

**HIGHLAND PARK HOUSING AUTHORITY
BOARD MEETING**

September 11, 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 Padriac Millet, Commissioner William Rainwater, Commissioner Thuy Bozzett, Commissioner Seth Hahn, Council Liaison, Matthew Hersh, Deborah Hurley, Executive Director, Terrance Corriston Esq., Counsel

Absent: Commissioner David Copperman

Approval of Minutes:

Minutes of July 10, 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			
Commissioner Priscilla Hera			X	

Public Comment

3P: Tenant acknowledged late resident Chuck's contributions (flowers, picnics), Deborah Hurley mentioned that was noted and included in the newsletter.

3B: Tenant raised concerns on sidewalk and threshold concrete issues. Chair Ruby Hope mentioned Denise Blake, Housing Director has obtained quotes for repairs and work will begin soon.

Closed at 6:36 pm

New Business:

Welcomed new board member Priscilla Hera and invited her to introduce herself.

Communications: There was no communication to present.

Attorney's Report:

Rent collections remain strong and one of the two resident disputes has been resolved. We are awaiting a court date for the second dispute. In addition, Terrance Corriston, esq. expressed appreciation for Denise Blake, Housing Director efforts to ensure documentation is detailed which assists with court proceedings.

Staff Reports:

Commissioner Ruby Hope noted that staff reports were included in the board packets. Section 8 requirements have been met, funds are being used efficiently, and presently there will be no further briefings held until further notice.

Executive Director's Report: Presented by Deborah Hurley

- **Pergola Roof:** Project completed successfully.
- **HUD Audit:** The audit has been officially closed with positive results. The Administrative Plan update remains in progress and is expected to be finalized by December or January.
- **Resident Commissioner:** Priscilla Hera has been appointed and fully onboarded as the new Resident Commissioner.
- **Section 8 Program:** The Authority has regained its *High Performer* status.
- **Parking Lot:** The entranceway to the rear parking lot has been repaired by the Borough.
- **Sidewalk Repairs:** Quotes have been obtained for sidewalk repairs, with the entranceway identified as the top priority.
- **Resident Repair Requests:** All emergency and internal unit repairs have been addressed promptly.
- **Staff Support:** Appreciation extended to Jeff and Miguel for their continued dedication. The Authority is exploring the option of hiring part-time assistance to help reduce workload demands.
- **Park Terrace Dumpster:** Purchase approved and proceeding.

Committee Reports:

No Report

Resolutions:

2025-20 Resolution to approve the monthly bill list for the months of July and August 2025 in the amount of \$31,750.55.

Moved: Commissioner Padriac Millet

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 Bozzett	X			
Commissioner David Copperman			X	
Commissioner Seth Hahn	X			
Commissioner Padriac Millet	X			
Commissioner William Rainwater	X			
Commissioner Priscilla Hera	X			

2025-21 Resolution to approve the 2026 voucher payment standards effective October 1,2025.

Moved: Commissioner William Rainwater

Seconded: Commissioner Thuy Bozzett

Discussion: HUD increased voucher payment standards, current rates expected to be sufficient, all vouchers in use, and spending will be closely monitored.

	<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			
Commissioner Priscilla Hera	X			

2025-22 Resolution of the Board of Commissioners of the Borough of Highland Park Housing Authority Approve the renewal of Membership in the New Jersey Public Housing Authority Insurance Fund and the Agreement to Renew Membership for a three year period.

Moved: Commissioner Padriac Millet

Seconded: Commissioner Thuy Bozzett

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			
Commissioner Priscilla Hera	X			

Old Business:
No Discussions.

Public Comment for Other Matters:

3B:

Tenant was concerned about rumors shutting down programs, including section 8. Deborah Hurley, Exec. Director explained that presently, there are no plans to eliminate programs as congress has not passed the budget.

1J:

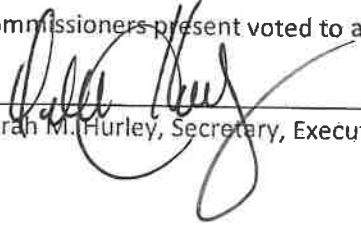
Tenant expressed Easter Seals grant suspended placed a burden on our small maintenance team. What will be the solution? Chair Ruby Hope said that exploring hiring part-time assistance, as there are budget constraints that must be considered.

