



**HIGHLAND PARK**  
HOUSING AUTHORITY

**Highland Park Housing Authority  
Board of Commissioners**

**AGENDA**

**Thursday, February 12, 2026  
6:30 PM**

**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*

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 to the Homes News Tribune on December 18, 2025 and published on December 24, 2025 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.

1. Roll Call
2. Approval of Previous Minutes:  
Regular Meeting: January 8, 2026
3. Public Comment for agenda items/other matters – 15 mins. (3 mins. per person)
4. New Business: Budget Presentation by Tony Polcari, Polcari & Polcari
5. Communications

242 South 6th Avenue, Highland Park 08904



6. Attorney's Report

7. Executive Director's Report:

8. Staff Reports:

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

9. Committee Reports

10. Resolutions:

2026-03	Resolution to approve the monthly bill list for the month of December in the amount of <u>\$31,454.15</u> .
2026-04	Resolution of ratify the late introduction and submission of the Highland Park Housing Authority Budget for the FY April 1, 2026 to March 31, 2027.

11. Old Business

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

13. Adjournment

**HIGHLAND PARK HOUSING AUTHORITY  
BOARD MEETING**

January 8, 2026

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 submitted on December 18, 2025 to the Home News Tribune and published on December 24th, 2025. In addition a copy of the notice is 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.

**Roll Call**

**In attendance:** Chair Ruby Hope, Commissioner William Rainwater, Commissioner David Copperman, Commissioner Thuy Bozzett, Commissioner Priscilla Hera, Deborah Hurley – Executive Director, Terrance Corriston Esq., Counsel

**Absent:** Commissioner Padriac Millet, Commissioner Seth Hahn, Council Liaison - Matthew Hersh Borough of Highland Park

**Approval of Minutes:**

Minutes of December 11, 2025 meeting.

**Motion:** Commissioner William Rainwater

**Second:** Commissioner David Copperman

**Discussions:** The minutes of the previous meeting were approved as amended per recommendation of Chair Ruby Hope regarding clarification of the “requirement that a muzzle must be on the dog at all times when walking the dog on the property of the Housing Authority.”

	<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: Open 6:33 PM**

219 South 6th Ave:

Resident expressed frustration that the security cameras are not installed, as the cameras will be able to catch the individuals who are illegally dumping trash, etc. Commissioner Ruby Hope explained that the cameras have been put out to bid and are currently in the procurement process, which is required and cannot be expedited. The resident also raised maintenance issues of a kitchen sink that backs up. Management advised that a work order must be submitted and agreed to arrange for an outside plumber, as requested by the resident, rather than in-house maintenance staff.

**New Business:**

Anthony Giampolo, Senior Partner – Giampaolo and Associates, presented the 2025 audit. There were several questions presented by the commissioners for clarification. It was agreed that the audit was acceptable and appreciated the presentation by auditor, Anthony Giampolo.

**Communications:**

There were no discussions.

**Attorney's Report:**

An eviction proceeding is in progress, with police aware and monitoring the situation. The former tenant who was evicted is still in the process of removing belongings through January 19.

**Staff Reports:**

Chair Ruby Hope noted that staff reports were included in the board packets and they were comprehensive and asked if anyone had any questions with respect to the staff reports. Commissioner David Copperman had a question about the roof and Housing Director Denise Blake responded that due to fluctuating freezing temperatures, it is a challenging time to address the issue. However, Executive Director Deborah Hurley approved the purchase order today so the roofer can begin work to encase the pipe, as the damage remains minimal with no complaints this year. Commissioner David Copperman was curious about 60 meals delivered to the AHEPA building across the street. Director of Housing Denise Blake explained that there is an informal, occasional partnership to share excess meals with families in that building as part of community outreach, which was done to help residents in need.

**Committee Reports:**

There were no discussions.

