

**HIGHLAND PARK HOUSING AUTHORITY
BOARD MEETING**

May 14, 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 Padriac Millet, Commissioner Priscilla Hera, Council Liaison Matthew Hersh Borough of Highland Park, Deborah Hurley Executive Director, Terrence Corriston Esq., Counsel.

Approval of Minutes:

Minutes of April 09, 2026 meeting.

Motion: Commissioner William Rainwater

Second: Commissioner Padriac Millet

Discussions: No Discussion

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chair Ruby Hope	X			
Commissioner Thuy Bozzett	X			
Commissioner David Copperman	X			
Commissioner Seth Hahn	X			
Commissioner Padriac Millet	X			
Commissioner William Rainwater	X			
Commissioner Priscilla Hera	X			

Public Comment:

219 S 6th Ave: The resident asked about the new maintenance staff, who Chair Ruby Hope said would begin the next day. The resident also raised concerns about cameras, which are set to be installed soon, and about unit painting, which requires a front desk work order and residents moving furniture as explained by Housing Director Denise Blake.

1C: Resident was curious as to know are there going to be new cameras in the Kronman Building as well. Commissioner Ruby Hope mentioned that the Cameras in the building will be upgraded and there will be additional ones outside.

1B: Resident wanted to comment on the staff on doing professional and courteous job and are on top of their current paperwork and professionalism.

3L: Resident wanted to mention that he has been in the building for 15-16 years and wanted to comment that as long as he has been here there have always been hot water issues. Its not fair to blame new management and complain about hot water. Trustee Ruby Hope thanked resident.

616 Benner St.: Resident commented about being a representative in the District.

Public Comment closed at 6:39pm

Communications:

None

Old Business: Commissioner David Copperman inquired on the names being in blue on the website and getting ADA compliant. Executive Director Deborah Hurley said that it will coordinated with the firm responsible for our updates.

Attorneys Report:

An update on recent HUD discussions regarding potential work requirements and term limits for non-senior, non-disabled residents receiving public housing or Section 8 assistance. While HUD previously issued guidance allowing housing authorities to implement such measures voluntarily, the current White House budget proposal, if passed would make them mandatory.

New Business:

There were no discussions.

Staff Reports:

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

Section 8 Report:

Dir. of Section 8, Zena Sutton mentioned that a community workshop at EHA will be held on June 17th with multiple sessions: English at 10:00 a.m., Spanish at 11:00 a.m., and additional sessions at 5:00 p.m. and 6:00 p.m. The workshop will cover fair housing, financial budgeting, credit repair, homeownership

opportunities, and related housing resources. It is open to the entire community, and residents at Highland Park Housing Authority are encouraged to attend.

Committee Reports:

There were no discussions.

Old Business:

No Discussions.

Resolutions:

2026-08 Resolution to approve the monthly bill list for the month of April in the amount of \$20,475.32

Moved: Commissioner Padriac Millet

Seconded: Commissioner William Rainwater

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			

Resolutions:

2026-09 Resolution by the Highland Park Housing Authority Board Commissioners approves the award of contract for landscaping services to DWC Enterprises, Inc.

Moved: Commissioner Padriac Millet

Seconded: Commissioner Thuy Bozett

Discussion: There were two bids from the bidding process and the lowest was selected.

	<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			

2026-10 Resolution authorizing a rent increase in the amount of 4.9% for Park Terrace effective May 1, 2026.

Moved: Commissioner Padriac Millet
Seconded: Commissioner William Rainwater

Discussion: There were no discussions.

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chair Ruby Hope	X			
Commissioner Thuy Bozzett	X			
Commissioner David Copperman	X			
Commissioner Seth Hahn	X			
Commissioner Padriac Millet	X			
Commissioner William Rainwater	X			
Commissioner Priscilla Hera	X			

2026-11 Resolution authorizing rent increase in the amount of 4.9% for the Samuel J. Kronman Building Effective May 1, 2026.

Moved: Commissioner Padriac Millet
Seconded: Commissioner Thuy Bozzett

Discussion: There were no discussions.

