



HIGHLAND PARK
HOUSING AUTHORITY

Highland Park Housing Authority

Board of Commissioners

AGENDA

Thursday, July 9, 2026

6:30 PM

Board of Commissioners

Ruby Hope
Chair

William Rainwater
Vice Chair

David Copperman
Commissioner

Thuy Bozzett
Commissioner

Padraic Millet
Commissioner

Seth Hahn
Commissioner

Priscilla Hera
Commissioner

Deborah Hurley
MPA, C-PHM
*Executive Director
& Secretary*

Matthew Hersh
*Borough of
Highland Park Liason*

Call to Order

Pledge of Allegiance

Please note that adequate notice of this meeting as required by the Open Public Meetings Act of 1975, has been provided adequate notice. A copy of the meeting notice was provided to the Homes News Tribune on December 18, 2025 and published on December 24, 2025 and posted on the Highland Park Housing Authority website and Housing Authority's official designated bulletin board located at 242 South Sixth Avenue, Highland Park, NJ and sent to the Borough Hall of Highland Park for posting.

1. Roll Call

2. Approval of Previous Minutes: Regular Meeting: June 11, 2026

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



6. Attorney's Report

7. Executive Director's Report:

8. Staff Reports:

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

9. Committee Reports

10. Resolutions:

- | | |
|---------|--|
| 2026-13 | Resolution to approve the monthly bill list for the month of June in the amount of <u>\$13,879.67</u> |
| 2026-14 | Resolution Amending the By-Laws for the Highland Park Housing Authority. |
| 2026-15 | Resolution by the Commissioners of the Highland Park Housing Authority authorizing a contract for Audit Services with the Giampaolo & Associates for the Audit for the Fiscal Year ending 2026. |
| 2026-16 | Resolution by the Commissioners of the Highland Park Housing Authority authorizing a contract for General Legal Services with Breslin & Breslin, PA., 41 Main Street, Hackensack, New Jersey for the Period of August 1, 2026, Through July 31, 2028. |
| 2026-17 | Resolution by the Commissioners of the Highland Park Housing Authority authorizing a contract for professional Fee Accountant Services with Polcari & Polcari Co. certified Public Accountants for the Period of August 1, 2026 through July 31, 2028. |

11. Old Business

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

13. Adjournment

**HIGHLAND PARK HOUSING AUTHORITY
BOARD MEETING**

June 11, 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 Padriac Millet, Council Liaison - Matthew Hersh Borough of Highland Park Deborah Hurley – Executive Director, Terrance Corrison Esq., Counsel.

Absent: Commissioner Seth Hahn
Commissioner Priscilla Hera.

Approval of Minutes:
Minutes of May 14, 2026 meeting.

Motion: Commissioner Padriac Millet

Second: Commissioner William Rainwater

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 why most parking spaces are designated for staff. Housing Director Denise Blake explained that increased staffing levels and visits from Edison Housing require reserved employee parking; however, unoccupied staff spaces may be used by residents after 12:00 p.m. The resident also questioned the \$35 charge for blind replacement and was advised that he may purchase his own blinds and maintenance will install them at no charge. In addition, a flooring replacement was suggested to maintain uniformity in the unit, but the resident declined the laminate flooring used in the kitchen, and the flooring change request was waived.

Public Comment closed at 6:39pm

New Business:

There were no discussions.

Communications:

Chair Ruby Hope mentioned that a vendor has been identified for the camera installation, and we expect the work to begin in July.

Old Business:

No discussions.

Attorneys Report:

Terrance Corrison Esq., Counsel mentioned that there was nothing to report.

Staff Reports:

Chair Ruby Hope noted that the staff reports were included in the board packets and congratulated the team on the positive outcome with PNC Bank.

Committee Reports:

There was no discussion.

Executive Director Deborah Hurley Report:

- Cameras: mentioned that this item soon to be completed and is one of the capital improvements to be checked off the list, with installation expected by July 13th, and possibly sooner.
- Capital improvements: Continue planning and scheduling the remaining capital projects, with Housing Director Denise Blake to coordinate a rollout plan.

Resolutions:

2026-12 Resolution to approve the monthly bill list for the month of May in the amount of \$33,324.86

Moved: Commissioner William Rainwater

Seconded: Commissioner David Copperman

Discussion: A question was raised by Commissioner David Copperman regarding a charge labeled "annual HCV53 inspection". It was clarified by Executive Director Deborah Hurley that this refers to required inspections conducted during recertifications, completed by an approved inspector selected through a prior RFP process.

