

**HIGHLAND PARK HOUSING AUTHORITY
BOARD MEETING**

February 12, 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 24, 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 Seth Hahn, Council Liaison - Matthew Hersh Borough of Highland Park, Deborah Hurley – Executive Director, Terrance Corrison Esq., Counsel

Absent: Commissioner Padriac Millet, Commissioner Priscilla Hera

Approval of Minutes:

Minutes of January 08, 2026 meeting.

Motion: Commissioner David Copperman

Second: Commissioner Thuy Bozzett

Discussions: 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	

Public Comment: Open and closed 6:33 PM

New Business:

Executive Director Deborah Hurley noted there was a meeting earlier in afternoon to discuss budget with the Affordable Housing Members and Commissioners. Below are the highlights:

- Tony Polcari presented the budget; revenues exceed expenses with an anticipated surplus.
- Major Capital expenses (repairs, cameras, roof work) are accounted for.
- Discussed possible use of reserves for capital expenses.
- Reviewed Page F1 summary (revenues, appropriations, surplus).
- Budget will be submitted to DCA; no HUD submission required due to high-performer status.

Communications:

There were no discussions.

Attorney's Report:

A tenant has successfully vacated the apartment after a lengthy process, with police present during the move-out. Housing Director Denise Blake was recognized for her patience and leadership throughout the situation, and remaining belongings will be discarded after the 19th to ensure the tenant does not return. Support will continue for any necessary evictions and rent collection rates are strong showing positive overall progress.

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. Housing Director Denise Blake replied to the query by Commissioner David Copperman that the building entrance uses a key card system that is outdated and needs upgrading, and rather than replacing the company at high costs, the plan is to modernize it by moving the system to a cloud-based platform for improved efficiency.

Executive Director Deborah Hurley Report:

- Executive Director Deborah Hurley thanked the Borough and Councilman Matthew Hersh for their support during the recent snowstorm. The Collaboration between Edison Housing Authority and the Borough of Highland Park ensured timely snow removal, regular salting, and resident safety. Heat and hot water systems held up well; families remained safe and warm.
- Housing Director for Highland Park Denise Blake was recognized for overseeing the maintenance team during the storm.
- Housing Director for Highland Park Denise Blake conducted a walkthrough of Park Terrace and Kronman Building with the Police Department to assess potential security camera locations. Plan to obtain three quotes from state-approved vendors for cameras instead of going out to full bid.
- Tax credit work is ongoing as Housing Director for Highland Park Denise Blake navigates with over 100 residents to get the paperwork completed on time.

Committee Reports:

There were no discussions.

Resolutions:

2026-03 Resolution to approve the monthly bill list for the month of January 2026 in the amount of \$31,454.15.

Moved: Commissioner William Rainwater

Seconded: Commissioner Seth Hahn

Discussion: There were no discussions.

	<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	

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.

Motion: Commissioner William Rainwater

Second: Commissioner David Copperman

Discussions: No Discussions.

	<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 Discussions.

Public Comment Open and Close 6:46 PM

Chair Ruby Hope closed the Public Comment at 6:46 PM

Motion to adjourn: Commissioner William Rainwater

Seconded: Commissioner Thuy Bozett

All commissioners present voted to adjourn at 6:46 PM

A handwritten signature in black ink, appearing to read "Deborah M. Hurley". The signature is written in a cursive style with a large, looping flourish at the end that extends below the horizontal line.

Deborah M. Hurley, Secretary, Executive Director

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

Doc Num	Payment	Document Recipient	Document Description	Amount
15802	02/19/2026	FRANCOTYP-POSTALIA, INC.	Q postage machine 01/12/26 to 04/11/26	\$51.00
15803	02/19/2026	Gannett New York-New Jersey LocalIQ	A Audit publicallon-HPHA	\$56.00
15804	02/19/2026	POLCARI & CO.	M Fee Accounting Services for January 2026	\$1,750.00
15805	02/19/2026	Staples Business Advantage	M office supplies Inv#6054391306,6054391307	\$202.42
15806	02/19/2026	T-MOBILE	M employee cell phone-12/21/25 to 01/20/26	\$82.81
15807	03/09/2026	ANCERO, LLC	M telephone service 02/24/2026 to 03/23/2026	\$229.55
15808	03/09/2026	Borough Of Highland Park	M Employee Dental remittance-March 2026	\$74.17
15809	03/09/2026	Breslin & Breslin	M legal services February 2026	\$807.50
15810	03/09/2026	Edison Housing Authority	M February 2026 admin contract	\$11,596.57
15811	03/09/2026	EFA Rental Resources LLC	M inspections-Oct 2025	\$384.00
15812	03/09/2026	NetConnect, Inc	M computer & cyber Security Maintenance contract-March 2026	\$485.30
15813	03/09/2026	ONLINE INFORMATION SERVICES	M 1 criminal background check	\$29.95
15814	03/09/2026	Smartphone Secretary	M Answering service -03/31/2026 - 04/27/2026	\$62.89
15815	03/09/2026	Telesystem	M telephone system-March 2026	\$137.63
Total Payment for February 2026-HPHA Voucher				\$15,949.79



