

**HIGHLAND PARK HOUSING AUTHORITY  
BOARD MEETING**

March 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 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 Seth Hahn, Commissioner Priscilla Hera, Deborah Hurley – Executive Director, Terrance Corriston Esq., Counsel

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

**Approval of Minutes:**

Minutes of February 12, 2026 meeting.

**Motion:** Commissioner William Rainwater

**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 that Director of Housing Denise Blake had thorough discussions and walkthrough with Police department to identify and decide locations and after obtaining three quotes (mostly from state-approved vendors) averaging around \$40,000, with plans to review the budget, adjust numbers as needed, and quickly proceed with selecting a state-approved vendor.

**Communications:**

There were no discussions.

**Attorney's Report:**

Terrance Corrison Esq., Counsel discussed a few points and changes in detail

- HUD introduced **optional** policies for housing authorities: **term limits** and **work requirements** for subsidy recipients. Both policies are **not mandatory**, and housing authorities may choose to adopt either, both, or neither.
- In New Jersey, landlords are legally prohibited from rejecting tenants based on **source of income**, including **Section 8 vouchers**. Section 8 landlords are subject to **HQS inspections** and **financial/document review obligations** under their contracts.
- Due to declining newspaper readership, the government now requires agencies to post public notices on their own websites, including linking to a state site for centralized access. For the next year, agencies must still publish twice-monthly notices announcing this transition, and their websites must become ADA-compliant by next year. The transition is already underway, with related costs beginning to appear.

**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.

**Committee Reports:**

There were no discussions.

**Old Business:**

No Discussions.

**Resolutions:**

**2026-05 Resolution to approve the monthly bill list for the month of February 2026 in the amount of \$15,949.79.**

**Moved:** Commissioner Thuy Bozett

**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 Bozett	X			

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

**Resolution:**

**2026-06 Resolution to adopt the Highland Park Housing Authority Budget for The Fiscal Year April 1, 2026 to March 31, 2027.**

**Motion:** Commissioner William Rainwater

**Second:** Commissioner Thuy Bozett

**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			

**Executive Director Deborah Hurley Report:**

- Ongoing issues with the water heater/boiler are being addressed, with plans to obtain quotes for replacement to ensure consistent hot water.
- The Housing Authority is up to date (or ahead) on its tax credit requirements.
- A staff member is out for about a month recovering from surgery, with a temporary replacement and union support in place.
- Security Camera discussions were also mentioned as part of ongoing matters.
- Roof work is partially completed, with temporary repairs done to prevent leaks, but full work and HVAC removal are still pending with estimates to follow. No current reports of leaks on the top floor, indicating conditions are stable for now.

**Public Comment Open and Close 6:52 PM**

Chair Ruby Hope closed the Public Comment at 6:52 PM

**Motion to adjourn:** Commissioner William Rainwater

**Seconded:** Commissioner Thuy Bozzett

All commissioners present voted to adjourn at 6:56 PM

---

Deborah M. Hurley, Secretary, Executive Director

**RESOLUTION # 2026-07**

**ADOPTING MONTHLY BILL LIST FOR THE MONTH OF  
March 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 \$19,230.75 for the month of March, 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:** \_\_\_\_\_

<b><u>Member Recorded Vote</u></b>	<b><u>Ayes</u></b>	<b><u>Nays</u></b>	<b><u>Abstain</u></b>	<b><u>Absent</u></b>
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 April 09, 2026.

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

Approved as to legal form by Terrence Corriston, Esq.