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

Old Business:

Commissioner David Copperman discussed improving the website's accessibility by changing the color of non-clickable staff names to match the commissioners' names, making it clear which text is not actionable while retaining blue only for clickable links.

Public Comment:

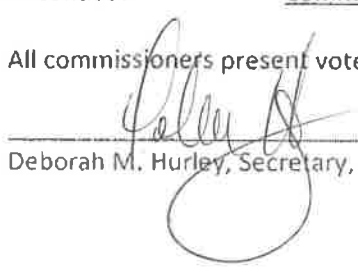
219 S 6th Ave: Resident mentioned when the landscapers come to cut the grass, the removal of weeds and related maintenance does not appear to be done thoroughly. Chair Ruby Hope said it will be noted, and Housing Director Denise Blake will observe the work to assess its accuracy. A question was also asked about when mulch will be installed, and it was confirmed that it is already scheduled following prior discussions, and residents can expect to see it completed shortly.

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

Motion to adjourn: Commissioner Padriac Millet

Seconded: Commissioner Thuy Bozzett

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**

Doc Num	Payment Date	Document Recipient	Document Description	Amount
15854	07/06/2026	ANCERO, LLC	M telephone service 06/24/2026 to 07/23/2026	\$228.56
15855	07/06/2026	Edison Housing Authority	M June 2026 admin contract	\$11,596.57
15856	07/06/2026	Intrep Solutions	Annual email services-May1 2026-May 1 2027	\$928.90
15857	07/06/2026	NAN MCKAY & ASSOCIATES	As need Model Admin Plan-Section 8 revision	\$239.00
15858	07/06/2026	Smartphone Secretary	M Answering service -07/21/2026 - 08/17/2026	\$58.70
15859	07/06/2026	SUPERIOR OFFICE SYSTEMS, INC.	Q copier maintenance-06/27/2026to 09/26/2026	\$118.37
15860	07/06/2026	Telesystem	M telephone system-July 2026	\$137.20
15861	07/06/2026	T-MOBILE	M employee cell phone-05/21/26 to 06/20/26	\$54.20
15862	07/06/2026	United States Treasury	Employer ID: 22-6016703, Tax period: December 31,2021, Form No:945	\$518.17
Total Payment for June 2026-HPHA Voucher				\$13,879.67

RESOLUTION # 2026-13

ADOPTING MONTHLY BILL LIST FOR THE MONTH OF JUNE 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 \$ 13,879.67 for the month of June 2026 has been reviewed by the Board of Commissioners.

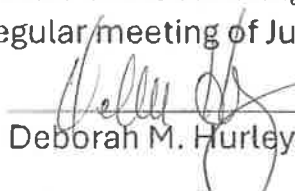
NOW, THEREFORE, Be It Resolved by the Board of Commissioners of the Housing Authority of the Borough Highland Park, New Jersey that the attached bill list is hereby approved and listed payments are authorized for disbursement.

MOVED: Commissioner Seth Hahn

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			
Vice Chair Padraic Millet				X
Commissioner Thuy Bozzett	X			
Commissioner David Copperman	X			
Commissioner Seth Hahn	X			
Commissioner Priscilla Hera				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 July 9, 2026.


Deborah M. Hurley, Secretary

Approved as to legal form by Terrence Corrison, Esq.

RESOLUTION # 2026-14

RESOLUTION BY THE COMMISSIONERS OF THE HIGHLAND PARK HOUSING AUTHORITY AUTHORIZING A CONTRACT FOR AUDIT SERVICES WITH GIAMPAOLO & ASSOCIATES FOR THE AUDIT OF THE FISCAL YEAR ENDING 2026.

WHEREAS, the Highland Park Housing Authority requires the services of an Independent Public Accountant to perform the annual audit of the Authority's financial statements and programs for the fiscal year ending 2026 in accordance with the applicable requirements of the United States Department of Housing and Urban Development (HUD), the New Jersey Department of Community Affairs (DCA), Generally Accepted Government Auditing Standards (GAGAS), the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200), when applicable, and the laws of the State of New Jersey; and

WHEREAS, the Highland Park Housing Authority publicly advertised a Request for Proposals for Audit Services in accordance with the competitive contracting provisions of the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., and all applicable regulations on Tuesday, June 16, 2026; and

WHEREAS, on July 8, 2026, the Executive Director, through competitive contracting, accepted Requests for Proposals for Audit Services; and