**Resolutions:**

**2026-01 Resolution to approve the monthly bill list for the month of December 2025 in the amount of \$26,862.39.**

**Moved:** Commissioner William Rainwater

**Seconded:** Commissioner David Copperman

**Discussion:** 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			
Commissioner Priscilla Hera	X			

**2026-02 Resolution of the Highland Park Housing Authority Approving the 2025 Audit.**

**Moved:** Commissioner William Rainwater

**Seconded:** Commissioner Thuy Bozzett

**Discussion:** A motion was made and seconded to approve the audit for Fiscal Year 2025 in order to meet the statutory deadline for submissions to HUD and DCA. It was noted that board members may continue to raise questions or concerns after approval, and a roll call vote was conducted.

	<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:**

- The status of the camera project, which remains ongoing. Management is currently obtaining quotes to ensure the total cost does not exceed the threshold.
- The dumpsters have been delivered and is fully in place.
- Sidewalk work previously discussed has been completed and is satisfactory.

**Public Comment for Other Matters:**

1J: Resident was wondering if the notice period for inspections changed? It used to be 48 hours, but recently received about 24 hours' notice, which is fine, just wanted to confirm if the policy has changed. Director of HCV Program Zena Sutton mentioned that a new inspector has been signed in December. We had to send out the notices as soon as possible since the new inspector had just started. As we continue to work with the new inspector, we have been telling everyone that they have the right to reschedule if the timing is not good.

Chair Ruby Hope closed the Public Comment at 7:06 pm

**Motion to adjourn:** Commissioner Thuy Bozzett

**Seconded:** Commissioner David Copperman

All commissioners present voted to adjourn at 7:07 pm

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Deborah M. Hurley, Secretary, Executive Director

**Highland Park Housing Authority  
Vendor Accounting Cash Payment/Receipt Register  
HA Administration**

<b>Doc Num</b>	<b>Payment</b>	<b>Document Recipient</b>	<b>Document Description</b>	<b>Amount</b>
15784	01/08/2026	Smartphone Secretary	M Answering service -12/09/2025 - 01/05/2025	\$62.47
15785	01/15/2026	FRANCOTYP-POSTALIA, INC.	Q postage machine 10/12/25 to 01/11/26	\$51.00
15786	02/09/2026	ANCERO, LLC	M telephone service 01/24/2026 to 02/23/2026	\$229.55
15787	02/09/2026	Borough Of Highland Park	M Employee Dental remittance-Feb 2026	\$74.17
15788	02/09/2026	Breslin & Breslin	M legal services January 2026	\$807.50
15789	02/09/2026	Edison Housing Authority	M January 2026 admin contract	\$11,596.57
15790	02/09/2026	GIAMPAOLO & ASSOCIATES	Annual-Audit of Financial statements for Year Ended 03/31/25	\$9,870.00
15791	02/09/2026	Intrep Solutions	M off site server Backup, Malwarebytes for 1 month	\$63.50
15792	02/09/2026	Mazteck It	A domain renewal website hosting and maintenance 2026	\$638.15
15793	02/09/2026	NetConnect, Inc	M computer & cyber Security Maintenance contract	\$970.60
15794	02/09/2026	ONLINE INFORMATION SERVICES	M 2 criminal background checks	\$59.90
15795	02/09/2026	POLCARI & CO.	M Fee Accounting Services for December 2025	\$1,750.00
15796	02/09/2026	Rutgers, The State University of	As need 4 Courses for commissioner Priscilla Hera	\$497.50
15797	02/09/2026	Smartphone Secretary	M Answering service -03/03/2026 - 03/30/2026	\$66.47
15798	02/09/2026	Spedient, Inc	M-Section 8 and HPHA Inspection	\$1,712.75
15799	02/09/2026	Staples Business Advantage	M office supplies Inv#6052639108	\$448.33
15800	02/09/2026	Telesystem	M telephone system-Feb 2026	\$137.30
15801	02/09/2026	The Nelrod Company	EZ-Reasonable Rent Determination -one year unlimited system use by	\$1,879.00
6032631010V	01/29/2026	Staples Business Advantage	M office supplies Inv#6032631010 & 6034555152	\$539.39
<b>Total Payment for January 2026-HPHA Voucher</b>				<b>\$31,454.15</b>

**RESOLUTION # 2026-03**

**ADOPTING MONTHLY BILL LIST FOR THE MONTH OF  
JANUARY 2026**

**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 \$31,454.15 for the month of January, 2026 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 Priscilla Hera				
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 February 12, 2026.