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

Doc Num	Payment Date	Document Recipient	Document Description	Amount
15816	03/20/2026	POLCARI & CO.	M Fee Accounting Services for February 2026	\$1,750.00
15817	03/20/2026	Spedient, Inc	A. Annual & reinspection HCV 5 Inspection for March 2026	\$1,900.00
15818	04/06/2026	ANCERO, LLC	M telephone service 03/24/2026 to 04/23/2026	\$229.55
15819	04/06/2026	Borough Of Highland Park	M Employee Dental remittance-April 2026	\$74.17
15820	04/06/2026	Breslin & Breslin	M legal services March 2026	\$807.50
15821	04/06/2026	Edison Housing Authority	M March 2026 admin contract	\$11,596.57
15822	04/06/2026	Management Computer Services Inc.	Annual 1099 vendor service	\$87.00
15823	04/06/2026	NetConnect, Inc	As Need Desktop computer & monitor, webcam bought for Debroah	\$1,964.47
15824	04/06/2026	Public Housing Authorities Directors Association	A annual Director membership-2026	\$337.50
15825	04/06/2026	Smartphone Secretary	M Answering service -04/28/2026 - 05/25/2026	\$63.22
15826	04/06/2026	SUPERIOR OFFICE SYSTEMS, INC.	Q copier maintenance-03/27/2026to 06/26/2026	\$118.17
15827	04/06/2026	Telesystem	M telephone system-April 2026	\$137.28
15828	04/06/2026	T-MOBILE	M employee cell phone-01/21/26 to 03/20/26 2 months	\$165.32
<b>Total Payment for March 2026-HPHA Voucher</b>				<b>\$19,230.75</b>

**RESOLUTION #2026-8**

**EXTEND CONTRACT FOR GENERATOR MAINTENANCE AND REPAIR CONTRACTED TO  
GENSERVE, INC. FROM 2/28/26-2/28/27  
FOR AN AMOUNT NOT TO EXCEED \$40,000**

**WHEREAS**, the Housing Authority of the Borough of Highland Park (the "Authority") awarded a contract for generator maintenance and repair services for the Kronman Building to GenServe, Inc. of Pennsauken Township, NJ (Contractor) on January 22, 2019; and

**WHEREAS**, the contract was awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq. for a two-year period ending February 28, 2021; and was extended for an additional two years; and

**WHEREAS**, pursuant to 40A:11-15, the Authority reserves the right to extend a contract period for non-professional services for one additional twelve-month period, providing all rates, terms and conditions remain the same and both parties are in agreement; and

**WHEREAS**, the contractor has performed satisfactorily for the Authority and has proven to be a competent and reliable contractor; and

**WHEREAS**, the Authority has sufficient funds in its operating account to pay for the required services.

**Amendment Clause - Termination with Notice**

Highland Park Housing Authority may terminate this Agreement by providing a thirty (30) days' written notice to GenServe. The termination notice must specify the effective date of cancellation, which shall be no less than thirty (30) days from the date of the notice. Upon expiration of the notice period, this Agreement shall terminate without further obligation, except for any accrued obligations or liabilities as of the effective termination date.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Borough of Highland Park, New Jersey, that the contract renewal for generator maintenance and repair services with GenServe, Inc. is hereby awarded through **February 28, 2027**. All such work to be provided in accordance with the original bid documents dated January 22, 2019 at the same rates (\$258.82 / qtr. for 8 quarters, \$115.00 / hr. (\$172.50 / hr. OT).

Motion to adopt Resolution #2026-8 – Subject to Terrance Corrison, ESQ observations/edits

**MOVED:** Commissioner Padraic Millet

**SECONDED:** Commissioner Thuy Bozzett

<u>Member Recorded Vote</u>	<u>Aye</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 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 March 12, 2026.

\_\_\_\_\_  
Deborah Hurley, Secretary

Approved as to legal form by Terrance Corrison, ESQ.



# HIGHLAND PARK HOUSING AUTHORITY

Board of Commissioners

Ruby Hope  
Chair

William Kalinowski  
Vice Chair

David Desperian  
Commissioner

Tracy Anderson  
Commissioner

Palladio Miller  
Commissioner

Josh Nicks  
Commissioner

Priscilla Otero  
Commissioner

Deborah Sturley  
MPA, C-2018  
Executive Director & CEO

Michael Harris  
Manager of  
Highland Park Point

242 South 8th Avenue, Highland Park, 08904

732.572.4420

732.955.6485

www.highlandparkhousing.org

## Highland Park Housing Authority Summary for Section 8 Voucher

Mar-26

VMS Type Description	# of Vouchers	# of New Vouchers	Amount
Project Based Voucher	121	0	\$78,689.00
Regular Vouchers	99	0	\$120,238.00
Totals	220	0	\$198,927.00