WHEREAS, one proposal was received and carefully evaluated, and it was determined that the proposal submitted by Giampaolo & Associates is in the best interest of the Highland Park Housing Authority; and

WHEREAS, the Executive Director confirms that Giampaolo & Associates possesses the qualifications, experience, and expertise necessary to satisfactorily perform the required audit services; and

WHEREAS, the Executive Director recommends that the Board of Commissioners approve a contract with Giampaolo & Associates for the audit of the fiscal year ending 2026 in the amount of \$ \$10,425.00 ; and

WHEREAS, the Executive Director confirms that sufficient funds are available to compensate the firm for the performance of the required audit services.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Highland Park Housing Authority do hereby authorize the Executive Director to enter into a contract with Giampaolo & Associates for Audit Services for the audit of the fiscal year ending 2026 in the amount of \$ 10,425.00 , in accordance with the firm's proposal and all applicable federal and State requirements.

MOVED: Commissioner Seth Hahn

SECONDED: Commissioner David Copperman

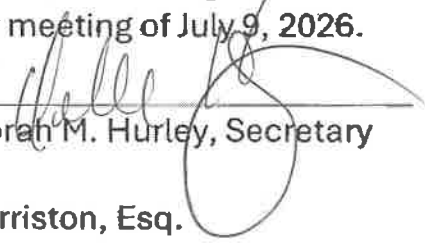
<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Chair Ruby Hope	X			
Commissioner Thuy Bozzett	X			
Commissioner David Copperman	X			
Commissioner Seth Hahn	X			
Commissioner Priscilla Hera				X

RESOLUTION # 2026-14

Commissioner Padraic Millet
Commissioner William Rainwater

X
X

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Deborah M. Hurley, Secretary

Approved as to legal form by Terrence Corrison, Esq.

RESOLUTION # 2026-15

RESOLUTION BY THE COMMISSIONERS OF THE HIGHLAND PARK HOUSING AUTHORITY AUTHORIZING A CONTRACT FOR GENERAL LEGAL SERVICES WITH BRESLIN & BRESLIN, P.A., 41 MAIN STREET, HACKENSACK, NEW JERSEY, FOR THE PERIOD OF AUGUST 1, 2026, THROUGH JULY 31, 2028.

WHEREAS, the Highland Park Housing Authority requires General Legal Services for all legal matters in connection with the management of its various housing programs in accordance with the existing rules, orders, directives and regulations promulgated by the United States Department of Housing & Urban Development (HUD), the law of the State of NJ, provided that such compliance is in the best interest of the Highland Park Housing Authority and are required by law; and

WHEREAS, the Highland Park Housing Authority publicly advertised a Request for Proposals for General Legal Services in accordance with the competitive contracting provisions of the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., and all applicable regulations on Tuesday, June 16, 2026; and

WHEREAS, on July 8, 2026, the Executive Director through competitive contracting, accepted requests for proposals for general counsel services; and

WHEREAS, one proposal was submitted and carefully evaluated, and it was determined that the proposal submitted by Breslin & Breslin P.A. is in the best interest of the Highland Park Housing Authority; and

WHEREAS, the Executive Director confirms that the Highland Park Housing Authority has had a favorable experience with this firm, and the firm is qualified and possesses the experience to satisfactorily complete the referenced services; and

WHEREAS, the Executive Director recommends that the Board of Commissioners approve a resolution awarding a contract to Breslin & Breslin, P.A. for a period of two years in the amount of \$21,120 (for year 1) and \$21,960 (for year two), for the first and second year; and

WHEREAS, not included in the original scope work shall be billed at the rate of \$195.00 for (year 1, 2 and 3) per hour; and

WHEREAS, at the sole discretion of the Highland Park Housing Authority, the contract may be extended for one (1) additional one-year at an annual cost of \$21,960; and

WHEREAS, the Executive Director confirms that sufficient funds are available to compensate the firm, for the entire scope of the works; and

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Highland Park Housing Authority do hereby authorize a contract for General Legal Services with Breslin & Breslin, P.A., for the aforementioned sum for the period beginning August 1, 2026, and ending July 31, 2028.

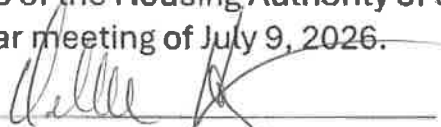
Moved: Commissioner Thuy Bozzet

SECONDED: Commissioner Seth Hahn

RESOLUTION # 2026-15

<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

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Deborah M. Hurley, Secretary

Approved as to legal form by Terrence Corrison, Esq.