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

Approved as to legal form by Terrence Corriston, Esq.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK  
OPERATING BUDGET FOR THE FISCAL YEAR ENDED MARCH 31, 2027  
HOUSING CHOICE VOUCHER PROGRAM

- (1) Source is current year approved operating budget.
- (2) Source is financial statements for the FYE March 31, 2025.
- (3) HAP and administrative fee subsidies are estimated based on the average subsidies received from April 2025 through December 2025, plus a 3.0% inflation factor for HAP Subsidy.
- (4) Increase in interest income projected is consistent with current interest rates applied to average investments for the current yearbalance projected for FYE 3/31/2027
- (5) Estimated fraud recoveries is based on current year actual amounts.
- (6) See attached schedule of salaries and positions.
- (7) See attached schedule of sundry administrative expenses.
- (8) Inflationary increase of 7.5% is estimated for insurance costs.
- (9) Housing assistance payments expense is estimated at the average HAP payments for the four month period ended December 31, 2025 annualized, plus a 3% inflationary increase.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK  
 OPERATING BUDGET FOR THE FISCAL YEAR ENDED MARCH 31, 2027  
 HOUSING CHOICE VOUCHER PROGRAM

	PROPOSED BUDGET <u>FYE 3/31/27</u>	CURRENT YR. BUDGET <u>FYE 3/31/26 (1)</u>	LAST YEAR ACTUAL <u>FYE 3/31/25 (2)</u>
<b>OPERATING REVENUE</b>			
Housing Assistance Payments Subsidy (3)	2,917,129	2,615,000	2,113,032
Administrative Fee Subsidy (3)	<u>351,700</u>	<u>343,000</u>	<u>316,669</u>
Total HUD Operating Subsidies	3,268,829	2,958,000	2,429,701
Interest on Investments (4)	10,500	9,500	4,935
Fraud Recovery (5)	500	500	8,308
<b>TOTAL OPERATING REVENUE</b>	<u><u>3,279,829</u></u>	<u><u>2,968,000</u></u>	<u><u>2,442,944</u></u>
<b>OPERATING EXPENSES</b>			
Administrative Salaries (6)	35,885	39,319	28,956
Payroll Taxes & Employee Benefits	14,661	23,461	7,973
Administrative Services Contract	139,160	139,160	139,160
Legal Expense	10,500	12,000	7,614
Staff Training	4,500	2,800	-
Travel	3,200	3,200	-
Accounting Fees	21,500	13,200	7,700
Audit Fees	10,000	7,000	10,035
Inspections	9,000	3,500	-
Port-Out Administrative Fees	24,500	19,030	9,302
Other Administrative Expenses (7)	<u>30,500</u>	<u>34,600</u>	<u>23,215</u>
<b>Total Administrative Expenses</b>	<u><u>303,406</u></u>	<u><u>297,270</u></u>	<u><u>233,955</u></u>
<b>OPERATING EXPENSES</b>			
Insurance (8)	18,275	17,000	8,333
Housing Assistance Payments (9)	2,592,129	2,314,000	1,936,205
Outgoing Portable HAP (9)	<u>325,000</u>	<u>301,000</u>	<u>155,791</u>
<b>Total General Expenses</b>	<u><u>2,935,404</u></u>	<u><u>2,632,000</u></u>	<u><u>2,100,329</u></u>
<b>TOTAL ROUTINE OPERATING EXPENDITURES</b>	<u><u>3,238,810</u></u>	<u><u>2,929,270</u></u>	<u><u>2,334,284</u></u>
<b>REPLACEMENT OF NONEXPENDABLE EQUIPMENT</b>	<u><u>6,000</u></u>	<u><u>3,063</u></u>	<u><u>4,900</u></u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u><u>3,244,810</u></u>	<u><u>2,932,333</u></u>	<u><u>2,339,184</u></u>
<b>INCOME BEFORE DEPRECIATION</b>	<u><u>\$ 35,019</u></u>	<u><u>\$ 35,667</u></u>	<u><u>\$ 103,760</u></u>

