class for interested residents. The session included calming music and group discussions to promote mindfulness and stress management techniques. Despite being a small group, participants shared their experiences and expressed enjoyment of the session.
6. **Home Health-Aide Inquiry:** Provided several residents with information on Home Health Aide services, including agency names and contact details. Scheduled a presentation by a Home Health Aide agency for next month and emphasized the importance of checking their monthly calendars for this information.



7. **Anchor Renters' Assistance:** Assisted five residents with information on obtaining renters' applications for a renter's refund. Provided the necessary contact information for application requests.
8. **Life Insurance:** Offered information on life insurance, facilitated by Mr. S Freeman, to interested residents. Hosted one-on-one meetings with coffee and donuts provided, addressing all questions and concerns. Approximately 8-10 residents expressed interest in life insurance.

### **Conclusion**

August was a productive and rewarding month, reaffirming our commitment to delivering essential social services to Highland Park residents. 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**



# HPHA ACTIVITIES CALENDER 2025

# September 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
 WE WILL BE <b>Closed</b> MONDAY, SEPTEMBER 1ST IN HONOR OF <b>LABOR DAY</b>	2	3	4	5	6/7
 <b>ARTS IN THE PARK</b> SEPTEMBER 8 11:30 AM - 4:30 PM ONE KATHLEEN AVE. METUCHEN, NJ 08840	9	10	 <b>BIKE RODEO</b> Sayreville Bike Rodeo Sept 4th 5-7PM Event For Family and Friends	 <b>DiyaCare</b> Anna 1:30PM - 3:00PM Kironman Community Room Refreshments will be served	Sunday <b>September 7</b> <b>5:00 p.m.</b> <b>Social Center</b> First Presbyterian Church of Metuchen 270 Woodbridge Avenue Metuchen, NJ 08840
15	16	17	18	19	20/21
		 <b>Elijah's Promise</b> Food Changes Lives	 <b>Board of Commissioners meeting- 6:30pm</b> 9/11	 Meet w/ Cozette to do De-Stress program 1:30PM	
22	23	24	25	26	27/28
		 <b>Elijah's Promise</b> Food Changes Lives	Sam Freeman Health Insurance discussion Kironman Community Room 10-10:30AM Refreshments will be served	 <b>POP UP PANTRY</b> Pop Up Pantry - 11:00-3:00 PM Available at a Low Cost	
29	30	31	 <b>MIDDLESEX COUNTY, N.J.</b> Oct 21st 10-11am @Highland Park Community Center	 <b>RIDE</b> Public Mobility Options Available at a Low Cost	 <b>Roald Dahl Day</b> 13th September



**HIGHLAND PARK FARMERS MARKET**



**Sayreville BIKE RODEO**

**WAR MEMORIAL PARK**  
 225 MACARTHUR AVE.  
 SAYREVILLE, NJ 08872  
 "Bring your bikes, spectators, family & friends!"



**FARMERS MARKET**



**FARMERS MARKET**






**Blood Moon Total Lunar Eclipse**



**Middlesex County**



**First Presbyterian Church of Metuchen**  
 Where God's Love Welcomes All

**Free Community Dinner Sept 7th**



**Roald Dahl Day**  
 13th September

# LANDMARK

**GREETINGS FROM YOUR  
COMMUNITY NEWS LIAISON**

**HELLO EVERYONE!**

Happy Birthday to all residents born in September and October! And we are so happy to welcome back the residents who have returned from the hospital. Personally, I hope the last few weeks of summer have been good to you and as we head into autumn you are able to find some sweetness. I especially enjoyed our International Day back in July when residents brought food from their cultures for everyone to try. There was some delicious chicken tikka marsala, roasted potatoes, and scrumptious cookies for dessert, plus a rousing game of bingo. It was a great opportunity for me to spend some time with some residents I hadn't seen in a while, and I look forward to the next one. In the meantime, I am happy to report that Miguel has rebuilt the fencing around the community gardens. If you are interested in a garden plot, please let the office know so that we can once again beautify our space. Additionally, some lovely succulents have been added to the entrance to our building. We ask that residents help us care for these little treasures so that they continue to thrive. As always, the office staff is available for resident questions and concerns. When Denise is in her office, all residents are welcome to come in and chat with her. No appointment is necessary. We hope you'll take advantage of her open-door policy! Have a wonderful autumn. I'll be back in November with our end of the year updates!

**ALLISON BALDWIN  
COMMUNITY NEWS LIAISON  
APARTMENT 3A**

# LANDMARK

## PUBLIC MEETING BEST PRACTICES

### **Be respectful:**

Address everyone in the room with courtesy and professionalism.

### **Wait to Be**

**Recognized:** During public comments, please wait to be recognized by a meeting facilitator before speaking. Follow meeting structure.