Number of HAP Expenses After the First of Month: 0

Amount of HAP Expenses After the First of Month: \$0

Number of Voucher Units - End Month: 246

Number of Port Out Portable Out Vouchers: 24

Amount of Port Out Portable Out Vouchers: \$39150

Number of Checks written: 38



**HIGHLAND PARK**  
HOUSING AUTHORITY

Board of  
Commissioners

Ruby Hope  
*Chair*

William Rainwater  
*Vice Chair*

David Copperman  
*Commissioner*

Thuy Bozzett  
*Commissioner*

Padraic Miller  
*Commissioner*

Seth Ilahn  
*Commissioner*

Priscilla Hera  
*Commissioner*

Deborah Hurley  
*MPA, C-PPM*  
*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](http://www.highlandparkhousing.org)

## Housing Director - Monthly Operations Report

Reporting Period: **March 2026**

Prepared By: **Denise Blake**

### 1. Facility Projects:

#### a. **Camera Bids**

1. From a cost perspective, the number of cameras was reduced from 23 to 16.

- Multiple vendors listed on the state-approved website have been engaged.
- These vendors are currently preparing bid offers.

#### b. **Roof repair:**

1. A minor leak was identified on the sixth-floor ceiling, attributed to a small tear near the flashing on the roof during rainfall.

- Roofing professionals have been contacted to address the issue, with repairs scheduled for completion in late April.

#### c. **Kronman Water Meter Testing:**

1. Kronman successfully completed its four-year water meter test. The results were forwarded to Keith at Middlesex Water Co.

#### d. **Annual Boiler Testing:**

1. Successfully completed annual boiler testing for Kronman.

### 2. Legal and Rent Matters:

**a. Eviction Proceedings:**

1. A resident family expressed their appreciation to me and the Attorney's office for the manner in which a legal matter was addressed last month and throughout the past two years. The family indicated that they are currently developing a plan in compliance with our lease guidelines.

**b. Delinquent Rents:**

- i. 3 residents are delinquent. 2 residents made verbal agreements.
- ii. For all delinquent residents we offer to get them help from charitable agencies.

**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.

**b. Pop-up Pantry:**

i. Hosted monthly by Charlie Tomaro from Hands of Hope.

**4. Resident concerns addressed:**

1. Resident's request for a "new" replacement refrigerator:

- o This request was denied. Upon inspection by maintenance, it was determined that the damage to the current refrigerator resulted from resident misuse.
- o On 3/26/26, four reasonable options were presented to the residents:
  - o Purchase a new refrigerator from us at cost.
  - o (Though slightly smaller than their current refrigerator) Accept the family-sized refrigerator offered last week.
  - o Accept their OLD (in good working condition) refrigerator back. This old refrigerator at the resident request was replaced with a new refrigerator, 2yrs ago.
  - o They can select and purchase their own refrigerator.

**5. Resident Activity:**

**a. Applicants & Move ins:**

i. We are currently interviewing applicants from our Kronman and Park Terrace waitlist for housing.

**Rent Collection & Occupancy:**

**Kronman Affordable – Occupancy = 99%**

- ii. Rents: 40,165.00
- iii. Collected: 38,914.00 (96.9%)

**Park Terrace – Occupancy = 98%**

- iv. Rents: 11,819.00
- v. Collected: 9,416.00 (79.7%)

**Maintenance Report:**

38 Work Orders have been completed in March

- 14 – Route maintenance issues
- 10 – Urgent work orders
- 2 – Emergency
- 6 – Preventative
- 6 - Inspections