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK  
 OPERATING BUDGET FOR THE FISCAL YEAR ENDED MARCH 31, 2027  
 DETAIL OF ADMINISTRATIVE EXPENSES

	<u>TOTAL</u>	<u>Management</u>	<u>HCV Program</u>
Legal Expense	\$ 13,500	\$ 3,000	\$ 10,500
Training	5,700	1,200	4,500
Travel			
Conventions and Meetings	2,500	500	2,000
Other Travel			
Outside Area of Jurisdiction	600	200	400
Within Area of Jurisdiction	<u>900</u>	<u>100</u>	<u>800</u>
Total Travel	<u>4,000</u>	<u>800</u>	<u>3,200</u>
Accounting	27,975	6,475	21,500
Inspections	12,300	3,300	9,000
Auditing	14,545	4,545	10,000
Port Out Admin. Fees	24,500	-	24,500
Other Administrative Expenses			
Administrative Services Contract	177,200	38,040	139,160
Publications	1,600	400	1,200
Membership Dues and Fees	2,500	500	2,000
Telephone, Fax and IT Communications	16,400	2,100	14,300
Collection Agent Fees	500	500	-
Forms, Stationery & Office Supplies	4,500	1,500	3,000
Information Technology	12,500	3,500	9,000
Postage & Other Misc.	<u>1,400</u>	<u>400</u>	<u>1,000</u>
Total Other Administrative Expenses	<u>216,600</u>	<u>46,940</u>	<u>169,660</u>
 Total Administrative Expense	 <u>\$ 306,820</u>	 <u>\$ 62,960</u>	 <u>\$ 252,860</u>

HIGHLAND PARK HOUSING AUTHORITY  
 OPERATING BUDGET FOR THE FISCAL YEAR ENDED MARCH 31, 2027  
 SCHEDULE OF POSITIONS AND SALARIES

	PRESENT SALARY	REQUESTED BUDGET YEAR		ALLOCATION BY PROGRAM			
		SALARY	#MONTHS	AMOUNT	MGT. HPAH	HCV PROGRAM	KRONMAN
<b>ADMINISTRATION:</b>							
R. REGE, ADMINISTRATIVE ASST.	\$ 29,640	\$ 30,529	12	\$ 30,529	\$ 3,053	\$ 18,318	\$ 9,159
Z. SUTTON, SEC. 8 SPECIALIST	68,224	70,271	12	70,271	10,541	17,568	42,162
<b>TOTAL ADMINISTRATION</b>	<b>97,864</b>	<b>100,800</b>		<b>100,800</b>	<b>13,594</b>	<b>35,885</b>	<b>51,321</b>
<b>MAINTENANCE LABOR:</b>							
M. TAPIA, MAINTENANCE REPAIRER	54,075	55,697	12	55,697	11,139	-	44,558
M. MARDER, MAINTENANCE LABORER	43,775	44,651	12	44,651	8,930	-	35,720
ESTIMATED ON-CALL AND OVERTIME	24,000	24,000	12	24,000	9,600	-	14,400
P/T UNION EMPLOYEES (1)	28,728	28,728	12	28,728	5,746	-	22,982
<b>TOTAL MAINTENANCE LABOR</b>	<b>150,578</b>	<b>153,076</b>		<b>153,076</b>	<b>35,415</b>	<b>-</b>	<b>117,661</b>
<b>TOTAL SALARIES:</b>	<b>\$ 248,442</b>	<b>\$ 253,876</b>		<b>\$ 253,876</b>	<b>\$ 49,009</b>	<b>\$ 35,885</b>	<b>\$ 168,982</b>
<b>BENEFIT COSTS</b>							
FICA EXPENSE (7.65% OF SALARIES)					\$ 3,749	\$ 2,745	\$ 12,927
SUI (MAX. OF \$1,702 PER EMPLOYEE (\$44,800 x 3.5%))					1,009	1,033	4,974
SDI (MAX. OF \$336 PER EMPLOYEE (\$44,800 x 0.75%))					228	84	997
RETIREMENT (14.5% OF PAYROLL)					6,273	5,203	21,170
MEDICAL BENEFITS - RETIREES (471 PER MONTH) + 10.0% ESTD. INCREASE					622	5,595	-
MEDICAL BENEFITS (\$4,534/MONTH - \$524 'EE SHARE CURRENTLY + 10.0% ESTD. INCR.)					10,586	-	42,346
					\$ 22,468	\$ 14,661	\$ 82,414