1E: Tenant said that without Easter Seals it is a lot for Jeff and Miguel to clean. Commissioners discussed if sharing resources with Borough is an option so exploring options.

Chair Ruby Hope closed the Public Meeting at 6:57 pm

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

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
15728	10/06/2025	ANCERO, LLC	M telephone service 09/24/25 to 10/23/25	\$229.12
15729	10/06/2025	Borough Of Highland Park	M Employee Dental remittance-Oct 2025	\$89.42
15730	10/06/2025	Breslin & Breslin	M legal services August2025	\$807.50
15731	10/06/2025	Edison Housing Authority	M September 2025 admin contract	\$11,596.57
15732	10/06/2025	Michael Dolgos	Q retiree Medicare reimbursement 3Q 2025	\$370.00
15733	10/06/2025	ONLINE INFORMATION SERVICES	M 1 criminal background checks	\$29.95
15734	10/06/2025	Picture-it, Inc	As need Nameplate for commissioner Priscilla Hera	\$20.00
15735	10/06/2025	POLCARI & CO.	M Fee Accounting Services for August 2025	\$3,500.00
15736	10/06/2025	Smartphone Secretary	M Answering service -10/14/25 - 11/10/25	\$58.67
15737	10/06/2025	Staples Business Advantage	M office supplies-Water Dispenser Inv#6041918346	\$248.94
15738	10/06/2025	SUPERIOR OFFICE SYSTEMS, INC.	Q copier maintenance-09/27/2025-12/26/2025	\$83.34
15739	10/06/2025	Telesystem	M telephone system-Oct 2025	\$235.71
15740	10/06/2025	The Nelrod Company	A Section 8 HCV Initial Utility Allowance Survey & Study 2025	\$2,630.00
15741	10/06/2025	The Print Post	As need Envelopes Window -2500 printed	\$217.50
15742	10/06/2025	T-MOBILE	M employee cell phone-08/21/25 to 09/20/25	\$82.78
Total Payment for September 2025-HPHA Voucher				\$20,199.50

RESOLUTION # 2025-23

ADOPTING MONTHLY BILL LIST FOR THE MONTH OF SEPTEMBER 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 \$20,199.50 for the month of September, 2025 has been reviewed by the Board of Commissioners.

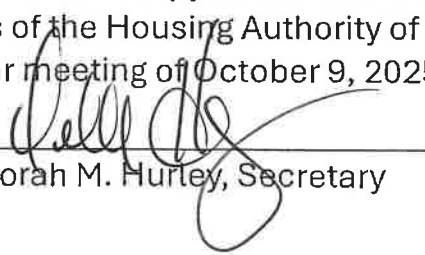
NOW, THEREFORE, Be It Resolved by the Board of Commissioners of the Housing Authority of the Borough Highland Park, New Jersey that the attached bill list is hereby approved and listed payments are authorized for disbursement.

MOVED: Commissioner David Copperman

SECONDED: Commissioner Padriac Millet

<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 October 9, 2025.


Deborah M. Hurley, Secretary

Approved as to legal form by Terrence Corrison, Esq.

RESOLUTION # 2025-24

RESOLUTION TO REVISE UTILITY ALLOWANCES FOR THE HOUSING CHOICE VOUCHER PROGRAM AT THE HIGHLAND PARK HOUSING AUTHORITY

WHEREAS, the Highland Park Housing Authority (hereinafter "the Authority") administers the Housing Choice Voucher (HCV) Program in accordance with the regulations set forth by the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, HUD regulations (24 CFR § 982.517) require Public Housing Authorities to maintain a schedule of utility allowances for all tenant-paid utilities (including electricity, gas, water, sewer, and trash collection), which reflects current utility rates and consumption estimates; and

WHEREAS, HUD requires that utility allowance schedules be reviewed at least annually and revised if there has been a change of 10% or more in the utility rates since the last revision; and

WHEREAS, the Authority has conducted a review of current utility rates and determined that changes in certain utility rates warrant a revision of the utility allowance schedule; and

WHEREAS, the revised utility allowance schedule has been developed in accordance with HUD guidelines and is attached hereto as Exhibit A; and

WHEREAS, the revised utility allowance schedule will ensure that voucher holders are provided with an equitable allowance that reflects current utility costs and supports continued housing affordability.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Highland Park Housing Authority hereby:

1. **Approves** the revised Utility Allowance Schedule, as presented in Exhibit A;
2. **Directs** that the revised Utility Allowance Schedule be implemented for all new leases and annual reexaminations effective November 1st, 2025.
3. **Authorizes** the Executive Director or designee to take all necessary actions to notify participants, landlords, and other stakeholders of the revised utility allowance schedule and to submit any required documentation to HUD.