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

Monthly Summary of March 2026 Activities

Prepared by: Cozette L. Randolph, HP Social Worker

Task #	Category	Activities & Achievements
1	Adult Protective Services Coordination	Contacted Adult Protective Services to request an assessment of a resident's overall well-being and capacity to continue living independently within HPHA. Ensured follow-up communication for continuity of care
2	Wellness Checks	Conducted five resident wellness checks. Outcomes included one hospital admission, one resident's return home, two residents maintaining stability and medication adherence, and one resident assisted in contacting emergency services due to acute anxiety.
3	Community Engagement – Game Day Fridays	Continued facilitation of weekly Game Day Fridays in the community room to promote social interaction, cognitive engagement, and emotional well-being through group activities such as puzzles, board games, and music.
4	Food Assistance Support	Assisted one resident in completing the necessary documentation for Food Stamp (SNAP) benefits, ensuring accurate submission and access to nutritional support.
5	Social Security Advocacy	Supported a resident in obtaining and submitting a waiver form to dispute an overpayment claim with the Social Security Administration, advocating for fair resolution and financial stability.
6	IRS Assistance	Guided one resident through contacting the IRS to clarify tax-filing concerns and verify that no dependents were claimed, promoting compliance and understanding of federal requirements.
7	Best Home Care	Provided five residents with detailed information on Companion Care Services, including a Q&A session to enhance awareness of available in-home support options.
8	Pre-Housing Inspections	Conducted one pre-inspection; resident met all housing standards and demonstrated readiness for continued independent living.
9	Housing Re-Inspections	Completed a re-inspection for one resident who showed measurable improvement in home conditions, reflecting progress toward compliance with housing safety standards.
10	United Healthcare Coordination	Collaborated with United Healthcare representative Mr. Sam Freeman to address resident inquiries and ensure clear communication regarding available benefits and services.
11	Hoarding Prevention Outreach	Provided four residents with educational materials and referrals for hoarding-prevention services to promote safer, more organized living environments.
12	Resident Health Follow-Up	Conducted a follow-up wellness visit with one resident to assess service effectiveness. Resident reported active engagement with a nurse, physical therapist, and nutritionist, demonstrating positive progress in health management.
13	Senior Summer Camp Inquiry	Contacted a senior summer camp program to obtain information for potential resident participation, supporting opportunities for socialization and recreational enrichment.
14	Community Volunteer Engagement	Coordinated a visit from local high-school students who volunteered to interact with residents. The event fostered intergenerational connection and community engagement; students plan to return next month.
15	Best Home Care Presentation	Organized and scheduled an upcoming presentation by Best Home Care to expand resident awareness of available in-home support services.
16	Stress Management & Relaxation Techniques	Scheduled and facilitated a guided group discussion on stress management, focusing on the physical and emotional impact of stress and introducing practical relaxation techniques.



# HPHA ACTIVITIES CALENDER 2026



**MONDAY**      **TUESDAY**      **WEDNESDAY**      **THURSDAY**      **FRIDAY**      **SAT/SUN**

<p>Dates to know in April          April 1 – Trickster April          Fools Day          April 22 – Earth Day</p>		<p>Kara-Middlesex Programs          April 14 1-2pm          Sam Freeman – United Health          Insurance 10-12pm          Clean Kings – 11-12pm          Best Home Aide – 10:30-11:30PM</p>							
		<p>1          Elijah's Promise          Food Changes Lives</p>	<p>2          Board of Commissioners meeting- 6:30pm</p>	<p>3          IN OBSERVANCE OF  <b>GOOD FRIDAY</b>          WE ARE CLOSED</p>	<p>4/5  <b>HAPPY EASTER</b></p>				
6	7	<p>8          Elijah's Promise          Food Changes Lives</p>	<p>9          Board of Commissioners meeting- 6:30pm</p>	<p>10  <b>GAMER DAY</b>          Clean Kings – 11-12pm          Presentation</p>	<p>11/12  <b>Happy EASTER</b></p>				
13	14	<p>15          Tamiko @ Net Connect          11:00AM-12:00PM</p>	<p>16  <b>GAMER DAY</b></p>	<p>17  <b>GAMER DAY</b></p>	<p>18/19  </p>				
20	21	<p>22          Sam Freeman          United Health Agent          10-12PM</p>	<p>23  <b>GAMER DAY</b></p>	<p>24  <b>GAMER DAY</b></p>	<p>25/26  </p>				
27	28	<p>29          Elijah's Promise          Food Changes Lives</p>	<p>30          Annabel – BEST HOME HEALTH CARE          10:30-11:30AM</p>	<p>Tel: 8773339336          announcements for HPHA – Do Not Block this Number</p>	<p><b>CHERRY BLOSSOMS FESTIVAL</b>          Branch Brook Park, Newark, NJ</p>				



**HIGHLAND PARK  
HOUSING AUTHORITY**

**BYLAWS**

**May 2019**

Revised: May 2019

May 2019

# **Highland Park Housing Authority Bylaws**

## **ARTICLE I - ORGANIZATION**

### **Section 1. Name of Organization**

The name of this organization is the "Housing Authority of the Borough of Highland Park" and is hereinafter referred to as the Authority.