RESOLUTION # 2026-16

RESOLUTION BY THE COMMISSIONERS OF THE HIGHLAND PARK HOUSING AUTHORITY AUTHORIZING A CONTRACT FOR PROFESSIONAL FEE ACCOUNTANT SERVICES WITH POLCARI & CO., CERTIFIED PUBLIC ACCOUNTANTS, FOR THE PERIOD OF AUGUST 1, 2026, THROUGH JULY 31, 2028.

WHEREAS, the Highland Park Housing Authority requires the services of a Professional Fee Accountant to provide accounting, financial reporting, consultation, and other related professional accounting services in connection with the administration of the Authority's various housing programs in accordance with the applicable requirements of the United States Department of Housing and Urban Development (HUD), the New Jersey Department of Community Affairs (DCA), and the laws of the State of New Jersey; and

WHEREAS, the Highland Park Housing Authority publicly advertised a Request for Proposals for Professional Fee Accountant Services in accordance with the competitive contracting provisions of the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., and all applicable regulations on Tuesday, June 16, 2026; and

WHEREAS, on July 8, 2026, the Executive Director, through competitive contracting, accepted Requests for Proposals for Professional Fee Accountant Services; and

WHEREAS, one proposal was submitted and carefully evaluated, and it was determined that the proposal submitted by Polcari & Co., Certified Public Accountants is in the best interest of the Highland Park Housing Authority; and

WHEREAS, the Executive Director confirms that the Highland Park Housing Authority has had a favorable experience with the firm, and that Polcari & Co., Certified Public Accountants possesses the qualifications, experience, and expertise necessary to satisfactorily perform the required professional accounting services; and

WHEREAS, the Executive Director recommends that the Board of Commissioners approve a contract with Polcari & Co., Certified Public Accountants for a period of two (2) years in the amount of \$ 45,000 for the first year and \$ 45,000 for the second year; and

WHEREAS, at the sole discretion of the Highland Park Housing Authority, the contract may be extended for one (1) additional one-year period at an annual cost of \$ 45,000; and

WHEREAS, the Executive Director confirms that sufficient funds are available to compensate the firm for the performance of the required professional accounting services.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Highland Park Housing Authority do hereby authorize the Executive Director to enter into a contract with Polcari & Co., Certified Public Accountants for Professional Fee Accountant Services for the period beginning August 1, 2026, and ending July 31, 2028, for the aforementioned sums, with the option, at the sole discretion of the Highland Park Housing Authority, to extend the contract for one (1) additional one-year period under the terms and conditions set forth in the Request for Proposals and the firm's proposal.

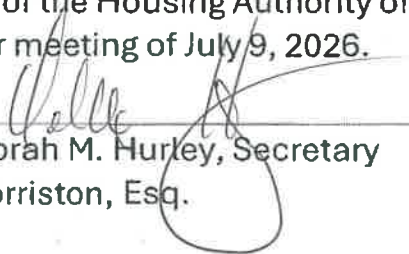
RESOLUTION # 2026-16

MOVED: Commissioner David Copperman

SECONDED: Commissioner Thuy Bozzett

<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

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Deborah M. Hurley, Secretary

Approved as to legal form by Terrence Corrison, Esq.



HIGHLAND PARK HOUSING AUTHORITY

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Director of Housing - Monthly Operations Report

Reporting Period: **June 2026**

Prepared By: **Denise Blake**

1. Facility Projects:

a. Inspections & Compliance Highlights

i. **Annual Unit Inspections:** I personally conducted our in-house Annual Unit inspections. I completed 73-Kronman and 23-Park Terrace units.

1. These assessments focused on general housekeeping, evaluating the need for a live-in aide, health & safety issues, egress issues, occupancy issues, lease violations, pet care issues, identifying unreported maintenance issues, and ensuring all outstanding work orders had been completed and addressed.
2. All findings related to work orders have been entered into the system, and our social services coordinator has been notified of all and any housekeeping issues.

- We will see a healthy surge in the volume of work orders completed. This is partially due to the work ethic of our newly formed maintenance team.

