



**HIGHLAND PARK**  
HOUSING AUTHORITY

**Highland Park Housing Authority  
Board of Commissioners**

**AGENDA**

**Thursday, December 11, 2025  
6:30 PM**

**Board of  
Commissioners**

**Ruby Hope**  
*Chair*

**William Rainwater**  
*Vice Chair*

**David Copperman**  
*Commissioner*

**Gay 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 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. Roll Call

2. Approval of Previous Minutes:  
Regular Meeting: November 13, 2025

3. Public Comment for agenda items/other matters – 15 mins. (3 mins. per person)

4. New Business:

5. Communications

 242 South 6th Avenue, Highland Park 08904

 732.572.4420

 732.985.6485

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



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:

2025-29	Resolution to approve the monthly bill list for the month of November in the amount of <u>\$17,146.48</u> .
2025-30	Resolution of the Highland Park Housing Authority approving a One - Year contract with LIUNA Residential Construction & General Service Local 55 for As-Needed residential maintenance services.
2025-31	Resolution of the Highland Park Housing Authority approving an intergovernmental management agreement with the Edison Housing Authority for administrative and operational oversight.

11. Old Business

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

13. Adjournment

**HIGHLAND PARK HOUSING AUTHORITY  
BOARD MEETING**

November 13, 2025

6:30 PM

**MINUTES**

The Regular Meeting of the Board of Commissioners of the Highland Park Housing Authority was held in the conference room at the Highland Park Housing Authority. The meeting was called to order at 6:30 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, Commissioner Priscilla Hera, Deborah Hurley – Executive Director, Terrance Corriston Esq., Counsel

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

**Approval of Minutes:**

Minutes of October 9, 2025 meeting.

**Motion:** Commissioner David Copperman

**Second:** Commissioner Thuy Bozzett

**Discussions:**

Commissioner David Copperman inquired about the audit and when it would be completed. Executive Director Deborah Hurley explained that audit process, which involves the fee accountant and auditor. Once completed, the board will be presented with audit for approval and it will be submitted to DCA and HUD.

	<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**

606 Benner St: The Resident raised a concern that the Park Terrace grounds, especially along 7th Avenue, are not being checked or maintained regularly. Chair Ruby Hope suggested that since Director of Housing Denise Blake is not present, will inform her since she assigns the maintenance team to those tasks.

Closed at 6:34 pm

### **New Business:**

Presentation by Martinique Costa, Labor's Local 55

Ms. Costa provided an overview of their labor union and how they are used to assist housing authorities with their maintenance needs. Their team can be requested for short- or longer-term assignments with a few days' notice, and they currently work with several housing authorities statewide.

Executive Director Deborah Hurley mentioned that counsel reviewed and refined the contract to better match the specific scope of work, the board will review it before it is placed on next month's agenda.

### **Communications:**

There were no discussions.

### **Attorney's Report:**

An eviction case involving ongoing tenant-on-tenant harassment went to court last week, Although the tenant attempted arson shortly before the hearing, she did not appear in court, resulting in a default judgment and warrant. The lockout is expected within a week, the police are aware and monitoring the situation.

### **Staff Reports:**

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

**Executive Director Report** - Executive Director Deborah Hurley, reported the following:

- We conducted a two-day fire watch, monitoring floors hourly and maintaining logs - following an inspection prompted by Housing Authority Insurance provider.
- Commissioner Padriac Millet visited Park Terrace with Director for Housing Denise Blake to review a plan for replacing water heaters, and preventive measures are being scheduled.
- Additionally, two RFPs—for an inspector and for computer services—were submitted.
- Director for Housing Denise Blake is starting reviewing tax credits.
- Community updates include Elijah's Promise delivering sandwiches next week and an appreciation day next Thursday with commissioners and the borough invited.

**Committee Reports:**

There were no discussions

**Resolutions:**

**2025-25 Resolution to approve the monthly bill list for the month of October 2025 in the amount of \$17,076.87.**

**Moved:** Commissioner Seth Hahn

**Seconded:** Commissioner David Copperman

**Discussion:** There was a query on a charge and Section 8 Director Zena Sutton explained that the Diamond RIM System is a computer based tool used to audit Section 8 folders, ensuring all documents, entries, and calculations are accurate and complete. It operates on a yearly subscription.

	<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			
Commissioner Priscilla Hera	X			

**2025-26 Resolution by the Board of Commissioners of the Highland Park Housing Authority Approving the schedule of the Board of Commissioners Meetings for the year 2026.**

**Moved:** Commissioner David Copperman

**Seconded:** Commissioner Thuy Bozett

**Discussion:** There was 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			
Commissioner Priscilla Hera	X			

**2025-27 Resolution approving the selection of NETCONNECT to provide Computer and Cyber Security Services for the Highland Park Housing Authority.**

**Moved:** Commissioner David Copperman

**Seconded:** Commissioner Thuy Bozett

**Discussion:** There were three proposals received, NetConnect met the requirements, offering the lower two-year cost and experience.

	<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			
Commissioner Priscilla Hera	X			

**2025-28 Resolution approving the Award of a Contract to SPEDIENT Inc. for Inspection Services to the Highland Park Housing Authority for a Two-Year Period.**

**Moved:** Commissioner Thuy Bozett

**Seconded:** Commissioner Seth Hahn

**Discussion:** The Section 8 department is required to execute inspections for move-in and annual recertifications. We issued a RFP and received one proposal, and based on strong past performance, we recommend hiring this firm with a termination-for-convenience clause to protect our budget.

	<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			
Commissioner Priscilla Hera	X			

**Old Business:**

No further discussion.

**Public Comment for Other Matters:**

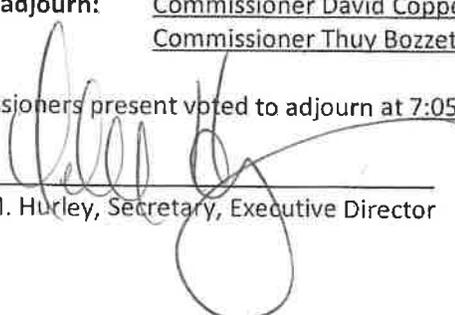
**5F:** Tenant express concern there are cleanliness issues near the elevators, especially from the second to the sixth floor. A thorough spring cleaning is needed, and the concern will be brought to Director of Housing Denise Blake for follow-up.

Chair Ruby Hope closed the Public Meeting at 7:05 pm

**Motion to adjourn:** Commissioner David Copperman

**Seconded:** Commissioner Thuy Bozett

All commissioners present voted to adjourn at 7:05 pm

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

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

<b>Doc Num</b>	<b>Payment Date</b>	<b>Document Recipient</b>	<b>Document Description</b>	<b>Amount</b>
15753	11/19/2025	EFA Rental Resources LLC	M inspections-Oct 2025	\$384.00
15754	11/19/2025	Home Stat Inspections Inc.	M inspections-Aug 2025	\$135.00
15755	11/19/2025	Smartphone Secretary	M Answering service -12/09/2025 - 01/05/2025	\$62.47
15757	12/08/2025	Borough Of Highland Park	M Employee Dental remittance-Dec 2025	\$54.53
15758	12/08/2025	Breslin & Breslin	M legal services November 2025	\$807.50
15759	12/08/2025	Edison Housing Authority	M November 2025 admin contract	\$11,596.57
15760	12/08/2025	Intrep Solutions	M Malware Byrtes for 1 month, server backup	\$127.00
15761	12/08/2025	Jake Storage Containers LLC	As need-20' Standard storage containers	\$1,550.00
15762	12/08/2025	Management Computer Services Inc.	As need TIN matching training for 1099	\$100.00
15763	12/08/2025	POLCARI & CO.	M Fee Accounting Services for November 2025	\$1,750.00
15764	12/08/2025	Staples Business Advantage	M office supplies Inv#6048015407	\$15.29
15765	12/08/2025	Telesystem	M telephone system-Nov 2025	\$136.74
15766	12/08/2025	T-MOBILE	M employee cell phone-10/21/25 to 11/20/25	\$82.81
15767	12/08/2025	Work 'N Gear, LLC	A. Safety Shoes for Miguel and Jeff	\$114.75
15768	12/08/2025	ANCERO, LLC	M telephone service 11/24/25 to 12/23/25	\$229.82
<b>Total Payment for November 2025-HPHA Voucher</b>				<b>\$17,146.48</b>