### **Section 2. Seal of Authority**

The seal of the Authority is a circle and bearing the name of the Authority and the year of its organization in 1956.

### **Section 3. Office of Authority.**

The office of the Authority is at the S.J. Kronman Senior Building, 242 South 6<sup>th</sup> Avenue, Highland Park, New Jersey, 08904.

## **ARTICLE II— MISSION**

The mission of the Authority is to provide adequate safe, decent, sanitary and affordable housing for low and moderate income residents of Highland Park. The Authority is committed to enhancing the lives of its residents and to operating in an ethical, economical, efficient and professional manner. Toward these ends, the Authority strives to establish and maintain partnership relations with its residents and with governmental and non-governmental agencies in the community.

## **ARTICLE III — BOARD OF COMMISSIONERS**

### **Section 1. General Powers**

The powers of the Authority are exercised by a Board of Commissioners, hereafter the Board, which authorizes and oversees the activities of the Authority.

## **Section 2. Number and Tenure of Commissioners**

The Board of Commissioners consists of seven members who serve five year terms.

Commissioners are appointed as follows:

The Borough Council of Highland Park appoints five Commissioners.

The Mayor of Highland Park appoints one Commissioner.

The Commissioner of the Department of Community Affairs of the State of New Jersey appoints one Commissioner.

A vacancy among Commissioners is filled in the same manner as the original appointment was made but for the unexpired term of the previous Commissioner.

A Commissioner may resign at any time by giving written notice to the Chairperson of the Board. A resignation shall take effect at the time specified in the written notice, or upon receipt thereof if a time is not specified.

## **Section 3. Qualifications of Commissioners.**

Commissioners must satisfy the requirements of applicable federal, state, county and borough laws.

No more than one member of the Board may be an officer or employee of the Borough of Highland Park.

Commissioners must satisfactorily complete a course of study as prescribed by the New Jersey State Department of Community Affairs within eighteen months of their appointment to the Board. A Commissioner who fails to complete this course of study within the prescribed time period will be deemed to have resigned his/her position.

## **Section 4. Obligations of Commissioners.**

Commissioners are expected to regularly attend Board meetings. In the event a Commissioner expects to be absent from a scheduled meeting, he/she should notify the Chairperson or the Executive Director of the Authority before the scheduled meeting. If a Commissioner misses more than two consecutive regularly scheduled meetings and does not provide an acceptable excuse for his/her absences, the Board may direct the Chairperson to send a statement to that member's appointing council, individual or agency, advising them of this fact and requesting that the Commissioner be removed and a replacement be appointed.

May 2019

No Commissioner may accept compensation in any way for his/her service other than as reimbursement for actual expenses necessarily incurred as per State and Federal regulations.

## **ARTICLE IV - OFFICERS**

### **Section 1. Officers of Authority and Board of Commissioners.**

The officers of the Authority are the Chairperson of the Board of Commissioners, the Vice- Chairperson of the Board of Commissioners, and the Secretary-Treasurer of the Authority who is also the Executive Director of the Authority.

The Chairperson and Vice-Chairperson of the Board are elected by an affirmative vote of not less than four of the Commissioners at the *annual reorganization meeting of the Board which occurs each April*. These officers serve one year terms or until their successors are elected and qualified, and are eligible for reelection.

The Secretary-Treasurer/Executive Director is an employee of the Authority hired by the Board.

### **Section 2. Chairperson.**

The Chairperson presides at meetings of the Board.

The Chairperson is responsible for scheduling regular meetings and, as necessary, special meetings, and for ensuring that agendas are prepared and timely distributed for these meetings.