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chair Ruby Hope	X			
Commissioner Thuy Bozzett	X			
Commissioner David Copperman	X			
Commissioner Seth Hahn	X			
Commissioner Padriac Millet	X			
Commissioner William Rainwater	X			
Commissioner Priscilla Hera	X			

**Executive Director Deborah Hurley Report:
Capital Improvements & Facility Projects Summary**

- Planned projects include:
 - Installation of security cameras.
 - Replacement of one boiler.
 - Removal and replacement of three rooftop exhaust fans at Kronman.
 - Replacement of water heaters at Park Terrace.
 - Replacement/upgrades to the HVAC system, including roof blowers and associated ductwork.
- Management is awaiting a letter from the accountant to submit to PNC Bank in order to access reserve funds and proceed with the work.
- Housing Director Denise Blake has been coordinating with vendors and obtaining three quotes from state-approved contractors for each project.

- All project estimates are based on the lowest qualified bid from approved vendors.

Public Comment

5F: Resident was confused as we already had a landscaper. Chair Ruby Hope explained that a landscaping contractor had been retained previously for a specific contract period. Once that contract ended, the services needed to be rebid, and the landscaping work was put out for competitive bids to secure a new landscaper.

2G: Resident wanted to know if snow removal in parking lot is included in the landscaping contract. Executive Director Deborah Hurley explained that snow removal services are not included in the landscaping contract. She noted that the Authority's maintenance staff are responsible for clearing sidewalks, while the Borough is responsible for plowing and maintaining the roadways.

206 S 7th Ave: Resident expressed concern about losing Section 8 voucher, and Counsel Terrance Corriston Esq., clarified that existing participants, particularly seniors and disabled residents, would not be affected by the proposed changes, which would only limit the reissuance of vouchers when current participants leave the program.

3P: Resident raised a safety concern regarding a loose piece of metal on the roof that is lifting in the wind. Resident also expressed his appreciation for the staff and thanked them for the work they are doing.

219 S. 6th Ave: Resident raised concerns about a loose porch and individuals loitering outside in summer; Chair Ruby Hope advised the resident to submit a work order through the office for the porch repair and to contact the Police Department regarding the loitering issue.

5F: A resident raised concern related to maintenance and air conditioning, referencing issues experienced in New York City. Commissioner Padriac Millet responded that there is no known concern at the property as the building uses window units.

1E: Resident expressed concern about pallets and other materials being stored along the side of the building. Housing Director Denise Blake explained that the new maintenance team is actively working to improve the property's appearance and condition, and that cleaning and organizing the area is included on their list of scheduled maintenance tasks.

Chair Ruby Hope closed the Public Comment at 7:02 PM

Motion to adjourn: Commissioner Padriac Millet

Seconded: Commissioner David Copperman

All commissioners present voted to adjourn at 7:02 PM

Deborah M. Hurley, Secretary, Executive Director

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

<u>Doc Num</u>	<u>Payment Date</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
15842	06/08/2026	ANCERO, LLC	M telephone service 05/24/2026 to 06/23/2026	\$228.56
15843	06/08/2026	Breslin & Breslin	M legal services May 2026	\$807.50
15844	06/08/2026	Edison Housing Authority	M May 2026 admin contract	\$11,596.57
15845	06/08/2026	Gannett New York-New Jersey LocalIQ	A notices publication-HPHA	\$109.56
15846	06/08/2026	NAN MCKAY & ASSOCIATES	As need HCV Specialist-HOTMA training for Reema	\$1,350.00
15847	06/08/2026	New Jersey Public Housing Authority JIF	Semi annual 2nd installment JIF insurance-2026	\$8,503.00
15848	06/08/2026	POLCARI & CO.	M Fee Accounting Services for April 2026	\$3,500.00
15849	06/08/2026	Smartphone Secretary	M Answering service -06/23/2026 - 07/20/2026	\$81.07
15850	06/08/2026	Spedient, Inc	A. Annual HCV53 Inspection for May 2026	\$6,575.00
15851	06/08/2026	Telesystem	M telephone system-June 2026	\$137.12
15852	06/08/2026	The Nelrod Company	SEMAP Success Training for Reema-Section 8.	\$349.00
15853	06/08/2026	T-MOBILE	M employee cell phone-04/21/26 to 05/20/26	\$87.48
Total Payment for May 2026-HPHA Voucher				\$33,324.86

RESOLUTION # 2026-12

**ADOPTING MONTHLY BILL LIST FOR THE MONTH OF
MAY 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 \$ 33,324.86 for the month of May 2026 has been reviewed by the Board of Commissioners.