NO HOUSING AUTHORITY EMPLOYEE IS SERVING IN A VARIETY OF POSITIONS WHICH EXCEED 100% OF HIS/HER TIME.

NOTE: MEDICAL INSURANCE MONTHLY PAYMENT OF \$5,476 CONSISTS OF: ACTIVE \$4,534 + RETIREE \$471.

ONLY TAPIA AND MARDER ARE CURRENTLY RECEIVING HEALTH BENEFITS

(1) MANAGEMENT PLANS TO HIRE SKILLED LABORERS THROUGH THE LABORERES UNION TO ASSIST IN PROJECTS THAT CANNOT BE PERFORMED BY OUR STAFF. IT IS ESTIMATED THAT THESE PART-TIME WORKERS WILL BE USED APPROXIMATELY 70 HOURS PER MONTH, OR 840 HOURS FOR THE YEAR AT THE STANDARD UNION RATE OF \$34.20 (BASIC RATE \$28.75; PENSION \$5.00; TRAINING \$0.40 AND \$0.05 NJ LECET.

## RESOLUTION # 2026-04

### RESOLUTION TO RATIFY THE LATE INTRODUCTION AND SUBMISSION OF THE HIGHLAND PARK HOUSING AUTHORITY BUDGET FOR THE FISCAL YEAR APRIL 1, 2026 TO MARCH 31, 2027

WHEREAS, the regulatory deadline for introduction of the Authority's Budget is two months prior to the beginning of the Authority's fiscal year (April 1, 2026), and

WHEREAS, the Authority's budget projections are substantially affected by the Authority's salaries, employee benefits expenses, and shared services agreements,

WHEREAS, changes in the Authority employees and personnel, along with salary increases and changes in employee benefit costs slowed the analysis of expenses, and thereby delaying introduction of the Housing Authority's budget until its February 12, 2026 Board Meeting, and

WHEREAS, said housing authority budgets are now ready for introduction,

NOW THEREFORE, BE IT RESOLVED, BY THE Commissioners of the Highland Park Housing Authority as follows:

1. The above recitals are incorporated herein.
2. The Board authorizes the late introduction and submission of the Budget of the Highland Park Housing Authority for the Fiscal Year April 1, 2026 to March 31, 2027.

Member Recorded Vote                      Ayes      Nays      Abstain      Absent

Commissioner Ruby Hope

Commissioner David Copperman

Commissioner Padraic Millet

Commissioner William Rainwater

Commissioner Thuy Bozzett

Commissioner Seth Hahn

Commissioner Priscilla Hera



**HIGHLAND PARK**  
HOUSING AUTHORITY

Board of  
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Ruby Hipe  
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Patricia Millet  
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Seth Hahn  
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Priscilla Hera  
Commissioner