RESOLUTION # 2025-29

**ADOPTING MONTHLY BILL LIST FOR THE MONTH OF  
NOVEMBER 2025**

**WHEREAS**, the Housing Authority has an ongoing commitment to improve internal controls; and

**WHEREAS**, the Board of Commissioners has adopted a Bill Review Procedure to ensure this commitment; and

**WHEREAS**, a consolidated bill list, representing all bills for the month which are subject to Board approval has been distributed to the Board of Commissioner; and

**WHEREAS**, a bill list totaling \$ 17,146.48 for the month of November, 2025 has been reviewed by the Board of Commissioners.

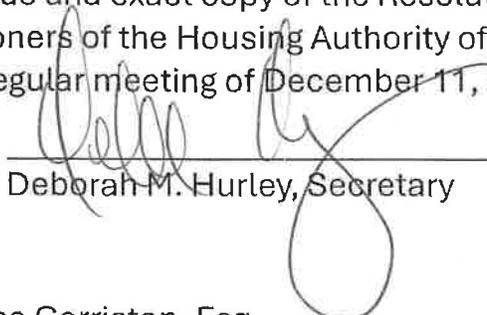
**NOW, THEREFORE, Be It Resolved** by the Board of Commissioners of the Housing Authority of the Borough Highland Park, New Jersey that the attached bill list is hereby approved and listed payments are authorized for disbursement.

**MOVED:** Commissioner Padriac Millet

**SECONDED:** Commissioner David Copperman

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Chair Ruby Hope	X			
Commissioner Thuy Bozzett	X			
Commissioner David Copperman	X			
Commissioner Seth Hahn	X			
Commissioner 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 December 11, 2025.

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

Approved as to legal form by Terrence Corriston, Esq.

## RESOLUTION # 2025-30

### RESOLUTION OF THE HIGHLAND PARK HOUSING AUTHORITY APPROVING A ONE-YEAR CONTRACT WITH LIUNA RESIDENTIAL CONSTRUCTION & GENERAL SERVICE LOCAL 55 FOR AS-NEEDED RESIDENTIAL MAINTENANCE SERVICES

**WHEREAS**, the Highland Park Housing Authority (“HPHA”) is responsible for maintaining its residential properties in a safe, sanitary, and operable condition in compliance with federal, state, and local housing standards; and

**WHEREAS**, HPHA periodically requires additional maintenance support, including skilled labor and supplemental repair services, to address workload demands, emergency situations, unit turnovers, and specialized maintenance needs; and

**WHEREAS**, LIUNA Residential Construction & General Service Local 55 (“Local 55”) has a workforce trained and experienced in residential maintenance, construction support, and repair services, and is capable of providing assistance on an as-needed basis; and

**WHEREAS**, the Board of Commissioners recognizes that partnering with Local 55 will help ensure timely completion of maintenance tasks, reduce backlogs, support the existing maintenance staff, and enhance overall property conditions; and

**WHEREAS**, the Executive Director has reviewed and recommends approval of a one-year contract with Local 55 to provide residential maintenance services to the Authority as required; and

**WHEREAS**, the Board finds that entering into this agreement is in the best interest of the Authority, its operations, and its residents.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Highland Park Housing Authority that the Board hereby approves a one-year contract with LIUNA Residential Construction & General Service Local 55 to provide residential maintenance services on an as-needed basis.

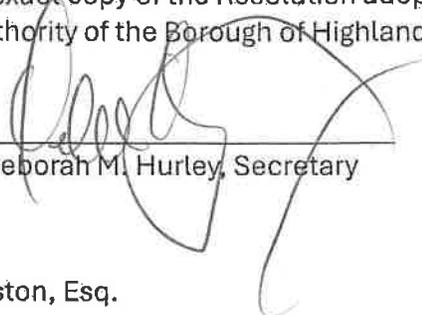
**MOVED:** Commissioner William Rainwater

**SECONDED:** Commissioner David Copperman

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Chair Ruby Hope	X			
Commissioner Thuy Bozzett	X			
Commissioner David Copperman	X			
Commissioner Seth Hahn	X			
Commissioner Priscilla Hera	X			
Commissioner Padraic Millet	X			
Commissioner William Rainwater	X			

## RESOLUTION # 2025-30

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 December 11, 2025.



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Deborah M. Hurley, Secretary

Approved as to legal form by Terrence Corriston, Esq.

## RESOLUTION # 2025-31

### RESOLUTION OF THE HIGHLAND PARK HOUSING AUTHORITY APPROVING AN INTERGOVERNMENTAL MANAGEMENT AGREEMENT WITH THE EDISON HOUSING AUTHORITY FOR ADMINISTRATIVE AND OPERATIONAL OVERSIGHT

**WHEREAS**, the Highland Park Housing Authority (“HPHA”) is a public body corporate and politic organized under the laws of the State of New Jersey and is responsible for providing safe, decent, and affordable housing to eligible residents of the Borough of Highland Park; and

**WHEREAS**, the Edison Housing Authority (“EHA”) is likewise a public body corporate and politic organized under the laws of the State of New Jersey, with the capacity, experience, and administrative resources necessary to support the management and oversight of another public housing authority; and

**WHEREAS**, pursuant to N.J.S.A. 40A:65-1 et seq., public entities are authorized to enter into shared service and intergovernmental agreements to promote efficiency, improve service delivery, and reduce operational costs; and

**WHEREAS**, the HPHA has determined that it is in the best interest of the Authority and its residents to enter into an Intergovernmental Management Agreement with the EHA, under which the EHA will administer and oversee the day-to-day operations of the HPHA, including but not limited to property management, Section 8/HCV operations (if applicable), finance and administrative functions, maintenance oversight, regulatory compliance, and general management services; and

**WHEREAS**, the Board of Commissioners of the HPHA has reviewed the proposed Intergovernmental Management Agreement and finds that it will promote operational stability, enhance service delivery to residents, and ensure the professional administration of HPHA programs; and

**WHEREAS**, the Board further finds that entering into this Agreement will advance the Authority’s long-term goals of administrative efficiency and improved public service.

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

**1. Approval of Agreement**

The Intergovernmental Management Agreement between the Highland Park Housing Authority and the Edison Housing Authority is hereby approved.

**2. Authorization to Execute**

The Chairperson and/or Executive Director of the Highland Park Housing Authority is hereby authorized and directed to execute the Agreement on behalf of the Authority,

## RESOLUTION # 2025-31

together with any related documents necessary to effectuate the terms and intent of this Resolution.

### 3. Implementation

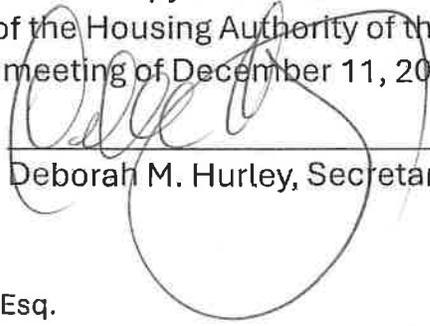
The Executive Director of the Edison Housing Authority, acting under the terms of the Agreement, is authorized to administer and oversee the day-to-day operations of the Highland Park Housing Authority effective upon execution of the Agreement.