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

MOVED: _____

SECONDED: _____

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

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Borough of Highland Park at their Regular meeting of June 11, 2026.

Deborah M. Hurley, Secretary

Approved as to legal form by Terrence Corriston, Esq.



HIGHLAND PARK HOUSING AUTHORITY

Board of Commissioners

Ruby Hope
Chair

William Rainwater
Commissioner

David Epperman
Commissioner

Thuy Bozzett
Commissioner

Padraic Millet
Commissioner

Seth Haber
Commissioner

Priscilla Hera
Commissioner

Deborah Hurley
MPA, C-PHM
Executive Director
& Secretary

Matthew Heish
Mayor of
Highland Park, Illinois

242 South 6th Avenue, Highland Park 08904

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Director of Housing - Monthly Operations Report

Reporting Period: **May 2026**

Prepared By: **Denise Blake**

1. Facility Projects:

a. Inspections & Compliance Highlights

- i. **PNC Bank Audit:** On May 19 the buildings exterior and interior (common areas) received significant commendations ("Kudos").
- ii. However, 15 units were randomly selected of which 5 highlighted severe resident housekeeping and hoarding challenges.
- iii. This has prompted a conversation and a restructuring (please see memorandum to Social Worker) of how social services interacts with residents and is able to mitigate eviction risks.

b. Regulatory & Inspections:

- i. Our Section 8 inspector has cited us for GFI wiring issues in a few units. The issues have been remedy immediately following the citation.
- ii. Elevators passed their annual inspection and are certified for a year.

c. Tax Credit & Finance: 93 out of 100 annual tax credit recertifications have been completed. My quarterly reports have been submitted to PNC; we are waiting on our accountant to submit our balance sheet & income statements.

2. **Restructured Social Services & Resident Relations**

- a. To avoid eviction risks and addressing the housekeeping issues highlighted by PNC, I personally conducted a walkthrough of all 100 units in Kronman.
 - i. 10 units (10%) require critical intervention.
 - ii. I've asked our Social Worker to become more proactive. Shifting from passive referrals to a more hands-on approach. Incorporating micro-task cleaning schedules (e.g., focusing on one area/task at a time) paired with positive reinforcement.
 - iii. I've also encouraged her to pursue Medicare/Medicaid-funding for housekeeping aids for all those that 'may' qualify.
 - iv. Follow-up home inspections are scheduled via the Social Worker for June 12, 2026.

b. Resident Liaison Roles (Via Easter Seals)

- i. 2 residents have been employed through the Easter Seals program.
- ii. #1 – **Resident Coordinator** – She will champion program attendance. She possesses strong community ties with the Senior Community Senior, which will allow her to present more programming opportunities to our residents via our monthly newsletter. (Her Services end with us on July 23rd)
- iii. #2 – **Resident Liaison** – Starting in June, this person will deliver notices throughout both properties, host open-door resident feedback sessions, and organize casual movie/news watching events type gatherings.

3. Legal and Rent Matters:

a. Delinquent Rents:

- i. 2 residents are currently past due to under reporting of income.
- ii. We continue to receive captured past rent payments collected for us by our Attorney's office.

4. Community Engagement:

a. Meal Services:

- i. Weekly prepared meals continue to be provided to us through Elijah's Promise.

b. Pop-up Pantry:

- i. Hosted monthly by Charlie Tomaro from Hands of Hope. Residents received:
 - 1. Beef, Eggs
 - 2. Proteins, breads, fruits, and assorted dry goods.

5. Resident Activity:

a. Applicants & Move ins:

- i. One – Tax Credit applicant is scheduled to move-in in June.
- ii. We are currently interviewing applicants from Park Terrace waitlist for housing.