HIGHLAND PARK
HOUSING AUTHORITY

Board of Commissioners

Ruby Hope
Chair

William Rainwater
Vice Chair

David Copperman
Commissioner

Thuy Bozzett
Commissioner

Padraic Millet
Commissioner

Seth Itahn
Commissioner

Priscilla Hera
Commissioner

Deborah Hurley
MPA, C-PPHM
Executive Director
& Secretary

Matthew Hersh
Borough of
Highland Park Liaison

📍 242 South 6th Avenue, Highland Park 08904 📞 732.572.4420 📠 732.985.6485 🌐 www.highlandparkhousing.org

Housing Director - Monthly Operations Report

Reporting Period: **February 2026**

Prepared By: **Denise Blake**

1. Facility Projects:

a. Annual Tax Credit Recertification - 2026

- i. Annually, 100 residents are required to complete the recertification process.
 - 1. To date 75 resident files have successfully been processed and approved.

b. Agreement signed – Upgrade Keri System

- i. Keri system (Key Fob system). Will be upgraded.

2. Legal and Rent Matters:

a. Eviction Proceedings:

- i. We are working closely with our Attorney’s office, APS, and a family member to delicately resolve a potential housing issue.

3. Delinquent Rents:

- i. We receive a \$500.00 grant from DAFgiving360 which was applied towards the accounts of families struggling to pay 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. Fish-Sticks, Eggs
 2. Proteins, fruits, and assorted dry goods.

5. Resident Activity:

a. Applicants & Move ins:

- i. Kronman is FULLY occupied.
- ii. We are currently interviewing applicants from our Park Terrace waitlist for housing.

Rent Collection & Occupancy:

Kronman Affordable – Occupancy = 100%

iii. Rents: 41,825.00

iv. Collected: 41,201.00 (98.5%)

Park Terrace – Occupancy = 98%

v. Rents: 10,123.00

vi. Collected: 10,073.00 (99.5%)

Maintenance Report:

28 Work Orders have been completed in January

- 17 – Route maintenance issues
- 9 – Urgent work orders
- 2 - Preventative

Thank you to our anonymous donor, your contribution has truly changed a life!

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

Feb-26

VMS Type Description	# of Vouchers	# of New Vouchers	Amount
Project Based Voucher	121	0	\$72,546.00
Regular Vouchers	100	0	\$117,978.00
Totals	221	0	\$190,524.00

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: 25

Amount of Port Out Portable Out Vouchers: \$38027

Number of Checks written: 38

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

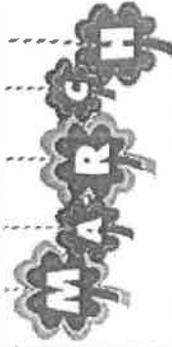
Monthly Summary of February, 2026 Activities

Prepared by: Cozette L. Randolph, HP Social Worker

Task #	Category	Activities & Achievements
1	Contact a family member	Contacted a family member to inform them of health and safety concerns regarding their loved one and to ensure appropriate support was in place.
2	Wellness Check	Conducted two (2) wellness checks; one resident was stable, and the other requested emergency assistance, prompting a 911 call.
3	Game Day on Fridays	Launched Game Day Fridays in the community room to promote social engagement, cognitive stimulation, and peer connection through puzzles, checkers, cards, board games, and music.
4	Assistance with FS Card	Assisted one (1) resident with activating his replacement Food Stamp (SNAP) card.
5	Social Security Documentation	Facilitated Social Security income verification for fifteen (15) residents to support continued eligibility for rental assistance within independent living housing.
6	Wellness Check	Completed wellness checks for two (2) residents experiencing anxiety. Contacted the hospital for guidance; both residents elected to remain at home with reassurance and supportive intervention.
7	Visiting Angles - Group Presentation	Delivered an informational session on Companion Care Services to seven (7) residents, including a Q&A to enhance understanding of available in-home support options.
8	Pre-Housing Inspections	Completed six (6) pre-home inspections; all residents met required housing standards.
9	Housing Re-Inspections	Re-inspections for (1) resident, whom did show improvement in her apartment.
10	United Healthcare Support	Coordinated follow-up with United Healthcare representative Mr. Sam Freeman, who provided an in-person visit to address resident concerns.
11	Hoarding Intervention	Provided hoarding-prevention resources to three (3) residents to promote safer, more organized living environments.
12	Resident Health Follow-Up	Completed a wellness check for one (1) resident recently discharged from a rehabilitation facility; the resident reported improved health and successful adjustment back home.
13	Home Health Care Guidance – Individual Support	Contacted Visiting Angels to schedule a follow-up presentation for residents who were unable to attend the previous session; awaiting a return call.
14	Outreach to Visiting Angels	Coordinated an upcoming presentation by Best Home Care to expand awareness of in-home support services; the session was rescheduled for next month.
15	Best Home Care Presentation Coordination	Coordinated an upcoming presentation by Best Home Care to share awareness of in-home support services, coming up next month, had to be reschedule.
16	Stress Management & Relaxation Techniques	Rescheduled the guided group discussion on the impact of stress on physical and emotional health, including practical relaxation techniques, for next month.