### **Limit Speaking Time:**

Individual comments may be subject to time limits. Avoid interruptions.

**No name calling, cursing, screaming, or threatening behavior. No gossiping.**

## **Tenant Meeting Round-up**

*August 2025*

The Highland Park Housing Authority held its quarterly tenant meeting on Thursday, August 7<sup>th</sup> at 1:30pm in the Community Room. Important updates are as follows:

The staff is still working to get the roof repaired. The contractor originally set to do the job did not do the job correctly so was released from the contract. The Housing Authority is not going to pay money for a job not done correctly. Staff is still trying to procure a high-quality roofing company that complies with housing authority guidelines. Procurement has levels and takes time. Staff is trying to fix the roof as quickly as possible. Until then, the gazebo is still closed.

The Highland Park Housing Authority has received "High-Performer" and "Excellent" scores related to Section 8 and Tax Credit inspections. High performance means more funding for us.

Our Easter Seals workers are no longer here to help us clean the building due to restructuring at the federal government level. We ask the residents continue to help us maintain cleanliness of the residence. If residents need help with housekeeping, please see Cozette so that she can help you get connected with a home health aide.

Zena is in charge of Section 8. Denise is in charge of tax credit. These are separate jobs. Zena and Denise need to receive separate paperwork. They cannot ask each other for residents' paperwork. Your information is confidential so must be given to each person separately.

# LANDMARK

## DEEPEST CONDOLENCES

The Staff of the Highland Park Housing Authority expresses their deepest condolences for the passing of beloved residents '**Chuck**' **Maurice Lacaille** and **Nancy Turkin**. We wish all who knew them comfort at this time.

## NEW LEADERSHIP

Please join us in congratulating our newly elected resident commissioner, **Priscilla Hera**. She was vetted by our executive director and confirmed into office by our Mayor!

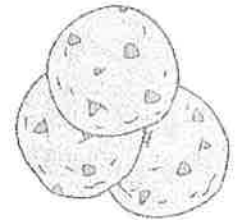


## Volunteers Needed: Elijah's Promise Food Pick-Up

If you are interested in helping, the staff is looking for someone to travel to First Presbyterian Church in Metuchen each Wednesday to pick up 150+ pre-made food boxes. Thanks to the generosity of Elijah's Promise, we're now allowed to share this food to the Highland Park Food Pantry and our neighbors at the AHEPA building across the street.

## AI Chat and Cookies Event

Denise will be hosting a very small group chat about AI 'companion' bots. The event will happen in September and will be posted on will be included in our monthly calendar. Cookies and coffee will be served. Come curious and leave caffeinated!



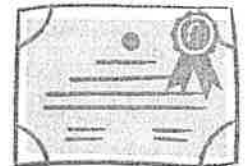
## We Need Your Input: Annual Gratitude Party Awards!

We will be having our annual gratitude party this fall, in either October or November and we need your input regarding who to nominate for the following awards:

What Highland Park Auxiliary member should receive the MVP Award and the GOAT award?

Which residents should we honor with the:

Good Vibes Only Award  
The Bridge Builder Award  
The Glue that Holds Everyone Together Award  
The Sweeter than Iced Tea Award



What other awards should we consider? Let the office know!



# LANDMARK

## CONTACT THE STAFF: WHO, WHAT, WHEN

**Denise Blake (director of housing):** see Denise for **tax credit recertifications**, issues with a Highland Park Housing Authority employee, policy and procedure questions and concerns, waitlist management, **questions about rules and regulations in the building, resident disputes, rent payments**, occupancy concerns, disputes with an employee, **court related issues, if you want to see any changes in the building.** Denise cannot answer questions related to Section 8.

**Zena Sutton (section 8 director):** see Zena for **Section 8 recertifications, rent adjustments due to changes in income**, if available, the issuing of Section 8 vouchers. **Mondays and Thursdays only.** Zena cannot answer questions related to building procedures.

**Reema Rege (administrative assistant):** see Reema for transcripts of minutes for monthly meetings, **to hand in documents related to tax credit recertifications, to submit work orders**, to ask a question through email.

**Cozette Randolph (social worker):** see Cozette for **help with any and all social service activities**, such as **signing up for medical programs, filling out personal paperwork, finding government services in the area, requesting social programs in the building, help navigating mental health concerns**, and procuring a home health aide if needed **Available Thursdays and Fridays.**

**Miguel and Jeff (maintenance):** see Miguel and Jeff for questions related to the maintenance of the building and grounds. They maintain records to ensure that systems are functioning as designed. They also complete work orders that come through the only and are assigned to them by Reema. **Miguel and Jeff cannot remove, lift, or deliver furniture or packages on your behalf.**