**MOVED:** Commissioner Padriac Millet

**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 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 December 11, 2025.

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

Approved as to legal form by Terrence Corriston, Esq.



**HIGHLAND PARK**  
HOUSING AUTHORITY

**Board of Commissioners**

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📍 242 South 6th Avenue, Highland Park 08904    📞 732.572.4420    📠 732.985.6485    🌐 [www.highlandparkhousing.org](http://www.highlandparkhousing.org)

# Housing Director - Monthly Operations Report

Reporting Period: **November 2025**

Prepared By: **Denise Blake**

## 1. Facility Projects:

### a. **Selective Insurance Inspection**

i. Kronman underwent a risk management inspection, resulting in several recommendations:

1. Sample testing of 50-year-old sprinkler head
2. Installation of an additional strobe light
3. Removal of outdated fire-hose system, completed with guidance from our Fire Dept.

ii. All items were addressed, and the property was marked as compliant.

### b. **Fire Watch due to a Backflow issue**

- i. On 11/10 – Asst. Fire Marshal placed the building under temporary fire-watch until a backflow repair could be completed.
- ii. The issue occurred during the flushing of the anti-freeze line and was resolved two days later once parts were received.

### c. **Storage Container Purchase:**

i. Due to limited building storage, a 20-foot container was ordered and scheduled for delivery to Park Terrace on November 7<sup>th</sup>

### d. **Tax Credit Recertification Season has begun:**

i. Notices have been distributed. 100 residents are required to meet with me for at least 1-hour to ensure all documents are properly filled out and collected.

## 2. Legal and Compliance Matters:

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

- i. One Eviction case was won in court on November 5, 2025
- ii. Lockout occurred on Dec 2<sup>nd</sup>.
- iii. The former resident has 30-days to clear out the unit.

b. **Notice to Cease:** Delinquent rents have been fully satisfied.

### **3. 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.
  - 1. 750 turkey meals & hygiene packages received
  - 2. 450 delivered to HP Gives a Hoot center
  - 3. 70 to families in AHEPA building.

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

- i. Hosted monthly by Charlie Tomaro from Hands of Hope. Residents received:
  - 1. Boxed Thanksgiving dinners – each including 13-pound turkeys
  - 2. Eggs, produce, meats, breads, fruits, and assorted dry goods.

#### **c. Edison Housing Authority:**

- i. Delivered Thanksgiving turkeys for the families.

### **4. Resident concerns addressed:**

#### **a. Routine trash pick-up around Park Terrace:**

- i. A resident reported that maintenance was not pick up trash around Park Terrace as frequently as they picked up trash around Kronman.
  - 1. Next day, management investigated, photographing grounds
  - 2. The complaint was determined to be unfounded. Photos were shown to the resident, who acknowledged the error and apologized.
- ii. Another resident expressed concern about hallways upkeep and dust accumulation near elevator mats.
  - 1. Commissioners toured the building immediately following the report and found the hallways to be in acceptable condition.
  - 2. They noted. Trash room needed to emptied.

### **5. Resident Activity:**

#### **a. Deaths**

- i. We mourned the passing of two residents in end of November we are working closely with the families during this time.

#### **b. Residents Events (November)**

- i. Winter BBQ – November 7<sup>th</sup>, 2025
  - 1. Hosted by Miguel & Jeff, 65 plus residents participated. Hotdog and hamburgers were provided courtesy of Edison Housing Authority and Charlie Tomaro.
- ii. Day of Gratitude – November 20<sup>th</sup>, 2025
  - 1. Hosted by HPHA, MC'd by Zena Sutton, 55 plus residents attended. Awards, food, smiles and a little humor lite up the room.

## Rent Collection & Occupancy:

**Kronman Affordable – Occupancy = 100%**

iii. **Rents:** 42,256.00

iv. Collected: 42,251.00 (100.0%)

**Park Terrace – Occupancy = 100%**

v. **Rents:** 12,679.00

vi. Collected: 12,367.00 (97.5%)

## Maintenance Report:

14 Work Orders have been completed in November

- 8 – Route maintenance issues
- 5 – Urgent work orders
- 1 – Preventative

Your contributions truly make a difference!

Highland Park Housing Authority  
Summary for Section 8 Voucher

Nov-25

VMS Type Description	# of Vouchers	# of New Vouchers	Amount
Project Based Voucher	123	0	\$74,814.00
Regular Vouchers	102	0	\$120,123.00
Totals	225	0	\$194,937.00

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: 248

Number of Port Out Portable Out Vouchers: 24

Amount of Port Out Portable Out Vouchers: \$36125

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 November 2025 Activities		
Prepared by: Cuzette L. Randolph, HP Social Worker		
Task #	Category	Activities & Achievements
1	Medicaid Assistance	Provided comprehensive support to three residents in completing the online Medicare Part D prescription drug coverage application process, ensuring accuracy and timely submission..
2	Anchor Benefit Update	Assisted four residents with accessing and reviewing the online status of their Anchor renter benefit applications, offering clarification on processing timelines.
3	Medicare Applications	Supported five residents with completing their Medicare applications online, facilitating access to essential healthcare coverage and reducing barriers to enrollment.
4	Email Setup Assistance	Helped two residents create new email accounts to enable access to online service applications—one for a Medicaid application and one for income verification purposes.
5	Social Security Documentation	Prepared and submitted Social Security income verification letters for three residents to maintain eligibility for rental assistance within their independent living environments.
6	Wellness Check & Home Treatment Preparation	Conducted a wellness check for a resident instructed to remain in their apartment until home treatment for pest prevention was completed, ensuring safety and compliance with health recommendations.
7	Home Health Care Guidance - Group Presentation	Delivered an informational presentation on available Home Health Care services, followed by a question-and-answer session to address resident concerns and increase awareness of support options.
8	Pre-Housing Inspections	Completed a pre-inspection for one resident. At the resident's request, a follow-up visit was scheduled for the following week to allow additional time for home preparation.
9	Housing Re-Inspections	Conducted re-inspections for two residents. Both did not meet required standards and will receive written notices outlining corrective actions, available support resources, and a second warning to ensure a safe living environment.
10	United Healthcare Support	Coordinated follow-up communication with United Healthcare representatives to resolve resident inquiries. In-house support was also provided by Sam Freeman for additional questions and concerns.
11	Hoarding Intervention	Referred four residents to hoarding intervention and support services to promote safer, healthier, and more organized living conditions.
12	Food Pantry Coordination	Supervised the monthly Food Pantry distribution, providing equitable access to food resources for approximately 25 residents.
13	Resident Health Follow-Up	Contacted a family member of a resident currently in a rehabilitation facility to obtain an update on the resident's progress and overall well-being.
14	Home Health Care Guidance – Individual Support	Provided six residents with individualized information on Home Health Care services, including agency contacts and guidance on initiating services.
15	Outreach to Visiting Angels	Made multiple outreach attempts to Visiting Angels to schedule an on-site presentation of their services for HPHA residents. Continued follow-up is planned.
16	Best Home Care Presentation Coordination	Coordinated and scheduled an upcoming presentation by Best Home Care for next month to expand residents' awareness of available in-home support options.
17	Stress Management & Relaxation Techniques	Facilitated a guided discussion on the impact of stress on physical and emotional health, and introduced residents to practical relaxation techniques to support overall well-being.