Deborah Hurley  
BPA, C-PIHM  
Executive Director  
of Operations

Matthew Herak  
President of  
Highland Park Housing

242 South 6th Avenue, Highland Park 08904 732.572.4420 732.985.6485 www.highlandparkhousing.org

## Housing Director - Monthly Operations Report

Reporting Period: **January 2026**

Prepared By: **Denise Blake**

### 1. Facility Projects:

- a. **Ross Grant** – Requirements have been met, and our application has been submitted for approval.
  - i. If HUD approves the grant, it will fund expanded education and health services, including a full-time supportive social service agent.
- b. **Kronman Roof Repair: Completed**
  - i. Repairs addressed water penetration around our HVAC units and drainage pipes by:
    - a. Removing existing TPO Flashing & Adding new membrane
    - b. Removing existing drains rings including installing TPO patches around all drains
    - c. Installing new metal sheathing & membrane
- c. **Waterflow and Tamper Zone Alarms installed:**
  - i. Eight new monitor modules were installed on all floors and utility rooms to help prevent false fire alarms and improve emergency response data.
- d. **Water Meter installation:**
  - i. Installed on January 29, 2026, in coordination with Middlesex Water Co.
- e. **Recycling (Park Terrace) Violation Abated:**
  - i. January 22<sup>nd</sup> a violation notice (which was received on the 20<sup>th</sup>) from the Dept. of Public Safety & Health for overflowing bins was abated.

**Actions included:**

- 1. Sending out resident notices.
  - 2. Ordering additional recycling signage.
  - 3. Immediate pickup by DPW.
  - 4. The health inspector, waived penalties due to our rapid response and the challenges of public illegal dumping.
- f. **Kronman Yearly Water Descaling**

1. Annual descaling of water heaters at Kronman is complete, significantly improving water temperature for residents.

## **2. Recommended Repairs for Buildings:**

### **a. Kronman:**

- i. Upgrade/repair two water heaters.
  1. We are looking into the life of the warranty, but one tank is broken, and the other tanks require semi-annual descaling.
- ii. Replace slow-leaking 4-inch OS&Y valve and 2-inch main drain on 3<sup>rd</sup> floor. (connected to the sprinkler system)
- iii. Replace existing Fire pump controller with a – Soft start reduced voltage fire pump
- iv. Update the outdated Keri system (Door system). Current system is outdated and out of warranty.
- v. Upgrade the main office hard-drive due to lack of storage space

### **b. Park Terrace:**

- i. Replace 22 existing Gas Water Heaters in phases of 8.
  1. Sent out mock bids (to understand pricing) in Sept.
  2. RFP is needed.
- ii. Install Ventilation systems in 23 units.
  1. Sent out mock bids (to understand pricing) in Sept.
  2. Estimated cost from 22K – 35K
  3. RFP is needed.

## **3. Legal and Rent Matters:**

### **a. Eviction Proceedings:**

- i. Following a court petition for more time, a police escort was hired on January 23, 2026, to allow a former resident eight hours to remove their belongings.

### **b. Delinquent Rents:**

- i. We are currently working with each resident and local charities to secure financial assistance for outstanding balances.

## **4. Community Engagement:**

### **a. Meal Services:**

- i. Weekly prepared meals continue to be provided to us through First Presbyterian Church of Metuchen, in partnership with Elijah's Promise. Meals are distributed to:
  1. HP Residents
  2. HP Gives a Hoot center
  3. AHEPA building.

### **b. Pop-up Pantry:**

- i. Hosted monthly by Charlie Tomaro from Hands of Hope. Residents received:
  1. Frozen chickens, Fish, Eggs

2. Proteins, breads, fruits, and assorted dry goods.

**5. Resident concerns addressed:**

a. Garbage disposal:

i. A resident complained garbage was not being disposed of correctly and non-residents were using the disposal bins.

1. Notices went out to all resident instructing them on how to dispose of garbage and which bins to use.

2. Additional signage will be added to bins to help ward-off illegal dumping.

b. A resident requested a professional plumber be sent into their unit to service a clogged drain issue.

i. As requested, the following Friday, a professional plumber serviced the resident's sink.

**6. Resident Activity:**

a. Applicants & Move ins:

i. Two – Approved Tax Credit applicants have moved-in.

ii. We are currently interviewing applicants from Park Terrace waitlist for housing.