2. **Social Services & Resident Relations**

a. We have successfully collaborated with families struggling with housekeeping standards to prevent potential violations and homelessness. Families in need of help have engaged both personal and professional networks including cleaning companies, to achieve housekeeping compliance goals.

b. Strategic Partnerships:

- i. Parker Homes – I've aligned our Social Worker with Parker Homes to provide residents access to mental health services, occupational and physical therapy, and home health aides tailored for seniors.
- ii. I'm currently trying to engage organizations such as COPSA Institute for Alzheimer's and the American Diabetes Association of NJ to facilitate on-site educational workshops.

- iii. Commissioner Thuy has provided us with a directory from the "Aging & Disabled Resource Connection". I'm hoping our social services dept. will be able to capitalize on this resource to promote more educational programming throughout the building.
- c. I am currently exploring a partnership with Rutgers University to engage student volunteers in a comprehensive redesign of our community room and five residential floors. This initiative aims (without any expense, outside of the cost of paint) to elevate the aesthetic appeal and functionality of the building, beginning at the elevator exits, through the use of curated art, vibrant graffiti, which will be all tailored for Senior spaces.
 - i. We are awaiting a response regarding student availability. This collaboration is designed to be mutually beneficial, allowing students to earn academic credit to enhance their professional portfolios, while helping us as a whole to beautify the property.

3. Legal and Rent Matters:

a. Delinquent Rents:

- i. We are working closely with 1 resident to resolve a back-rent issue following an EIV investigation. They have been submitting additional payments.
- ii. A Cease Notice was served to a resident regarding allowing their historically aggressive dog to be unmuzzled in our common area.
- iii. 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.

5. Resident Activity:

a. Resident Led Initiatives: I've successfully created and launched several high-engagement, resident-hosted activities:

- i. **Gardening Club:** – I've asked maintenance to repair our resident greenhouse as a result, resident-led gardening class were established. The significantly increased interest in property beautification efforts by residents.
- ii. **Game & Social Nights:** - Resident-hosted events, including "Password," "Spades," and "Name That Tune. "These activities have fostered a positive community atmosphere and we've seen excellent attendance. HPHA has provided all necessary equipment and refreshments for these activities.

- iii. **Cinema Program:** - Our “Movie Night” series has been highly successful in engaging non-social residents. The event was packed! HPHA has provided all necessary equipment and refreshments for these showings.

6. Maintenance & Capital Projects

a. Completed Repairs:

- i. **Curb Appeal:** The maintenance team has completed exterior improvements, including painting curbs and parking lines, removing dead brushes, and installing safety signage regarding speed limits and no play zone in parking lots.
- ii. **Work Order Load:** Maintenance workload has increased due to additional work orders from:
 - 1. **Section 8 Annual Inspections – Conducted by Section 8 inspector. Example of items inspected:**
 - a. Mechanical Failures – Broken Fridge gasket, electrical including GFI outlet failures, fixture functionality problems, leaks, etc.
 - 2. **In-House Annual inspections – Conducted by me (Director of Housing). Example of Items I am looking for:**
 - a. Health & Safety issues, Unreported aesthetic problems, abnormal wear and tear issue inside the unit, undocumented pets, resident damage.
 - b. ALL Findings from these inspections have been documented, and work orders have been turned over to our maintenance team.
- iii. **Landscaping & Compliance:** Purchase orders were approved to trim trees at Kronman and Park Terrace to maintain NSPIRE compliance. We have also completed mulching and the removal of overgrown brushes throughout the property.
- iv. **Ventilation Systems:** We are coordinating with the Director of Maintenance (Dennis from Edison Housing) to schedule in-house installation of vents for the Park Terrace apts. This project should take less than 3 months to complete.

b. Capital Improvement: Projects started:

- i. **Camera's Kronman & Park Terrace –** Camera installation has started; the infrastructure has been installed. Completion date is on target for July 13th.

c. July In-House Maintenance Focus: - Park Terrace

- i. Maintenance has started working with families to schedule updates:
 - 1. Flooring as needed,
 - 2. Painting units as requested
 - 3. Fixing crumbling railings outside units

Maintenance Work:

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

47 Work Orders have been completed in **JUNE**

- 18 – Route maintenance issues – Requested by Residents
- 1 – Urgent work orders – Called Electrician
- 2 – Preventive – Requested by Director of Housing
- 1 – Emergency – Called a Plumber
- 2 – Vacant – Unit Turn by Maintenance
- 1 – Vendor calls – Called a Plumber
- 6 – Section 8 inspector findings – Requested by Section 8 Inspector
- 18 – In-house Annual Inspections – Requested by Director Housing

Rent Collection & Occupancy:

Kronman Affordable – Occupancy = 99%

ii. **Rents:** 40,941.10

iii. Collected: **40,736.10** (99.5%)

Park Terrace – Occupancy = 98%

iv. **Rents:** 9,488.88

v. Collected: **9,488.88** (100%)

This concludes my Housing Report for the month of June!!!