HPHA ACTIVITIES CALENDER 2026



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
2	3 WORLD WILDLIFE DAY 	4 Elijah's Promise Food Changes Lives BINGO	5	6 GAME DAY HP Farmers Market Reopens! BINGO	7/8 INTERNATIONAL WOMEN'S DAY
9	10	11 Elijah's Promise Food Changes Lives BINGO	12 Board of Commissioners meeting- 6:30pm 	13 GAME DAY BINGO	14/15 HAPPY PI DAY
16	17 HAPPY St. Patrick's DAY Wear Green!	18 Meet w/ Cozette to do De-Stress program 2:30PM BINGO	19 Leilah - High School Community Volunteer 5:30 PM	20 BINGO	21/22 World Water Day
23	24	25 Elijah's Promise Food Changes Lives PEST CONTROL BINGO	26	27 GAME DAY BINGO 10:30-11:30 AM Annabel Home Health Care	28/29 International Day of Happiness
30	31				

March winds and April showers bring forth May flowers
 Do Not block calls from 8773339336 important announcements for HPHA



INTERNATIONAL WOMEN'S DAY

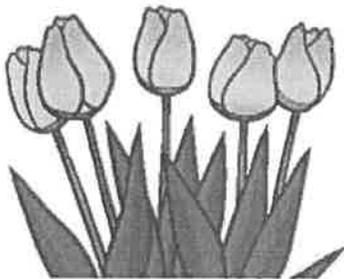


LANDMARK

**GREETINGS FROM YOUR
COMMUNITY NEWS LIAISON**

HELLO EVERYONE!

Welcome to March! I am very excited for this issue because we have our first resident interview! Donna Haring of 6H! Thank you, Donna for sharing your generous spirit and offering your perspective on what it's like to live in the Samuel Kronman Building. If you're interested in participating in a resident interview, please reach out as I would love to talk with more of our neighbors. I'm excited to learn more about everyone and discover what we have in common! Additionally, I hope you're all staying warm during this cold winter and would like to take a moment to express gratitude to the building staff for cleaning snow quickly and keeping us safe. Spring is almost here, but in the meantime, please take advantage of our upcoming programs, including Bingocize and the free meals delivered from Elijah's Promise every Wednesday. And when you see a neighbor or a friend in the hall(s), please say hello and check in. Furthermore, the office is here to support you, so please reach out with any issues, concerns, or suggestions you may have. Now is a great time to suggest a program if you have one in mind!



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

LANDMARK

PUBLIC MEETING BEST PRACTICES

Be respectful:

Address everyone in the room with courtesy and professionalism.

Wait to Be

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

Limit Speaking Time:

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

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

Commissioner Meeting Round-up

February 2026

The next meeting of the Highland Park Housing Authority Board of Commissioners took place as scheduled on Thursday, February 12, 2026, in the Community Room.

During this meeting, **the budget for the 2026 fiscal year was discussed and adopted.** Some major expenses included in the budget were funds for security cameras and continued building repairs. **Denise is also looking into the process for updating the door system for the building entrance.**

The staff is currently assessing the building and deciding on the proper position for new security cameras. We are also looking into going with someone from the state vendor list so that the procurement process goes more smoothly.

The staff is happy to report that the clean-up for the snowstorm a few weeks ago was completed in ample time. Our heating, water, and power systems held up and we were able to salt the ground in a timely manner. Families were safe.

Please continue to observe all cleanliness, trash, and other safety protocols. Thank you for your cooperation.

The Main Office, especially Denise's office, has an open-door policy. If you wish to speak with Denise, please feel free to come in and knock on the door. Pop-ins have always been welcome. No appointment necessary.

LANDMARK

MEET YOUR NEIGHBOR!

Donna Haring (6H)

This month, Landmark is pleased to introduce our first resident interview, Donna Haring (6H). Donna has lived in the Samuel Kronman building for thirteen years.

Donna was born on May 21, 1973, in New Brunswick, New Jersey. She has an identical twin sister, loves eating Praeger's California Veggie burgers, and watching Olympic sports. She loves arts and crafts and writing and has penned over 100,000 six-word memoirs. She was valedictorian of her high school and is a former adjunct professor in the MBA program at Rider University.

What do you enjoy most about living in the Kronman Building? What is a favorite memory that you have?

I like that the residents can help each other and that there's always someone to talk to. It's quiet on my floor at least, and my work orders are addressed quickly and efficiently. I feel that any issues I have with apartment policies are addressed quickly. I also loved when Hope moved in next door to me because we're best friends.

What is one improvement/change that you've witnessed in the building while living here?

Resident rapport. People are friendlier and greet each other more. There're less complaints and more gratitude. I've seen lots of warm greetings even between people who are acquaintances. I'm also really grateful for things like Bob bringing me my packages and my vinyl flooring. My apartment is comfortable. I really enjoy my balcony and hearing the birds by my window every morning. The cleanliness of the building has improved too.

What is one thing that you love about Highland Park?

I love that it's easy to walk and that we have a great local pharmacy (Unite). I also love that we have a community center where I can have breakfast, lunch, and go to bingo all while barely having to put a coat on.