**Rent Collection & Occupancy:**

**Kronman Affordable – Occupancy = 100%**

iii. Rents: 42,059.00

iv. Collected: **41,869.00** (99.59%)

**Park Terrace – Occupancy = 99%**

v. Rents: 11,442.12

vi. Collected: **10,7695.00** (94%)

**Maintenance Report:**

11 Work Orders have been completed in January

- 7 – Route maintenance issues
- 4 – Urgent work orders

Thank you!

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

**Jan-26**

VMS Type Description	# of Vouchers	# of New Vouchers	Amount
Project Based Voucher	119	0	\$70,616.00
Regular Vouchers	101	0	\$117,868.00
<b>Totals</b>	<b>220</b>	<b>0</b>	<b>\$188,484.00</b>

Number of HAP Expenses After the First of Month: 1

Amount of HAP Expenses After the First of Month: \$315

Number of Voucher Units - End Month: 246

Number of Port Out Portable Out Vouchers: 24

Amount of Port Out Portable Out Vouchers: \$37128

Number of Checks written: 38

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<b>Highland Park Housing Authority</b>		
242 South 6th Ave, Highland Park, NJ 08904		
Phone: (732) 572-4420 Fax: (732) 985-6485		
<a href="mailto:crandolph@hphousing.org">crandolph@hphousing.org</a>		
Monthly Summary of January 2026 Activities		
<b>Prepared by: Cozette L. Randolph, HP Social Worker</b>		
Task #	Category	Activities & Achievements
1	Medicaid Assistance	Assisted five (5) residents in successfully completing the Medicaid Part D prescription drug coverage application, ensuring accurate documentation and timely submission.
2	B.Fit Studio Presentation	Coordinated a wellness presentation by Best Fit Studio for nine (9) residents, focusing on physical health and nutritional well-being across all age groups.
3	Medicare Assistance	Supported four (4) residents with Medicare enrollment, helping them access essential healthcare benefits and overcome application barriers.
4	Email Setup Assistance	Provided digital literacy support to two (2) residents by helping them create email accounts, enabling access to online services for Medicaid and income verification.
5	Social Security Documentation	Facilitated Social Security income verification requests for ten (10) residents to maintain eligibility for rental assistance within independent living housing.
6	Wellness Check	Conducted wellness checks for two (2) residents experiencing anxiety. Hospital contact was made, and both residents opted to remain at home with reassurance and support.
7	Visiting Angels - Group Presentation	Delivered an informational session on Companion Care Services to seven (7) residents, including a Q&A to enhance understanding of available personal support options.
8	Pre-Housing Inspections	Completed two (2) pre-home inspections for residents, both of whom met the required standards.
9	Housing Re-Inspections	Conducted re-inspections for two (2) residents who continued to fall short of housing standards. Issued written notices outlining corrective actions and available support resources, including a third warning to promote safe living conditions.
10	United Healthcare Support	Coordinated follow-up with United Healthcare representative Mr. Sam Freeman, who is scheduled for an in-person visit next month to address resident concerns.
11	Hoarding Intervention	Provided hoarding intervention resources to three (3) residents, promoting safer and more organized living environments.
12	Food Pantry Coordination	Oversaw monthly Food Pantry distribution, ensuring equitable access to food for approximately 20-25 residents.
13	Resident Health Follow-Up	Contacted a family member of a resident currently in rehabilitation to obtain a wellness update. The resident is reported to be making progress.
14	Home Health Care Guidance – Individual Support	Shared individualized Home Health Care information with five (5) residents, including agency contacts and guidance on initiating services.
15	Outreach to Visiting Angels	Planned outreach to Visiting Angels to schedule a follow-up presentation for residents who were unable to attend the previous session.
16	Best Home Care Presentation Coordination	Coordinated an upcoming presentation by Best Home Care to expand awareness of in-home support services available to residents.
17	Stress Management & Relaxation Techniques	Facilitated a guided group discussion on the impact of stress on physical and emotional health, introducing practical relaxation techniques to support overall well-being.