# HELLO TO DECEMBER

# HPHA ACTIVITIES CALENDER 2025



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
<p>1</p> <p><b>IMPORTANT</b></p> <p>Look out for your 2026 SSI Documents PLEASE SEE DENISE for RE-CERTIFICATION</p>	<p>2</p> <p>know your neighbour Submit your Entries to the front desk!!! First 10 Entries</p>	<p>3</p> <p><b>Elijah's Promise</b> Food Changes Lives ... a Free HOT Meal from Kronman Community Room</p>	<p>4</p> <p>B.Fit Studio 10:30am-12:00pm</p>	<p>5</p>	<p>6/7</p>
<p>8</p>	<p>9</p>	<p>10</p> <p><b>Elijah's Promise</b> Food Changes Lives Pick a Free HOT Meal from Kronman Community Room</p>	<p>11</p> <p>Board of Commissioners meeting- 6:30pm Best Home Care 10:30am-12:00pm</p>	<p>12</p> <p>Meet w/ Cozette to do De-Stress program 1:30PM</p>	<p>13/14</p>
<p>15</p>	<p>16</p>	<p>17</p> <p><b>Elijah's Promise</b> Food Changes Lives Pick a Free HOT Meal from Kronman Community Room</p>	<p>18</p> <p>Sam Freeman 10:30am-12:00pm</p>	<p>19</p> <p>Health Education 10:30am-12:00pm</p>	<p>20/21</p> <p>Winter Solstice</p>
<p>22</p>	<p>23</p> <p>OFFICE CLOSED</p>	<p>24</p> <p><b>Elijah's Promise</b> Food Changes Lives EARLY OFFICE CLOSE</p>	<p>25</p> <p>OFFICE CLOSED</p>	<p>26</p> <p>Pop Up Pantry 11:00-3:00 PM Date may be rescheduled</p>	<p>27/28</p>
<p>29</p> <p>Know your Neighbour Last Day to Submit your Entries to the Game!!! Win Prizes!!!</p>	<p>30</p> <p><b>PROM 2025</b></p>	<p>31</p> <p>Please submit to front desk forms for updating EMERGENCY CONTACTS for 2026</p>	<p>Vote for your Prom King and Queen for the Gala Dec 30<sup>th</sup> - Get your vote cards from front desk!!</p>	<p>HPHA announces with Deepest Condolences the passing of Karin Jackson and Robin Adams - We wish comfort to all who knew them.</p>	<p>Do Not block calls from 8773339336 important announcements for HPHA</p>



Maintenance will be working on a limited schedule so please expect some delays unless it is an emergency - HPHA DEC - 1st to DEC - 9th



**INTERGOVERNMENTAL SERVICE AGREEMENT  
BETWEEN THE EDISON HOUSING AUTHORITY AND THE  
HIGHLAND PARK HOUSING AUTHORITY  
FOR MANAGEMENT SERVICES**

**A. General**

This Agreement made on January 1, 2026 between the Edison Housing Authority and the Highland Park Housing Authority is for the purpose of providing public housing and housing choice voucher management services. This Agreement is made pursuant to the authority in 24 CFR 85.36. This Agreement is also being entered into pursuant to the provisions of the "Uniform Shared Services and Consolidation Act," N.J.S.A. 40A:65-1, et. seq.

**B. Services**

In consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. The services to be provided by the Edison Housing Authority (hereinafter the "EHA") to the Highland Park Housing Authority (hereinafter the "HPHA") include the following:
  - a. The EHA, under the supervision of its Executive Director, Deborah Hurley, shall provide the HPHA with management services as more particularly set forth herein. The services provided by the EHA to the HPHA shall include but not be limited to:
    - i. Meeting, consulting with and advising HPHA employees and assigned EHA employees with respect to personnel, management and administrative actions and the day-to-day operations of the HPHA;
    - ii. Serving as Secretary to the HPHA Board of Commissioners and Executive Director of the HPHA and providing all of the services and performing the duties customarily associated therewith;
    - iii. Assisting, advising and supervising the existing HPHA staff in carrying out the organizational, supervisory and monitoring functions of the HPHA.

- iv. Preparing monthly reports to the Board of Commissioners summarizing significant issues which arise at the HPHA, and the hours worked by EHA staff.
  - v. Procurement of Materials, Supplies and Services. The EHA, through its Executive Director or any Qualified Purchasing Officer the EHA may from time-to-time employ, shall perform procurement services for materials, supplies and services. In providing said procurement services the EHA may utilize suppliers and providers under contract with either the EHA or the HPHA, provided that the most economical supplier is utilized at all times and that all procurement be in compliance with state and federal laws, rules and regulations. The EHA shall maintain procurement files for all procurement conducted on behalf of the HPHA which shall either pay contractors directly (for contracts to which it is a party) or reimburse the EHA for the costs incurred on its behalf.
  - vi. The EHA shall review the HPHA's inventory control system, make recommendations for appropriate changes, implement such changes as are approved by the HPHA, and monitor inventory control during the term of this Agreement.
  - vii. Administer the HPHA's Section 8 Housing Choice Voucher Program in accordance with the terms set forth in the Schedule of Services attached hereto as Schedule A.
  - viii. Provide monthly pest control treatments to the common areas and treat apartments as needed.
  - ix. Perform UPCS Inspections annually and as needed for required follow up.
- b. In performing the aforesaid duties, the EHA, its agents, servants and representatives shall comply with the HPHA's written policies and procedures including but not limited to its Personnel Policy, Admissions and Continued Occupancy Policy, and the Section 8 Administrative Plan. The EHA shall also comply with all applicable federal and state laws, rules and regulations and shall provide such services in a such a manner as they are customarily performed in a good and workmanlike manner.

- c. The services provided to the HPHA shall be under the direct supervision of Deborah Hurley. At a minimum the following employees shall be assigned to perform duties of the HPHA pursuant to the following minimum weekly schedule [Note that for the purposes hereunder a workday shall run from 9:00 am through 3:00 pm in order to allow employees to perform some tasks at the EHA offices during other hours):

**Upper Management:**

Deborah Hurley, Executive Director	1 to 2 days
Sarayu Sameera, Finance/Personnel and Administrator	2 days

**Staff:**

Denise Blake, Director Housing	5 days
Cozette Randolph, Social Worker	2 days
Marc Webb, Director. Maintenance	1 day

- d. The HPHA operating hours are Monday through Friday from 8:30 am through 4:30 pm. The EHA shall be responsible for assigning its employees to work at the HPHA in accordance with the aforesaid minimum schedule. The Executive Director shall attend the regular, special and emergency meetings of the HPHA and serve as secretary thereto.
  - e. All services provided by the EHA shall be performed in such a way as said services are customarily provided.
2. EHA shall provide the HPHA staff and the Board of Commissioners with emergency contact information so that one of the assigned EHA staff members may be reached for emergencies at all times during the term of this agreement.
  3. The EHA shall maintain logs and/or time records to support all of the services provided pursuant to the Agreement. Said logs/time records shall be available for review by the HPHA.

4. It is understood that the EHA shall be responsible for the compensation, insurance and benefits of its employees, as well as for any injury to its employees and their property.
5. The HPHA shall be responsible for the compensation, insurance and benefits of its employees as well as for any injury to its employees and their property.
6. a. An EHA employee will be assigned as the Property Manager for HPHA (the "Property Manager"). The EHA will be responsible for salary and all indirect expenses including but not limited to payroll taxes, pension, workers' compensation and insurance for the Property Manager. The employee selected will be in the complete discretion of the EHA. The Property Manager will serve under the direction of the Executive Director of the EHA to whom he or she will report. The schedule of the Property Manager shall be in accordance with paragraph B1d above. The Property Manager will perform the duties of such position in accordance with all applicable laws and regulations.
  - b. Notwithstanding anything in this Agreement, the EHA may in its complete discretion terminate, layoff or discipline the Property Manager.