PASSED AND ADOPTED this 9th day of October, 2025, by the Board of Commissioners of the Highland Park Housing Authority, by the following vote:

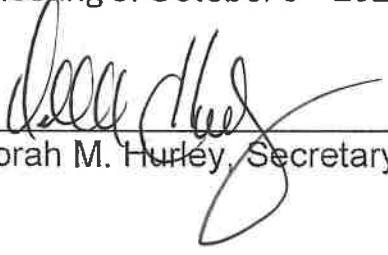
MOVED: Commissioner Padriac Millet

SECONDED: Commissioner Seth Hahn

RESOLUTION # 2025-24

Member Recorded Vote	Ayes	Nays	Abstain	Absent
Chair Ruby Hope	X			
Commissioner Thuy Bozzett	X			
Commissioner David Copperman	X			
Commissioner Seth Hahn	X			
Commissioner Padraic Millet	X			
Commissioner William Rainwater				X
Commissioner Pricilla Hera	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 October 9th, 2025.



Deborah M. Hurley, Secretary

Approved as to legal form by Terrence Corriston, 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



**Administrative Report:
September - 2025**

Property Updates:

- **General Admin.**

- Submitted 3rd Quarter PNC report.
- Start of - Tax Credit Recertification season for 2026.
- All Kronman vacancies have been filled - 2 Applicants are currently pending move-in

- **Repairs & Scheduled Work:**

- Sidewalk Repairs have been ordered for Kronman – Scheduled for - 10/02/2025
- Asphalt repair for Kronman – Scheduled for - 10/18/2025

***Completed (building) Repairs/Inspections:**

- Park Terrace - Fire Alarm Testing & Filter replacement – completed
- Roof fascia replacement (approx. 6 - 8 ft) – Repaired on - 09/10/25
- Tub-to-ADA shower conversion – Completed on - 09/03/25
- Bathroom ventilation system installation and repairs – Completed on - 09/03/25
- Roof leak repair – (Park Terrace)- Repaired on - 09/10/25

- **Community Engagement:**

- **Meals Services:**

- Weekly prepared meals continue to be provided by the First Presbyterian Church of Metuchen, in partnership with Elijah's Promise.
 1. We distributed 115 meals to the Highland Park Community Food Bank & 25 meals to AHEPA building.

- **Pop-Up Pantry:**

- Hosted monthly by Hands of Hope, offering resident convenient access to essential food items. Foods is faithfully delivered to us by Charles Tomaro one of our Middlesex County Freeholders.

- **Resident Disputes:**

- We are working with our Attorney to resolve 1 resident dispute
 - A court date in November has been scheduled.

Occupancy – Kronman

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

**242 SOUTH SIXTH AVENUE
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- **98%** occupied in September.
 - 2-Move-Ins are pending.

Occupancy - Park Terrace

- **100%** occupied in September.

Rent Collection: - (Kronman)

- Total potential rent: \$39,870.00
- **Rent collected: \$39,870.00 (100.0%).**

Rent Collection: - (Park Terrace)

- Total potential rent: \$12,026.00
- **Rent collected: \$10,973.00 (91.2%).**
 - Rents have been affected by our pending court case

Maintenance:

31 work orders completed in September.

- 19 - routine maintenance issues.
- 3 - urgent work orders.
- 1 – Preventative.
- 1 - Emergency: Plumbing.
- 2 – Inspection.

Thank you!