6. Maintenance, Capital Projects, & Procurement

a. Completed Repairs:

- i. **Heating System:** Plumbers have successfully repaired the water-heating system. In system# 2 – an exhaust fan was replaced. System #1 – A sensor was replaced, but the plumber is waiting on the manufacturer to confirm configuration instructions.
- ii. **Major Sewer Backup:** This affected several 1st floor units (Plumbing lines B, C, E). All residents affected were compensated for trouble. I, Maintenance, and Edison Maintenance, all worked hard to resolve issue. Non-biodegradable objects, such as sanitary pads, baby-wipes etc. found in

traps. – A written warning notice was sent out to all residents to “**ONLY**” use biodegradable materials when flushing the toilet.

- iii. **A reasonable accommodation request:** Called in plumbers to reroute the pipe work under a sink in unit 1-H to accommodate the height of a wheelchair.
- iv. **Recommendation of Section 8 Inspector:** Called in plumbers to fix shower diverter (unit 1-E) to comply with NSPIRE/Building codes. Also, per inspector, replaced refrigerator due to ‘cracked’ gasket.
- v. **OS&Y Valve 3rd Floor Repaired:** Small valve leak was repaired on May 8th, 2026. (We have a minor leak in the OS&Y valve 2nd floor, waiting on quote to repair).
- vi. **Central Alarm System:** Repaired 2 smoke alarms via AFA alarm company
- vii. **Fasia repair (North-Side) Roof:** Abt. 3ft. of aluminum siding had become slightly detached from the roof. May 15th, issue was fixed.
- viii. **Keri System Upgrade:** Fob system was upgraded on May 11. A minor glitch was fixed/remedied within a week after the initial installation.

b. QPA approved Quotes for our Accountant for:

- i. Camera Upgrade: Park Terrace and Kronman
- ii. Exhaust Fan Replacement: Three broken units at Kronman
- iii. Water Heater Replacement: One water heater tank at – Kronman
- iv. HVAC Removal: Three roof blowers and associated ductwork - Kronman

c. Capital Improvement: QPA is securing RFP’s for:

- i. Replacement of 20 Water heaters – Park Terrace
- ii. Adding Ventilation Systems:
 - 1. 21 – Park Terrace Units
 - 2. 10 – 1st floor – Kronman Units
- iii. Electrical Services
- iv. Plumbing Services
- v. Website Maintenance
- vi. Flooring
- vii. Debt Collection
- viii. Elevator Company
- ix. Sprinkler Company

d. Landscaping:

- i. Walked property with the landscaper. We are awaiting a proposal to trim back trees and add pieces that will beautify the landscape.
- ii. Landscapers **must** ensure trees and brushes are at least 6 ft. away from the building so we align with HUD/NSPIRE building standards.

e. Pest Control:

- i. On **Wednesday, May 27th** I walked Kronman with the Pest Control agent. Out of 100 units only 1 unit showed signs of live activity.

- ii. This unit will undergo a **ONE-TIME** pest control clean-out. The residents will not be able to enter there unit for 2 hours.
- f. **July In-House Maintenance Focus:** - Park Terrace
 - i. My desire is to start a **2 unit per month** internal renovation project.
 - ii. Utilizing our maintenance team, I will be working with the families to update flooring as needed, paint units, and fix inside units as needed.

Maintenance Work:

Our maintenance team is currently working on sprucing up our building by:

- a. Painting sidewalks, and parking spaces,
- b. Painting/replacing stained ceiling tiles,
- c. Touch-up paint walls (on-going)
- d. Paint Lobby
- e. Painting Community Room

42 Work Orders have been completed in **May**

- 23 – Route maintenance issues
- 10 – Urgent work orders
- 1 – Preventive
- 1- Emergency
- 2 – Vacant
- 2 – Vendor calls
- 3 – Section 8 inspector findings

Rent Collection & Occupancy:

Kronman Affordable – Occupancy = 99%

iii. Rents: 42,144.93

iv. Collected: 41,595.73 (99.9%)

Park Terrace – Occupancy = 98%

v. Rents: 12,117.00

vi. Collected: 9,337.00 (92.3%)

Thank you!