**C. Non-exclusivity**

Nothing contained herein shall preclude the HPHA from performing the services set forth above in Section B(1) without the assistance of the EHA, it being understood that the duties conferred herein on the EHA are not exclusive. However, such performances of services by the HPHA will not diminish the compensation due the EHA per Section D unless agreed by the EHA and the HPHA in advance in writing.

**D. Compensation**

The HPHA shall compensate the EHA the sum of \$226,548.84 annually, to be paid monthly at the rate of \$18,879.07 per month for the services rendered herein.

Notwithstanding anything to the foregoing, in the event additional management fees shall become available through a PNC approved budget for the period commencing January 1, 2026, the compensation to the EHA shall be increased by such amount.

**E. Invoicing and Payment**

The EHA shall invoice the HPHA monthly. The invoice should specify the hours worked by EHA personnel along with a summary of the activities addressed.

**F. Term**

The parties may bilaterally modify this Agreement in writing at any time. This Agreement will be in effect for two years from January 1, 2026, until 2028. Either party may terminate this Agreement at any time upon thirty (30) days written notice to the other party. In such event EHA shall be entitled to the pro-rated cost of services rendered through the date of termination.

**G. No Employee Relationship**

EHA employees designated to perform services hereunder shall be deemed to be employees of the EHA and shall not be deemed to be employees of the HPHA for any purpose whatsoever. HPHA employees shall not be deemed to be employees of the EHA for any purpose whatsoever.

**H. Bond and Insurance**

1. Prior to the effective date of the Agreement, EHA shall furnish HPHA with a fidelity bond issued by a surety company satisfactory to HPHA in the amount of \$1,000,000.00 indemnifying HPHA against loss, theft, embezzlement or other fraudulent acts on the part of EHA or its employees. The HPHA shall reimburse the EHA for the cost of the fidelity bond.
2. EHA shall carry such Worker's Compensation insurance as is now or may hereafter be required by law as to those persons performing services for HPHA pursuant to this agreement.

**I. No Employee Solicitation or Hiring**

During the term of this Agreement and for a period of two (2) years following the expiration or the termination of this Agreement for whatever reason, HPHA will not hire or solicit Deborah Hurley or any other EHA employee to leave the employ of the EHA.

**J. Interest of Members, Officers or Employees of EHA, Members of Local Governing Body or Other Public Officials**

1. No member, officer, or employee of HPHA, no member of the governing body of the Township of Edison or Highland Park and no other public official of such localities who exercise any functions or responsibilities with

respect to the project programs during their tenure or for one year thereafter, shall have an interest direct or indirect in this contract or the proceeds thereof.

2. EHA warrants that it has disclosed all relevant information and warrants that to the best of its knowledge and belief, it does not have any organizational conflict of interest. EHA agrees that if after execution of this Agreement, it discovers an organizational conflict of interest with respect to this contract it shall make an immediate and full disclosure to HPHA and advise of the action that EHA has taken or intends to take to eliminate or neutralize the conflict.

**K. Records**

EHA shall maintain a comprehensive system of records, books, and accounts in a manner satisfactory to HUD and HPHA. All records, books, and accounts, together with all documents, papers and records of EHA which relate to the operation of HPHA shall be available for examination at reasonable hours by any authorized representative of HPHA, HUD, the Comptroller General or New Jersey Department of Community Affairs. EHA will turn over all records to HPHA at the termination of this contract.

**L. Equal Employment Opportunity**

During the performance of this contract, EHA agrees as follows:

EHA will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. EHA agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this Equal Opportunity clause.

In the event of EHA's noncompliance with the Equal Opportunity clause of this contract or with any other such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and EHA may be declared ineligible for further contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1966, and such other sanctions may be imposed and remedies invoked as provided in such order, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

**M. Notices; Approvals**

Where notice to a party or the approval of a party is required under the terms of this Agreement, such notice shall be given to, and such approval shall be given be obtained from the following representatives of each party:

Chairperson of Highland Park Housing Authority  
Chairperson of Edison Housing Authority

**N. Contingencies**

This contract shall be voidable if disapproved by the United States Department of Housing and Urban Development.

**O. Indemnification**

The EHA and the HPHA agree to mutually indemnify and hold each other harmless from and against any and all actions, claims, damages and costs directly or indirectly arising out of, or in correction with, the provision of services by the EHA to the HPHA pursuant to this Agreement.

**P. Entire Agreement**

This Agreement constitutes the entire between the parties and no changes shall be valid unless made in writing and executed by the parties.

**Q. No Assignment; No Waiver**

The rights, duties and obligations of this Agreement may not be assigned without either Party's prior written consent and it is agreed that a failure or delay in the enforcement of any of the provisions of this Agreement shall not constitute a waiver of those or any other provisions.

**R. No Third-Party Beneficiaries**

None of the terms of this Agreement shall be construed to be for the benefit of any third-parties and all rights, entitlements and remedies created by or related to this Agreement are limited to the parties entering into this Agreement.

**S. Governing Law; Venue**

This Agreement shall be interpreted in accordance with the rights of the Parties hereto and shall be governed by the laws of the State of New Jersey. Any dispute

regarding the terms of this Agreement shall be venued in New Jersey Superior Court, Middlesex County.

**T. Filing**

This Agreement shall be filed, for informational purposes, with the Division of Local Government Services in the Department of Community Affairs pursuant to N.J.S.A. 40:65A-4b.

**IN WITNESS WHEREOF**, the parties to this Agreement have caused their names to be affixed hereto by their proper officers.

**HIGHLAND PARK HOUSING AUTHORITY**

By: \_\_\_\_\_

Attest:

Dated: \_\_\_\_\_

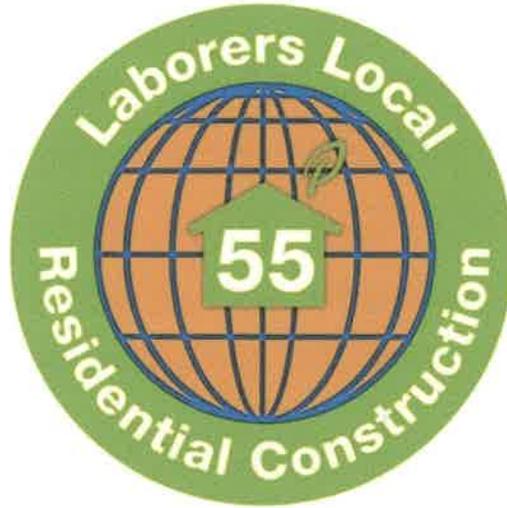
**EDISON HOUSING AUTHORITY**

By: \_\_\_\_\_

Attest:

Deborah M. Hurley, Executive Director

Dated: December 11, 2025



**LIUNA RESIDENTIAL CONSTRUCTION  
& GENERAL SERVICE  
LOCAL 55**

**RESIDENTIAL CONSTRUCTION AND ENERGY EFFICIENCY  
COLLECTIVE BARGAINING AGREEMENT  
DECEMBER \_\_ 2025- NOVEMBER \_\_ 2026**

# RESIDENTIAL CONSTRUCTION AND ENERGY EFFICIENCY COLLECTIVE BARGAINING AGREEMENT

## ARTICLE I

### Section 1: Recognition

The Employer recognized the Union as the exclusive collective bargaining agent for all non Highland Park Housing Authority employees covered by this Agreement. The Employer agrees that, upon the Union's presentation of evidence of majority status among employees in the bargaining unit, the Employer will voluntarily recognize the Union as the exclusive bargaining agent pursuant to section 9(a) of the National Labor Relations Act for all employees within the bargaining unit. This agreement excludes full time employees of the Highland Park Housing Authority.