The Chairperson serves as signatory upon all checks, drafts, contracts, deeds and other instruments made by the Authority unless the Board provides otherwise in special circumstances.

The Chairperson appoints standing committee members and committee chairpersons, and establishes ad hoc committees with the approval of the Board and appoints their chairpersons as needed. The Chairperson is an *ex officio* member of all committees.

### **Section 3. Vice-Chairperson.**

The Vice-Chairperson performs the duties of the Chairperson in his/her absence or incapacity and, in case of the resignation or death of the Chairperson, until the Board elects a new Chairperson.

**Section 4. Secretary-Treasurer/Executive Director.**

The Executive Director of the Authority serves as the Secretary-Treasurer of the Board.

The Executive Director performs general supervision over the day to day administration of the Authority's business and affairs, subject to the direction and policies of the Board of Commissioners.

The Executive Director manages the housing projects and other programs of the Authority.

The Executive Director assigns and supervises employees of the Authority in the performance of their duties.

The Executive Director advises the Board on the formation of policies and programs, and carries out the policies and programs established by the Board.

The Executive Director has care and custody of all funds of the Authority and deposits those funds in the name of the Authority in such bank(s) as the Authority may select according to federal and state laws and regulations.

The Executive Director develops an annual and capital budget for review and approval by the Board.

The Executive Director keeps or causes to be kept regular books of accounts showing receipts and expenditures and renders to the Board at each regular meeting, or more often when requested, an account of his/her transactions and an account of the financial condition of the Authority.

The Executive Director keeps in safe custody the seal of the Authority and is authorized to affix the seal to all contracts and instruments authorized to be executed by the Board.

The Executive Director must meet all qualifications set forth for that position by the NJ Department of Community Affairs.

The Executive Director may not be a Commissioner except that a Commissioner may perform the services of the Executive Director on a temporary basis, without pay, in emergent circumstances when the position has been vacated and the Board is searching for a new Executive Director. For these limited purposes, the Commissioner need not meet the qualifications for a permanent Executive Director, provided this is disclosed and acceptable to the Department of Community Affairs.

## ARTICLE V - MEETINGS

### **Section 1. Time and Place of Meetings.**

Board meetings are held at the office of the Authority unless otherwise scheduled by the Board in special circumstances.

The Board meets regularly at least once each month except for the month of August.

Regular Board meetings are held once per month at a date and time established by resolution of the Board of Commissioners adopted at its Reorganization Meeting or at such other time and place established by resolution of the Board of Commissioners-

### **Section 2. Meeting Notices.**

Except in the case of an emergency, in which case a meeting may be held in accordance with applicable law, at least forty-eight hours' notice must be given for any Board meeting in accordance with the New Jersey Open Public Meetings Act. No meeting of the Board may be held without public notice.

For these purposes, any meeting of four or more Commissioners on matters concerning the Authority shall be considered a Board meeting and shall require public notice.

The Authority regularly publishes its notices in the Star-Ledger and the Home News Tribune which are newspapers of general circulation for the Borough of Highland Park. Notices are also posted at the Authority's administrative offices, at each of the Authority's two residential facilities, and in the Highland Park Borough Hall and on the HPHA website.

### **Section 3. Minutes.**

The Secretary-Treasurer/Executive Director shall keep or cause to be kept minutes of all meetings of the Board, and will make those minutes available for public inspection in accordance with the Open Public Records Act.

### **Section 4. Reorganization Meetings.**

The Board holds an annual reorganization meeting on the second Thursday of April at 6:30 PM

or at a date and time established by resolution of the Board of Commissioners adopted at its Reorganization Meeting or at such other date and time established by resolution of the Board of Commissioners. The purpose of the reorganization meeting is to elect officers for the coming year and designate members of the Board's standing committees. A regular meeting follows the reorganization meeting.

#### **Section 5. Regular Meetings.**

The Board holds regular meetings each month except for the month of August. Unless otherwise specified in a schedule of meetings issued by the Board or in the notice for a meeting, regular meetings are held on the second Thursday of the month starting at 6:30 pm.