Submitted by:
Denise Blake
Director of Housing

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

Sep-25

VMS Type Description	# of Vouchers	# of New Vouchers	Amount
Project Based Voucher	120	0	\$74,945.00
Regular Vouchers	104	0	\$129,001.00
Totals	224	0	\$203,946.00

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: 22

Amount of Port Out Portable Out Vouchers: \$35475

Number of Checks written: 38

We have 0 more to meet our goal

Highland Park Housing Authority
242 South 6th Ave, Highland Park, NJ 08904
Phone: (732) 572-4420 Fax: (732) 985-6485

crandolph@hphousing.org

Case Work Monthly Summary for September

Task#	Categories	Activities & Achievements
001	Notary Referral	Referred 3 residents to our in house Notary
002	Assistant Living	Supported a resident by contacting their doctor regarding assisted living. The doctor scheduled an appointment, and the resident was subsequently approved for assisted living placement.
003	Medicaid assistance	Assisted 3 residents in completing and submitting Medicare applications, ensuring they had access to necessary healthcare coverage.
004	Snap Benefits	Assisted 2 residents with completing and submitting SNAP applications, ensuring access to nutritional assistance benefits
005	Social Security documentation	Assisted 3 residents by preparing and submitting Social Security Income verification letters to ensure accurate and timely documentation.
006	Anchor Application Support	Assisted 4 residents in accessing renter's refund applications by providing guidance and the necessary contact information for application requests
007	Wellness check	Successfully conducted wellness checks for 4 residents, ensuring their safety and well-being. Identified urgent needs and coordinated emergency response by calling 911 to secure timely medical assistance.
008	Pre-House Inspections	Conducted pre-house inspections for 6 residents and issued 30-day notices to residents who did not pass inspection, outlining required cleaning and changes prior to re-inspection
009	House Re-Inspections	Conducted follow-up reinspection visits for 6 residents, resulting in 5 passing and 1 failing the inspection.
010	United Health Care Questions	Coordinated a United Health Care services presentation for 15 attendees, providing information on available healthcare options and resources
011	Hoarder Assistance Referrals	Provided hoarder assistance referrals for 10 residents, connecting them with resources to support safe and organized living environments.
012	Food Pantry Assistance	Assisted and monitored residents during the monthly Food Pantry event, ensuring equitable distribution of resources and providing support throughout the process for approximately 20 residents
013	Doctor Appointment Assistance	Coordinated medical care for 4 residents by scheduling and organizing their doctor's appointments.
014	Stress Management & Relaxation	Organized a Stress Relaxation and Meditation class for 6 residents, featuring calming music, guided mindfulness activities, and group discussions on stress management techniques. Participants actively shared their experiences and provided positive feedback about the session.
015	Home Health Care Services	Assisted 10 residents by providing detailed information and guidance on available Home Health Care services including agency names and contact details

OCTOBER
Breast
CANCER
awareness
MONTH

A vertical strip of Halloween-themed illustrations. It features a repeating pattern of various elements: white ghosts with black eyes and mouths, orange pumpkins with green stems, black bats in flight, and intricate spider webs. Small black stars and dots are scattered throughout the design. The illustrations are rendered in a simple, cartoonish style with black outlines and some flat colors.

**HIGHLAND PARK HOUSING AUTHORITY - HOUSING CHOICE VOUCHER PROGRAM
FINANCIAL STATEMENTS - BUDGETED VS. ACTUAL INCOME STATEMENT
FOR THE SIX MONTHS ENDED SEPTEMBER 30, 2024**

BUDGET NOTES

Administrative expenses are approximately \$20,000 less than budget due primarily to salary and benefits.

The housing choice voucher program has \$623,723 in cash, while monthly HAP expense is approximately \$218,000. Thus, if HAP and administrative fee subsidies are not received due to the federal government shutdown, the voucher program could sustain itself for two months (November and December 2025). While the federal government has been silent on this topic, during past government shutdowns HAP subsidy and administrative subsidy payments have been made to housing authorities as scheduled.

Highland Park Housing Authority

Balance Sheet

September 30, 2025

Program: Section 8 Voucher

Project: Consolidated

	Balance
ASSETS	
Cash - Highland Park Section 8	\$ 623,273
A/R PHA Housing Authority	1,160
Annual Contributions Receivable - HUD	
Prepaid Insurance	4,421
Furniture & Equipment Admin	30,313
Accumulated Depreciation	(22,007)
Deferred Outflows	43,629
TOTAL ASSETS	\$ 680,789
LIABILITIES AND SURPLUS	
LIABILITIES	
Accounts Payable and Accrued Expenses	\$ 30,244
Accounts Payable - HA Admin.	(218,739)
Due to/from HP Park RAD	40,089
Accounts Payable - HUD	12,002
Due to/from Kronman	25,539
Accrued OPEB	69,753
Accrued Pension	120,303
Deferred Inflows	71,165
TOTAL LIABILITIES	150,356
SURPLUS	
Restricted Net Assets	103,512
Unrestricted Net Assets	417,083
Invested In Net Assets	9,838
TOTAL SURPLUS	530,433
TOTAL LIABILITIES AND SURPLUS	\$ 680,789