## ARTICLE II

### Section 1: Work Coverage

The Employer hereby recognizes the Union's claim to jurisdiction to all work described in Appendix A1 and such other work as is assigned by the Employer to members of the bargaining unit and accepted by the Union, the work covered by this agreement is as follows:

Apartment repairs, turnarounds and such other work as designated by the Highland Park Housing Authority as described in Appendix A1, where not otherwise performed by existing Highland Park Housing Authority or other employees under the terms of a Collective Bargaining Agreement with another recognized building trades union.

### Section 2: Projects to Which this Agreement Shall Apply

- (a) This Agreement shall be applied to projects in the areas identified in Article I, Section I above as follows on an as needed basis.

Appendix A1: Projects at the Highland Park Housing Authority.

- (b) The Employer may request to have this Agreement be applied to a project not described in this Agreement by making application to Local 55.

## ARTICLE III

### Section 1: Union Security Clause

(a ) It shall be a condition of employment that all Union employees who perform work covered by Article II of this Agreement shall become and remain members in good standing of the Union and shall pay uniform initiation fees on or after the eighth day following the date of execution of this Agreement, or after the eighth day following the beginning of covered employment. The Union agrees that all employees will be accepted to membership on its roster of eligible laborers on the same terms and conditions generally applicable to other members or laborers on its roster of eligible laborers and, further, that the Employer will not be requested to discharge an employee for reasons other than such employee's failure to tend the periodic dues or fees uniformly required. The foregoing does not apply to Highland Park Housing Authority Employees who are employed as of the date of this agreement.

(b ) The Employer agrees to discharge, upon receiving seven days written notice signed by the Secretary Treasurer of the Union that such has failed to tender uniform initiation fees required, provided that a written notice has also been mailed by certified and regular U.S. mail to said employee at his or her last known address, and that said employee has not paid the required initiation and agency fees within seven days of the date of the written notice to said employee.

#### Section 2: Notice of Jobs to Union

The Employer shall notify the Union not less than 24 hours prior to the start of the job. The notice shall include the location of the job, the approximate number of laborers that will be required at its commencement, and the estimated time the job will begin.

#### Section 3: Hiring

(a ) The Employer shall advise the Union when it needs employees, giving all of the pertinent data to the Union with respect to the type of work so as to afford the Union opportunity to refer applicants for such vacancies. The Union shall be given first opportunity to supply the Employer's requirements for the job. If the Union is unable to supply the Employer's requirement for laborers by the next business day after the request, the Employer may hire from any source. The Employer shall provide the Union with the names, addresses, telephone numbers and social security numbers of any person hired that was not referred to the Employer by the Union within two business days of such hiring. Nothing in this subsection shall prohibit an Employer from maintaining a regular complement of laborers in its employ or recalling regular employees on temporary layoff.

(b ) The Employer shall have the absolute right to reject any job applicant or applicants referred by the union and shall be the sole judge of the work performed, except as otherwise provided in this Agreement. In the event of such rejection or termination, the Union will refer another applicant or applicants to the Employer.

(c ) The Employer agrees that there will be no discrimination against any employee or applicant for employment, in violation of Federal or State law.

## ARTICLE IV

#### Section 1: Uniform Work Day

There shall be a uniform eight hour work day with starting and quitting times between 6:00 AM and 6:00 PM.

### Section 2: Lunch Break

An unpaid thirty-minute lunch break shall be allowed. The lunch break shall begin not sooner than three hours after the beginning of the work day and end not later than three hours before the end of the work day. Work during the lunch break shall be paid at double time.

### Section 3: Work Week

A work week may consist of a minimum of 8 hours and maximum of 40 hours. A week begins on Monday and ends on Sunday.

### Section 4: Holidays

The following days shall be known as Holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The base rate for work performed on holidays shall be on and one-half times the hourly rate provided for in this Agreement.

### Section 5: Overtime, Sunday and Holiday pay

- (a) Hours worked in excess of 40 hours in a work weeks shall be paid at a time and one-half.
- (b) Hours worked on a Sunday or holiday shall be paid at time and one-half the applicable rate. (c) On overtime work, the Crew Chief (i.e., foreman) shall always the first laborer offered the opportunity to work overtime, and the Shop Steward shall always be the second laborer offered to work overtime. No overtime shall be worked without notice to the Shop Steward.

## ARTICLE V

### Section 1: Work Authorization and Status Disputes

Recognizing that questions involving an employee's immigrant/work status or personal information may arise during the course of his/her employment, and that error in an employee's documentation may be due to mistake or circumstances beyond an employee's control, the Employer agrees to the following: in the event an issue or inquiry arises from Immigration or Customs Enforcement involving the immigration status or employment eligibility of a non-probationary employee, the Employer shall promptly notify the employee in writing and forward a copy of the notification to the Union. If permissible under application law and/or regulations, the affected member shall be afforded reasonable opportunity to remedy the identified problem or to secure acceptable documentation demonstrating that the identified problem is in the process of review or correction before adverse action is taken. Any lawful changes in the employee's documentation or lawful correction in their social security number shall not be considered new employment or a break in service. If the member does not remedy the issue within four months, the member may be discharged and the employer shall have no further obligation to hold a member's position. If the member obtains the valid documentation referenced above when necessary, he/she will, consistent with the operational needs of the Employer, be permitted reasonable unpaid time off to attend relevant proceedings or visit pertinent agencies, for the purposes of correcting the identified problem, provided the Employer is given adequate notice of planned absences and verification of the appointments, hearing or other proceedings for which time off is requested.

## ARTICLE VI

### Section 1: Wages and Benefits

- (a) Wages and Benefits are set forth in Appendix A2.
- (b) The Union in its role and absolute discretion, reserves the right to allocate and/or reallocate any portion of the increases set forth in Appendix A2 to any of the fringe benefit funds, as well as the right to reallocate any of the amounts currently allocated to wages or to the fringe benefit funds.

### Section 2: Working Dues

The Employer shall deduct 5% per hour of each employee's gross wage, plus any additional sum per hour hereafter specified by the Union, as dues from the wages of all Laborers who authorize such deduction in writing and then promptly pay over such sums to the Union not later than once week after said deduction. The sum transmitted shall be accompanied by a statement, in a form specified by the Union, reporting the name of each person whose working dues check-offs are being paid and the number of hours each laborer has been paid.

### Section 3: Welfare Fund

Subject to the Union's right to allocate and/or reallocate as provided in Section 1, subdivision (b) of this Article, the Employer shall pay weekly to the Trustees of the New Jersey Building Laborers Statewide Benefits Funds such amounts per hour as are specified in the applicable attached schedule for all hours paid to laborers and crew chiefs for the Residential Laborers Benefit Plan.

### Section 4: Training Funds

Subject to the Union's rights to allocate and/or reallocate the wages and benefits as provided in Section 1, subdivision (b) of this Article, the Employer shall pay weekly to the Trustees of the New Jersey Building Laborers' Training and Apprenticeship Fund (NJBLTAF) or other specified training fund such amounts per hour as are specified in the applicable attached schedule for all hours paid to laborers and crew chiefs.

### Section 5: Laborers' Eastern Region Organizing Fund

Effective April 1<sup>st</sup>, 2025 the Employer shall deduct \$.40 per hour of each employee's gross wage, as organizing dues from the wages of all laborers who authorize such deduction in writing and then promptly pay over such sums to the Laborers' Eastern Region Organizing Fund not later than one week after said deduction.