In certain circumstances, it may be necessary to permit a Board member(s) to participate in meeting(s) by means of conference calls or similar communication equipment which enables all participants and the public to hear each other. Such participation shall constitute a presence at a meeting for the purpose of establishing a quorum.

#### **Section 6. Special Meetings.**

The Chairperson of the Board may on his/her own initiative, or shall upon the request of two members of the Board, call for a special meeting for the purpose of transacting special business that needs to be conducted on an emergent basis or that cannot be conducted at a regular meeting.

A special meeting agenda shall be drafted detailing the items(s) of business to be conducted at the special meeting, and the agenda shall be provided to all members of the Board at least two days prior to the date of the meeting.

#### **Section 7. Executive Sessions.**

The Board may hold an executive session from which the public is excluded in order to discuss confidential matters, such as personnel matters, litigation matters, anticipated litigation matters, and other matters that the New Jersey Open Public Meetings Act may allow. Minutes of an executive session shall be maintained by the Executive Director or a Board member and made available for public inspection if and when the need for confidentiality no longer exists.

**Section 8. Quorum.**

Four of the seven Commissioners shall constitute a quorum for the purpose of conducting Board business and exercising the powers of the Board. The Board upon the affirmative vote of no less than four of the Commissioners present at a meeting may take action.

**Section 9. Procedure.** Board meetings are conducted in accordance with a simplified form of Robert's Rules of Order. The Chairperson may designate a parliamentarian to assist the Chairperson in procedural rulings.

**Section 10. Resolutions.**

The business of the Board shall be conducted by Resolutions publicly proposed, seconded and voted upon by the Commissioners.

Resolutions shall be numbered and in writing, and shall clearly explain their purpose.

The roll call votes of the Commissioners shall be recorded on the face of each Resolution.

The Secretary-Treasurer/Executive Director shall certify those Resolutions adopted by the Board.

The Secretary-Treasurer/Executive Director shall maintain copies of Resolutions in a journal of the proceedings of the Board.

**Section 11. Order of Business.**

The following is the usual order of business at a regular Board meeting. The Board may alter the order of business by resolution.

- (1) Call to order by the Chair.
- (2) Statement by Chair of compliance with the Open Public Meetings Act.
- (3) Pledge of Allegiance to the United States flag.
- (4) Roll call of Board members, Authority counsel and accountant, and staff members.
- (5) Consideration and approval of minutes of last meeting.
- (6) Public comment - fifteen minutes (three minutes per person).
- (7) New Business
- (8) Communications to and from the Authority for consideration by the Board.
- (9) Counsel's report.
- (10) Accountant's report.

- (11) Executive Director's report.
- (12) Staff reports.
- (13) Committee reports.
- (14) Resolutions for Board consideration.
- (15) Old Business.
- (16) Public comment - fifteen minutes (*three minutes per person*).
- (17) Adjournment.

**Section 13. Manner of Voting.**

Voting by Commissioners on questions coming before the Board shall be by roll call at public meetings, and the yeas and nays shall be recorded in the minutes of the meetings.

The Secretary-Treasurer/Executive Director shall keep or cause to be kept a correct and permanent record of votes in a book to be kept for that purpose.

**ARTICLE VI— COMMITTEES**

**Section 1. Standing Committees.**

The following Standing Committees have been established to facilitate the Board's responsibilities:

1. Personnel
2. Finance and Administration
3. Tenant Relations
4. Buildings and Grounds
5. Policy

The Chairperson appoints two Commissioners to serve on each committee and designates a chairperson from among them.

**Section 2. Terms of Standing Committees.**

Members of Standing Committees serve one year terms from the date of the Board's annual reorganization meeting.

**Section 3. Ad Hoc Committees.**

The Board may from time to time establish by resolution an Ad Hoc Committee to address a matter of special concern. The resolution shall state the purpose of the Ad Hoc Committee and the term of its existence. The Chairperson may appoint two or more Commissioners to serve on the Committee and designate a chairperson from among them.

**ARTICLE VII- AMENDMENTS**

These by-laws of the Authority may be amended by an affirmative vote of not less than four of the Commissioners at a regular or a special meeting with at least seven days written notice to all of the members of the Board.