Board of Commissioners

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☎ 732.572.4420

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Director of Housing - Monthly Operations Report

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Prepared By: **Denise Blake**

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a. We have successfully collaborated with families struggling with housekeeping standards to prevent potential violations and homelessness. Families in need of help have engaged both personal and professional networks including cleaning companies, to achieve housekeeping compliance goals.

b. **Strategic Partnerships:**

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- iii. Commissioner Thuy has provided us with a directory from the “Aging & Disabled Resource Connection”. I’m hoping our social services dept. will be able to capitalize on this resource to promote more educational programming throughout the building.
- c. I am currently exploring a partnership with Rutgers University to engage student volunteers in a comprehensive redesign of our community room and five residential floors. This initiative aims (without any expense, outside of the cost of paint) to elevate the aesthetic appeal and functionality of the building, beginning at the elevator exits, through the use of curated art, vibrant graffiti, which will be all tailored for Senior spaces.
 - i. We are awaiting a response regarding student availability. This collaboration is designed to be mutually beneficial, allowing students to earn academic credit to enhance their professional portfolios, while helping us as a whole to beautify the property.

3. Legal and Rent Matters:

a. Delinquent Rents:

- i. We are working closely with 1 resident to resolve a back-rent issue following an EIV investigation. They have been submitting additional payments.
- ii. A Cease Notice was served to a resident regarding allowing there historically aggressive dog to be unmuzzled in our common area.
- iii. 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.

5. Resident Activity:

a. Resident Led Initiatives: I’ve successfully created and launched several high-engagement, resident-hosted activities:

- i. **Gardening Club:** – I’ve asked maintenance to repair our resident greenhouse as a result, resident-led gardening class were established. The significantly increased interest in property beautification efforts by residents.
- ii. **Game & Social Nights:** - Resident-hosted events, including “Password,” “Spades,” and “Name That Tune. “These activities have fostered a positive community atmosphere and we’ve seen excellent attendance. HPHA has provided all necessary equipment and refreshments for these activities.

- iii. **Cinema Program:** - Our "Movie Night" series has been highly successful in engaging non-social residents. The event was packed! HPHA has provided all necessary equipment and refreshments for these showings.

6. Maintenance & Capital Projects

a. Completed Repairs:

- i. **Curb Appeal:** The maintenance team has completed exterior improvements, including painting curbs and parking lines, removing dead brushes, and installing safety signage regarding speed limits and no play zone in parking lots.
- ii. **Work Order Load:** Maintenance workload has increased due to additional work orders from:
 - 1. **Section 8 Annual Inspections – Conducted by Section 8 inspector. Example of items inspected:**
 - a. Mechanical Failures – Broken Fridge gasket, electrical including GFI outlet failures, fixture functionality problems, leaks, etc.
 - 2. **In-House Annual inspections – Conducted by me (Director of Housing). Example of Items I am looking for:**
 - a. Health & Safety issues, Unreported aesthetic problems, abnormal wear and tear issue inside the unit, undocumented pets, resident damage.
 - b. ALL Findings from these inspections have been documented, and work orders have been turned over to our maintenance team.
- iii. **Landscaping & Compliance:** Purchase orders were approved to trim trees at Kronman and Park Terrace to maintain NSPIRE compliance. We have also completed mulching and the removal of overgrown brushes throughout the property.
- iv. **Ventilation Systems:** We are coordinating with the Director of Maintenance (Dennis from Edison Housing) to schedule in-house installation of vents for the Park Terrace apts. This project should take less than 3 months to complete.

b. **Capital Improvement: Projects started:**

- i. **Camera's Kronman & Park Terrace –** Camera installation has started; the infrastructure has been installed. Completion date is on target for July 13th.

c. **July In-House Maintenance Focus:** - Park Terrace

- i. Maintenance has started working with families to schedule updates:
 - 1. Flooring as needed,
 - 2. Painting units as requested
 - 3. Fixing crumbling railings outside units

Maintenance Work:

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

47 Work Orders have been completed in **JUNE**

- 18 – Route maintenance issues – Requested by Residents
- 1 – Urgent work orders – Called Electrician
- 2 – Preventive – Requested by Director of Housing
- 1- Emergency – Called a Plumber
- 2 – Vacant – Unit Turn by Maintenance
- 1 – Vendor calls – Called a Plumber
- 6 – Section 8 inspector findings – Requested by Section 8 Inspector
- 18 – In-house Annual Inspections – Requested by Director Housing

Rent Collection & Occupancy:

Kronman Affordable – Occupancy = 99%

ii. **Rents:** 40,941.10

iii. Collected: **40,736.10** (99.5%)

Park Terrace – Occupancy = 98%

iv. **Rents:** 9,488.88

v. Collected: **9,488.88** (100%)

This concludes my Housing Report for the month of June!!!