The sum transmitted shall be accompanied by a statement, in a form specified by the Union, reporting the name of each person who organizing dues check-offs are being paid and the number of hours each laborer has been paid.

### Section 6: NJ PAC

In the event the Union requests that residential Laborers authorize contribution to the New Jersey Political Action Committee (the "NJ PAC"), or other such fund specified in the attached appendices, the Employer agrees to make all such authorized wage deductions and remit them to the New Jersey Building Laborers Statewide Benefits Funds (NJBSL) for the NJ PAC or such other fund at the same time as union dues check off is due and payable.

### Section 7: Payment of Wages

(a ) The Employer shall make regular weekly payment of all wages due in lawful currency or by check as per Section 7 of this Article. Payments shall be made in sealed envelopes and plainly marked, showing Employer's name and address (printed or stamped), employee's name, hours worked, gross amount earned, all deductions, and the net amount due.

(b ) The Employer agrees to and shall be bound by all terms and conditions of the Trust Agreement creating the Trust Funds set forth in this Article of the Agreement and by any rules, regulations or ByLaws adopted by the Trustees of the Funds to regulate said Funds, as they may be amended from time to time, including but not limited to the Trust Funds' arbitration procedures for allegedly delinquent contributions and/or claims of an inability to audit.

(c ) Payments by Employers to Trustees of the Trust Funds set forth in this Article of the Agreement shall be accompanied by reports furnished by the Trustees of the respective Funds, in such form and containing such data as the trustees may from time to time determine in their discretion to be necessary.

### Section 8: Payments of Wages by Check

The Employer shall have the option to make weekly payments of wages by check provided:

- 1) All legal requirements are complied with;
- 2) Delivery of checks to Laborers shall be at least one day preceding a banking day;
- 3) Checks indicate hours worked and the rate of pay in accordance with the provisions of this Agreement;
- 4) The check and the check stub bear the imprint and address of the signatory Employer;
- 5) Checks reflect the amount deducted for Working Dues, and LEROF check-off contributions in accordance with the provisions of this Agreement.

### Section 9: Audits

(a ) The payroll and employment books and records of the Employer shall be made available at all reasonable times for inspection and audit by the accountants or other representatives of the Trust Funds set forth in this Article of the Agreement and/or the Union's authorized representatives, including, without limitation, all payroll sheets, W-2 forms, state and federal Employment Reports, Insurance Company Reports and supporting checks, ledgers, general ledger, cash disbursement ledger, vouchers, equipment leases, 1099 forms, evidence of unemployment insurance contributions, payroll tax deductions, disability insurance premiums, certification of workers compensation coverage, and any other items concerning payroll(s).

(b ) If after an audit of its books and records the Employer is found to be delinquent in the payment of fringe benefit contributions to the Trust Funds set forth in the Article of the Agreement, the Employer shall bear the cost of the audit. In the event the Trust Funds set forth in this Article of the Agreement bring an action to recover the costs of audit, the Employer shall be obligated to pay the reasonable costs and attorney's fees incurred in bringing such action.

## ARTICLE VII

### Section 1: Due Date for Contributions

All payments of contributions to the New Jersey Building Laborers Statewide Benefit Funds or other funds shall be due no later than the 15<sup>th</sup> of the month following the month in which the hours for which contributions or check-offs are due were worked; or in the case of contributions or check-offs due for wages paid, but not worked, the 15<sup>th</sup> of the month following the month in which the wages were paid.

### Section 2: Benefit Contributions Due on All Hours Paid

Benefits are due on all hours paid, including those paid to new hires, regardless of the union status of the laborer.

### Section 3: Costs of Collection

The Employer shall pay interest of 1% per month compounded monthly for all delinquent contributions. If a notice of arbitration is issued, then the Employer shall pay, in addition, attorneys' fees of 20% of the amount due, court costs, and liquidated damages or other amounts due and payable under the Employee Retirement Income and Security Act of 1974, or other applicable law.

## ARTICLE VIII

### Section 1: Shop Stewards

Where Laborers are employed on a job, the Union shall appoint a working Shop Steward. The Shop Steward shall monitor the Employer's compliance with the terms and conditions of this Agreement. In the event the Shop Steward becomes aware of non-compliance with this Agreement by the Employer, the Shop Steward shall so inform the Union. The Shop Steward shall have the right to inspect the payroll before it is distributed and shall keep a record of all hours worked by all laborers. The Shop Steward shall perform these duties as shop steward with the least possible inconvenience to the Employer. The Shop Steward is to work as a Laborer and not use the position as Shop Steward to avoid performance of his or her duties as a Laborer. A Shop Steward shall not be discharged without just cause and upon notice to the Union. The Union shall have the right to remove and replace any Shop Steward. The appointed Shop Steward shall be paid the designated job classification rate plus an additional \$.25 per hour.

### Section 2: Union Rights to Visit Jobsites

The Business Agent, Business Manager or other designated Representative of the Union shall have the right to visit and go upon the Employer's jobs during working hours and said person shall not be interfered with while making such visits.

### Section 3: Crew Chiefs

The Employer may, in its sole discretion, select individuals to serve as Crew Chiefs. Such Crew Chiefs shall be in direct charge of the Laborers on the job. The crew chief shall take his orders from a supervisor on the job.

## ARTICLE IX

### Section 1: Strikes, Lockouts and Right to Stop Work

There shall be no strikes or lockouts, except that Local 55 reserves the right to stop work on a job because of nonpayment of wages and/or benefits. A contractor in jeopardy of a work stoppage situation will be given a 48 hour notice before action is taken.

### Section 2: Unauthorized Work Stoppages

The Union shall not be responsible for any unauthorized work stoppages or its results.

## ARTICLE X

### Section 1: Grievances and Arbitration

Except as set forth below, the parties shall submit disputes arising between the parties involving questions of interpretation or application of any clause of this Agreement (or a previous Agreement to which the Employer was subject), or any claim by the Employer that the Union has violated the law, as a grievance under the following rules, except as excluded or limited below.

#### a) Grievance Steps:

Step 1: The employer or his representative shall meet with a representative of the Union and attempt to adjust the grievance between them on a job level basis. The parties shall endeavor to meet within 48 hours of the time the dispute becomes known to them.

Step 2: If the matter is not resolved, the grieving party may appeal the dispute to American Arbitration Association, by written notice to the other party.

#### a) Arbitration:

An arbitrator shall be selected according to the rules of the American Arbitration Association for arbitration in Middlesex County, New Jersey. At the Union's discretion, multiple claims may be heard simultaneously as part of a single consolidated case. The parties shall share equally the arbitrator's fee, and the cost, if any, of a hearing room. The arbitrator shall have authority to award damages, backpay, and/or injunctive relief. Any decision of the arbitrator shall be final and binding upon the parties and shall be complied with within five days of the issuance of the award.

## ARTICLE XI

### Section 1: Subcontracting

## ARTICLE XII

### Section 1: Joint Apprenticeship and Training Committee

The parties agree to commence and continue to maintain a Construction Craft Laborer Apprenticeship

Program. The Joint Training and Apprenticeship Committee established by the parties in accordance with Apprenticeship Standards previously adopted by the committee shall have the authority to set, administer and enforce all rules, regulations, ratios and rates for apprentices and the apprenticeship program.

## Section 2: Apprentices

The employer shall participate in the apprenticeship program by accepting apprentices for employment upon referral by the Union. The Employer is required to accept an apprentice, provided there is work for such apprentice, once five journey workers are employed. The employer may, however, employ one apprentice for the first journey worker employed and no more than one additional apprentice for each additional three journey workers employed. An apprentice shall not work on the jobsite unless supervised by a journey worker. The referral of apprentices to any employer is a matter of discretion residing with the Local Union and JATC acting through the Apprentice Coordinator.