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

May-26

VMS Type Description	# of Vouchers	# of New Vouchers	Amount
Project Based Voucher	119	0	\$74,407.00
Regular Vouchers	99	0	\$118,515.00
Totals	218	0	\$192,922.00

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: 244
Number of Port Out Portable Out Vouchers: 25
Amount of Port Out Portable Out Vouchers: \$39004
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	
crandall@hphousing.org	

Monthly Summary of May 2026 Activities

Prepared by: Cozette L. Randolph, HP Social Worker

Task #	Category	Activities & Achievements
1	Net Connect	Net Connect representative to HPHA, supporting residents in strengthening their digital literacy skills. Facilitated a session focused on navigating computers, laptops, and cell phones, while emphasizing the importance of regularly updating email addresses for security. A total of (6) residents participated.
2	Wellness Checks	Completed (5) wellness checks throughout HPHA to assess resident well-being, identify emerging needs, and provide appropriate supportive interventions. Also shared information regarding upcoming community events scheduled for May.
3	Community Engagement – Game Day Fridays	Continued facilitation of weekly Game Day Fridays to promote socialization, cognitive stimulation, and emotional wellness. Activities included puzzles, board games, and music. Residents attended.
4	Food Assistance Support	Assisted (3) residents with completing and submitting SNAP applications, ensuring accurate documentation and facilitating access to nutritional benefits.
5	Social Security Advocacy	Provided individualized support to (1) resident by submitting required documentation to the Social Security Administration regarding an overpayment waiver request.
6	Assistance with an overpayment concern.	Guided (2) residents in contacting their medical insurance provider regarding co-payments for prescription medications. Successfully assisted both residents in obtaining plans with \$0 co-pay. Both residents expressed satisfaction with the outcome.
7	Best Home Care	Provided (5) residents with comprehensive information on Companion Care Services, including a question-and-answer session to increase understanding of available in-home support options.
8	United Healthcare Coordination	Initiated phone contact with a United Healthcare representative to address resident inquiries and ensure clear communication regarding available benefits and service options.
9	Hoarding Prevention Outreach/Pre Inspection	Provided (5) residents with educational materials and referrals for hoarding prevention resources to promote safer, healthier, and more organized living environments.
10	Resident Health Follow-Up	Conducted follow-up with (4) residents regarding their medical appointments, reinforcing the importance of ongoing engagement in healthcare. Residents reported attending appointments and demonstrated increased attention to their physical health needs.
11	Medicaid Card Assistance	Assisted (1) resident in accessing her Medicaid card to ensure continued coverage for necessary prescription medications.
12	Acknowledge all Mothers for Mother's Day	Coordinated a Mother's Day gathering to promote social connection and emotional well-being. Residents engaged in sharing meaningful memories while enjoying refreshments. A total of (6) residents attended.
13	Best Home Care Presentation	Organized and scheduled a presentation by Best Home Care to expand resident awareness of available in-home support and companion care services. (5) residents attended.
14	Creating Beautiful gardens, with plants to help enhance a beautiful atmosphere at HPHA	Collaborated with Director Denise Blake in facilitating a "Spring Vibe" activity in the Community Room, engaging residents in enhancing their living spaces through planting and gardening. Residents participated in an incentive-based activity and received supplies to support their efforts.

HPHA ACTIVITIES CALENDER 2026



MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SAT/SUN

1						6/7
8	9 <i>6pm</i> Game Time in Kronnam Community Room 6PM	10 Cell Phone Tips and Tricks Net Connect - 11-12 TECH-SAVVY SENIORS COMPUTER & INTERNET BASICS YOUR CALLER	11 Board of Commissioners meeting- 6:30pm	12		13/14
15	16	17 DIRTY SPADES KRONNAM 1PM	18 STAND-OUT Homecare Okra 11-12	19	20/21 19 JUNE JUNETENTH Emancipation Day Office Closed	27/28 Longest Day in Year
22	23 <i>6pm</i> Movie Time in Kronnam Community Room 6PM	24 Elijah's Promise Food Changed Lives	25	26		
29	30					



THINGS HAPPENING IN KRONNAM
NetConnect - 10th June
TECH-SAVVY SENIORS
 COMPUTER & INTERNET BASICS
 YOUR CALLER



Denise Blake
 6th and 5th FI
Benner St. Please
 check your Notices



Wednesday 17th at 1PM