Highland Park Housing Authority
Budget vs. Actual Operating Statement
Six Months Ending September 30, 2025
Program: Section 8 Voucher Project: Consolidated

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
INCOME				
2210 HAP Subsidy	\$ 2,615,000	\$ 1,307,500	\$ 1,504,648	\$197,148
2210.1 Administrative Fee Earned	343,000	171,500	178,129	6,629
311001 Fraud Recovery	9,500	4,750	-	(4,750)
361000 INTEREST INCOME	500	250	5,940	5,690
369005 Repayments	-	-	-	-
TOTAL INCOME	2,968,000	1,484,000	1,688,717	204,717
EXPENSES				
411000 ADMINISTRATIVE SALARIES	39,319	19,660	9,395	10,265
413000 LEGAL EXPENSE	12,000	6,000	4,038	1,962
414000 STAFF TRAINING	2,800	1,400	-	1,400
415000 TRAVEL	3,200	1,600	-	1,600
417000 ACCOUNTING	13,200	6,600	6,600	-
417100 AUDIT FEES	7,000	3,500	2,587	913
418000 TELEPHONE	10,500	5,250	6,340	(1,090)
419000 SUNDRY ADMINISTRATIVE	24,100	12,050	1,931	10,119
419001 MANAGEMENT CONTRACT-	139,160	69,580	69,580	-
454001 EMPLOYEE BENEFITS	23,461	11,731	6,309	5,422
410000 SECTION 8 INSPECTIONS	3,500	1,750	2,581	
4590.1 Port Out Admin Fee	19,030	9,515	12,875	(3,360)
451000 INSURANCE	17,000	8,500	8,688	(188)
550000 Depreciation Expense	3,063	1,532	1,532	(1)
4715 HAP Expense	2,314,000	1,157,000	1,189,532	(32,532)
4715.1 Port in HAP Expense	-	-	-	-
4715.2 Port Out HAP Expense	301,000	150,500	217,544	(67,044)
TOTAL EXPENSES	2,932,333	1,466,167	1,539,532	(72,535)
SURPLUS	\$ 35,667	\$ 17,834	\$ 149,185	\$132,183

Increase/(Decrease) in HAP Equity
Increase/(Decrease) in Admin. Fee Equity

\$ 103,512
45,673
\$ 149,185

Highland Park Housing Authority

Balance Sheet

September 2025

Program: HA Administration

Project: Consolidated

	Balance
ASSETS	
111102 Highland Park Admin-General Account	36,271
111108 Highland Park CD Acct# 2211	11,782
112902 A/R- VOUCHER PROGRAM	(217,131)
112903 MANAGEMENT FEES DUE FROM KRONMAN	21,502
112904 Due From Highland Park Affordable	(29,879)
112906 Due to/from Kronman	176,808
121100 PREPAID INSURANCE	8,841
TOTAL ASSETS	8,193
LIABILITIES AND SURPLUS	
LIABILITIES	
211703 PENSION W/H PAYABLE	
TOTAL LIABILITIES	
SURPLUS	
282000 RETAINED EARNINGS (Current Year)	2,796
282000 Current Year Net Income	5,397
TOTAL SURPLUS	8,193
TOTAL LIABILITIES AND SURPLUS	8,193

Highland Park Housing Authority

Operating Statement

Six Months Ending 09/30/2025

Program: HA Administration

Project: Consolidated

	Period	YTD	YTD	
	PUM	PUM	Amount	
INCOME				
360000 KRONMAN MANAGEMENT FEE			4,968	
361000 INTEREST INCOME			429	
TOTAL INCOME			5,397	
EXPENSES				
419000 SUNDRY ADMINISTRATIVE			-	
TOTAL EXPENSES			-	
SURPLUS			5,397	