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

Jun-26

VMS Type Description	# of Vouchers	# of New Vouchers	Amount
Project Based Voucher	120	2	\$73,309.00
Regular Vouchers	98	0	\$119,020.00
Totals	218	2	\$192,329.00

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: 243

Number of Port Out Portable Out Vouchers: 25

Amount of Port Out Portable Out Vouchers: \$39789

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		
crandolp@hphousing.org		
Monthly Summary of June, 2026 Activities		
Prepared by: Cuzette L. Randolph, HP Social Worker		
Task #	Category	Activities & Achievements
1	Net Connect	Served as the Net Connect representative for HPHA, supporting residents in strengthening their digital literacy skills. Facilitated an educational session on navigating computers, laptops, and mobile devices, while emphasizing the importance of maintaining updated email addresses to enhance account security. A total of (8) residents participated.
2	Wellness Checks	Completed (6) wellness checks throughout HPHA to assess resident well-being, identify emerging needs, and provide appropriate supportive interventions and resource referrals. Information regarding upcoming community events was also shared with residents.
3	Community Engagement - Father's Day	Facilitated a Father's Day celebration to promote socialization, emotional wellness, and community engagement. Residents enjoyed refreshments, including cake and coffee, listened to music, and shared meaningful memories and experiences related to their fathers.
4	Food Assistance Support	Assisted (2) residents with completing and submitting SNAP applications, ensuring accurate documentation and facilitating access to nutritional assistance benefits.
5	Social Security Advocacy	Provided individualized case management support to (1) resident by assisting with the submission of required documentation to the Social Security Administration regarding an overpayment waiver request. Ongoing support continues to be provided as additional assistance is needed.
6	Assistance with Home Health Care Support	Assisted (2) residents in contacting their medical insurance provider regarding obtaining physician-authorized services for Home Health Care support.
7	Best Home Care	Provided (4) residents with comprehensive information regarding Companion Care Services, including a question-and-answer session to enhance understanding of available in-home support options and community-based services.
8	United Healthcare Continuation	Initiated communication with a United Healthcare representative to address resident concerns and provide clarification regarding available benefits, coverage options, and service resources for (2) residents.
9	Hoarder Prevention Outreach/Pre Inspection	Provided (5) residents with educational materials and referrals related to hoarding prevention resources, promoting safer living environments, improved organization, and overall resident well-being.
10	Resident Health Follow-Up	Conducted follow-up with (3) residents regarding their medical appointments, reinforcing the importance of ongoing engagement in healthcare services. Residents reported attending scheduled appointments and demonstrated increased awareness of their physical health needs.
11	Medicaid Card Assistance	Assisted (1) resident in accessing her Medicaid card to ensure continued access to prescription medication coverage and essential healthcare services.
12	Acknowledge residents that past inspection	Conducted follow-up related to in-home inspections. (6) residents successfully passed their re-inspections, while (3) residents are awaiting physician approval for Home Health Care Assistance services.
13	Best Home Care Presentation	Organized and scheduled an educational presentation by Best Home Care to increase resident awareness of available in-home support and companion care services. A total of (5) residents attended.
14	Gardening	Continued to encourage resident participation in community beautification efforts through gardening activities. Residents expressed enthusiasm regarding the growth of their plants and the positive impact these efforts have had on enhancing their homes and the overall HPHA environment.
15	Parker Rehab Services At Home	Scheduled and coordinated a meeting with Parker Rehabilitation Services at Home to introduce rehabilitation and in-home therapy services that may benefit HPHA residents. A total of (8) professionals attended, Executive Director Debra Hurley was in attendance, and there was significant interest in the potential services available through their programs, one of which is scheduled for the month of July.