An apprentice should, whenever possible, be rotated by the Employer through different types of work so as to become trained in a variety of operations and work skills. Where the employer is unable to provide an apprentice with experience in the full range of craft skills, the JATC may request the Local Union to reassign the apprentice to other employment in order to provide the experience. For so long as the Employer is able to provide the necessary range of employment experience, the Employer may choose to retain the apprentice from job to job throughout the state, but shall notify the Local Union to make reasonable efforts to keep apprentices working so that they can complete the apprenticeship program and become journey workers in a reasonable amount of time.

An apprentice shall not be penalized for taking time off from work to attend offsite training required by the JATC (although time off for training shall be unpaid).

## Section 3: Apprentice Wage Rates

Apprentices shall be paid the following wage rates:

1<sup>st</sup> 800 hours - 70% of the journeyman's rate

2<sup>nd</sup> 600 hours - 80% of the journeyman's rate

3<sup>rd</sup> 600 hours - 90% of the journeyman's rate

After the completion of 2,000 hours, apprentices shall be paid the full journeyman's rate.

## Section 4: Apprentice Ratio

Subject to availability, the Agreement shall allow an apprentice ratio as follows: The first laborer after the job steward may be an apprentice, except where there is a foreman, in which case the third laborer employed may be an apprentice. Thereafter, there may be one apprentice for three journeypersons employed on the job.

# ARTICLE XIII

## Section 1: Termination of Agreement

This Agreement shall become effective and binding upon the parties hereto on, or the date signed, whichever is later, and remain in full effect through March 31<sup>st</sup> 2026, and shall renew from year to year thereafter unless either party hereto shall give written notice to the other party of its desire to modify, amend, or terminate this agreement. Notwithstanding the foregoing, either party may terminate this Agreement upon thirty days' written notice to the other. Any termination notice must be given in writing delivered by certified mail, postage prepaid,

#### ARTICLE XIV

Each party ("Indemnifying Party") shall indemnify, defend and hold harmless the other party, its officers, directors, employees, agents, successors and assigns (collectively, the "Indemnified Parties") from and against any and all claims, demands, causes of action, losses, liabilities, damages, costs, and expenses (including reasonable attorneys' fees and court costs) arising out of or relating to:

**1. Breach of Agreement**

Any material breach of this Agreement by the Indemnifying Party;

**2. Negligence or Misconduct**

Any negligent acts, omission, or willfull misconduct of the Indemnifying Party or its employees, agents, or subcontractors in connection with this Agreement; and

**3. Violation of Law**

Any violation of applicable laws, rules or regulations by the Indemnifying Part

The mutual indemnification obligation shall not apply to the extent such claims, losses, or damages result from the gross negligence or willful misconduct of the Indemnified Parties.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed this day and year by their duly authorized officers, and represent to each other that they were duly authorized to enter into this Agreement and warrants and represent that he or she has authority to bind the Employer and the officers, principals and/or members thereof.

Signed by both parties hereto as \_\_\_\_\_ of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Print Firm Name

By:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Company Officer Signature

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Print Name of the Officer

\_\_\_\_\_  
Area Code & Telephone Number/ Fax Number

\_\_\_\_\_  
Title of Officer

\_\_\_\_\_  
Federal Tax ID #

LIUNA Residential Construction & General Service Workers Local 55  
59 Wall Street, Suite 203C Newark,  
New Jersey 07105

By: \_\_\_\_\_  
Hector Fuentes, Business Manager

APPENDIX A1

Projects Covered by this Agreement

In house, residential unit conditioning and any general construction projects on an as needed basis as directed by the Employer.

No project covered by New Jersey State or federal Davis-Bacon prevailing rate for general commercial construction may be performed under this Agreement.

### Laborers Work Jurisdiction

The Employers bound hereby recognize the Unions' claim to all jurisdiction as set forth in the Manual of Jurisdiction ( October, 1961 ) and in this Agreement as the same may relate to building, site and general construction in the State on New Jersey and the parties hereto agree to cooperate in the proper assignment of work jurisdiction as set forth herein to the construction laborers.

### Appendix A2

### Wage and Fringe Benefits Rates

Residential Construction Laborer and Skill Tradesman and Foreman Rates

On residential construction jobs, Residential Construction Laborers perform all forms of work traditionally performed by laborers, including, but not limited to, general conditions, mason tending, and renovation. The wage and fringe benefits rates below represent the minimum amount that can be paid to a Residential Construction Laborer, Tradesman and Foreman.

**Foreman**

	April 1, 2023	April 1, 2024	April 1, 2025
Wage Rate	\$32.00/ hour	\$32.45/ hour	\$32.90/ hour
RLBP*	\$5.00/ hour	\$5.00/ hour	\$5.00/ hour
Training (NJBLTF)	\$0.40/ hour	\$0.40/ hour	\$0.40/ hour
NJ LECET	\$0.05/ hour	\$0.05/ hour	\$0.05/ hour
<b>Total Package</b>	<b>\$37.45/ hour</b>	<b>\$37.90/ hour</b>	<b>\$38.35/ hour</b>
<b>Deductions</b>			
Dues	5% gross salary	5% gross salary	5% gross salary
LEROF	\$0.40/ hour	\$0.40/ hour	\$0.40/ hour
NJ PAC	\$0.05/ hour	\$0.05/ hour	\$0.05/ hour

\*THE EMPLOYER SHOULD TREAT THIS AS A TAXABLE BENEFIT TO THE EMPLOYER

**Skilled Tradesman**

	April 1, 2023	April 1, 2024	April 1, 2025
Wage Rate	\$27.95/ hour	\$28.35/ hour	\$28.75/ hour
RLBP*	\$5.00/ hour	\$5.00/ hour	\$5.00/ hour

Training (NJBLTF)	\$0.40/ hour	\$0.40/ hour	\$0.40/ hour
NJ LECET	\$0.05/ hour	\$0.05/ hour	\$0.05/ hour
<b>Total Package</b>	<b>\$33.40/ hour</b>	<b>\$33.80/ hour</b>	<b>\$34.20/ hour</b>
Deductions			
Dues	5% gross salary	5% gross salary	5% gross salary
LEROF	\$0.40/ hour	\$0.40/ hour	\$0.40/ hour
NJ PAC	\$0.05/ hour	\$0.05/ hour	\$0.05/ hour

**\*THE EMPLOYER SHOULD TREAT THIS AS A TAXABLE BENEFIT TO THE EMPLOYEE**

### **Journeyman Laborer**

	April 1, 2023	April 1, 2024	April 1, 2025
Wage	\$23.90/hour	\$24.25/hour	\$24.60/hour
RLBP*	\$5.00/hour	\$5.00/hour	\$5.00/hour
Training (NJBLTF)	\$0.40/hour	\$0.40/hour	\$0.40/hour
NJ LECET	\$0.05/hour	\$0.05/hour	\$0.05/hour
<b>Total Package</b>	<b>\$29.35/hour</b>	<b>\$29.70/hour</b>	<b>\$30.05/hour</b>
Deductions			

Dues	5% gross salary	5% gross salary	5% gross salary
LEROF	\$0.40/ hour	\$0.40/ hour	\$0.40/ hour
NJ PAC	\$0.05/hour	\$0.05/hour	\$0.05/hour

\*THE EMPLOYER SHOULD TREAT THIS AS A TAXABLE BENEFIT TO THE EMPLOYER