HPHA ACTIVITIES CALENDER 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
		1 	2 	3 	4/5
6	7	8 	9 Board of Commissioners meeting- 6:30pm Debra and Tanvi Safe Home Environment Tips 10:45 AM-12:00PM	10 <i>Share Your Memories</i> Chat and share a memory w/ Maria 11AM-1PM	11/12
13	14 GAME NIGHT Game Time: 4:30PM	15 	16 NAME THAT TUNE Game Show 6PM	17 Chat and share a memory w/ Maria 11AM-1PM Stress Management w/ Cozette 2:00PM	18/19
20	21	22 	23 	24 POP UP PANTRY Chat and share a memory w/ Maria 11AM-1PM	25/26
27	28 Movie Time in Kromnam Community Room	29 Tamiko - Net Connect 11:00AM-12:00PM TECH SAVVY SENIORS COMPUTER & INTERNET BASICS	30	31 Chat and share a memory w/ Maria 11AM-1PM Best Home Care Annabel 11:00AM-12:00PM	



LANDMARK

**GREETINGS FROM YOUR
COMMUNITY NEWS LIAISON**

HELLO EVERYONE!

I hope you all enjoyed the summer solstice and that the season is off to an auspicious start! I'm happy to share that the building hosted its first summer movie night, with the Michael Jackson biopic and that the event was well attended. Thanks to Myrna and John for organizing. We hope you enjoyed the movie (and the snacks!) In this issue, several of our neighbors have provided us with pictures of themselves from their teenage years! What do you think? Does anyone look the same? Different? How you imagine they looked all those years ago? Do you have a teenage photo or memory that you'd like to share in print? If so, please reach out to me. I'd love to know what your teenage years were like, and I plan to feature a few photos each month. In the meantime, please continue to take advantage of what's offered in the building: programs, food pantry options, the open-door office policy. And please continue to tell me what you want to see in this newsletter. Our publication only gets better with your input. Have a wonderful summer and I'll be back in September!



**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

May/June 2026

The next meeting of the Highland Park Housing Authority's Board of Commissioners will take place on **Thursday, July 9, 2026, at 6:30pm in the Community Room.**

During the months of May and June the Housing Authority's continued to discuss capital improvements and renovations for the building.

The staff continues to assess the building to determine locations for new security cameras. **Cameras are set to be installed sometime this month, with a tentative date set for July 13th.** Other landscaping projects such as weeding, putting down new mulch, and installation of new HVAC systems are part of the five-year plan.

Please continue to put in work orders with the office for time sensitive apartment issues and repairs. **Residents are required to pay \$35 for window blind replacements if necessary.**

The Housing Authority is working to ensure our public website is ADA compliant. We will soon be putting all public notices--including meeting schedules and announcements--on our public housing website.

The Main Office is open anytime, for walk-ins. No appointments necessary.

LANDMARK

Summer Nights are Heating Up! *Join the fun at these community events!*

Summer movie nights are now taking place each month, **hosted by Myrna and John**. Please tell Denise what movies you want to see. Weather permitting July's movie **will be shown outside in the side parking lot**. Our first movie was the Michael Jackson biopic, and the event was well attended.

Senior Connection Game Night is happening on Tuesday, July 14th at 4:30pm in the Community Room.

Game Show Night is back with **Name that Tune** on **Tuesday, July 16th at 6pm** in the Community Room. Come test your knowledge of music and lyrics. Everyone is welcome! **Hosted by John**.

Bi-weekly spades games hosted by Theresa in the Community Room on **Wednesdays at 1pm!** Bring your skills, not your feelings.

Come chat and share memories with Maria every Friday from 11-1pm in the Community Room. With your permission, some memories may even be shared in our newsletter!

The Highland Park Farmers Market and **Atlantic City Trips** are happening this summer. Check the Community Center calendar for details.



LANDMARK



Time Capsule!

Teenage photos of your neighbors!



**Guess who! Prize for the first
3 people who guess all six!
Email me with your guesses
by July 20th! Answers in the
September edition!**

**HIGHLAND PARK
HOUSING AUTHORITY**

BYLAWS

May 2019

(July 9, 2026)

Revised: May 2019 (July 9, 2026)

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 6th 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.

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.

May 2019

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

May 2019

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 (Tenant Relations and Buildings and Grounds)
- 4. Buildings and Grounds
- 5. Policy

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

Commented [rh1]: Teri
In Sept of 2024 we reorganized to three committees 1-Personnel, 2-Tenant Relations and Buildings and Grounds, and 3-Finance

Commented [rh2]: Could we change from "two Commissioners" to "at least two, but no more than three Commissioners"

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.