HIGHLAND PARK HOUSING AUTHORITY
BOARD MEETING
October 8th, 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 6:31 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 David Copperman, Commissioner Thuy Bozzett, Commissioner Padriac Millet, Commissioner Priscilla Hera, Council Liaison - Matthew Hersh Borough of Highland Park Deborah Hurley – Executive Director, Terrance Corriston Esq., Counsel.

Absent: Commissioner William Rainwater

Approval of Minutes:
Minutes of September 10, 2026 meeting.

Motion: Commissioner Padriac Millet
Second: Commissioner Thuy Bozzett

Discussions: No Discussions.

	AYES	NAYS	ABSENT	ABSTAIN
Chair Ruby Hope	X			
Commissioner Thuy Bozzett	X			
Commissioner David Copperman	X			
Commissioner Padriac Millet	X			
Commissioner William Rainwater			X	
Commissioner Priscilla Hera	X			

Public Comment:

Public Comment open and closed at 6:33pm

New Business:

- Management is actively recruiting a new Director of Housing, with the first interview scheduled for tomorrow at 10:00 AM, prioritizing candidates with Tax Credit experience while also engaging a specialized Tax Credit consulting firm.
- A resident memo outlining the updated staff structure was distributed, and Pat Tamburello was formally introduced as the new Social Worker.
- Director Of Section 8, Zena Sutton will increase her hours at Highland Park to provide additional support.

Communications:
There were no discussions.

Old Business:
No discussions.

Attorneys Report:
Terrance Corriston Esq., Counsel mentioned that Management is addressing several resident-related matters that cannot be discussed in a public meeting due to confidentiality. Staff is actively working to resolve these issues as promptly as possible.

Executive Director Deborah Hurley Report:

- Onboarded full-time Maintenance team and new social worker Patricia Tamburello, who previously served as a social worker for the Edison Housing Authority for more than 20 years. Pat has come from retirement to work with HPHA and has already proven to be an asset to the team. She has an open-door policy for residents and a generally Tuesday's and Thursday's will be her office days.
- Staff Reports were included in the board packets.
- The Team is addressing ventilation issues at Park Terrace, including approximately 24-bathroom exhaust fans, and is developing a plan to replace water heaters. The Director of Operations and Maintenance has HVAC and water-heater expertise; therefore some repairs can be completed in-house, helping reduce costs.

Staff Reports:
Executive Director Deborah Hurley noted that the staff reports were included in the board packets. Director of Section 8 Zena Sutton stated that HPHA received its annual Section 8 Management Assessment Program (SEMAP/CMAP) results at the end of the fiscal year in June and once again achieved High Performer status. The assessment evaluates 14 indicators, including annual recertifications, inspections, fair market rents, payment standards, and calculation accuracy, with results based on both agency self-certifications and independent reviews.

Committee Reports:
There was no discussion.

Resolutions:

2026-19 Resolution to approve the monthly bill list for the month of September 2026 in the amount of $20,850.06

Moved: Commissioner Padriac Millet
Seconded: Commissioner Thuy Bozzett

Discussion: No Discussions.

	AYES	NAYS	ABSENT	ABSTAIN
Chair Ruby Hope	X			
Commissioner Thuy Bozzett	X			
Commissioner David Copperman	X			
Commissioner Padriac Millet	X			
Commissioner William Rainwater			X	
Commissioner Priscilla Hera	X			

2026-20 Resolution by the Commissioners of the Highland Park Hosing Authority authorizing the adoption of the amended By-Laws for 2026.

Moved: Commissioner Padriac Millet
Seconded: Commissioner Thuy Bozzett

Discussion:
Commissioner David Copperman expressed that the three standing Board committees are not meeting regularly and the committees need clear defined responsibilities

Chair Ruby Hope stated that each committee should prepare a brief outline of its roles and responsibilities and present to the board for approval before end of the fiscal year.

	AYES	NAYS	ABSENT	ABSTAIN
Chair Ruby Hope	X			
Commissioner Thuy Bozzett	X			
Commissioner David Copperman	X			
Commissioner Padriac Millet	X			
Commissioner William Rainwater			X	
Commissioner Priscilla Hera	X			

2026-21 Resolution to Revise Utility Allowance for the Housing Choice Voucher Program at the Highland Park Housing Authority.

Moved: Commissioner Priscilla Hera
Seconded: Commissioner Thuy Bozzett

Discussion: Chair Ruby Hope said that this comes straight from HUD and under the Housing Choice Voucher Program, HUD has increased the allowable utility allowance.

	AYES	NAYS	ABSENT	ABSTAIN
Chair Ruby Hope	X			
Commissioner Thuy Bozzett	X			
Commissioner David Copperman	X			
Commissioner Padriac Millet	X			
Commissioner William Rainwater			X	
Commissioner Priscilla Hera	X			

2026-22 Resolution by the Commissioners of the Highland Park Hosing Authority authorizing a contract for monthly inspection and as-needed servicing of the two elevators located at the 242 South 6th Av, Highland Park, New Jersey with Current Elevator Technology, Inc. for the period of October 1,2026 through September 30,2028.

Moved: Commissioner Padriac Millet
Seconded: Commissioner Thuy Bozzett

Discussion: Executive Director Deborah Hurley mentioned that Edison Housing Authority engaged a Qualified Purchasing Agent (QPA), to obtain the required quotes through the proper procurement process. The selected firm is one HPHA has worked with previously, has provided satisfactory service, and falls within the allowable procurement threshold.

	AYES	NAYS	ABSENT	ABSTAIN
Chair Ruby Hope	X			
Commissioner Thuy Bozzett	X			
Commissioner David Copperman	X			
Commissioner Padriac Millet	X			
Commissioner William Rainwater			X	
Commissioner Priscilla Hera	X			

2026-23 Resolution authorizing the Re-Advertisement and Re-Bid of routine plumbing maintenance services and repairs on an as-needed basis, including alteration or replacement of existing systems when necessary.

Moved: Commissioner Padriac Millet
Seconded: Commissioner Thuy Bozzett

Discussion: No Discussions.

	AYES	NAYS	ABSENT	ABSTAIN
Chair Ruby Hope	X			
Commissioner Thuy Bozzett	X			

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

Old Business:
No Discussions.

Public Comment:
1E: Resident raised concerns about recurring sewer backups in her apartment, which raised health concerns. Executive Director Deborah Hurley advised her to continue contacting maintenance for after-hours emergencies and confirmed that a plumber will be called if maintenance cannot resolve the issue.

5F: Resident asked whether the utility allowance increase applies to individual apartments and the building's common areas. Section 8 Director Zena Sutton clarified that the increase applies only to Housing Choice Voucher participants living outside the property, not to project-based voucher residents.

1J: Resident inquired about ongoing cleaning staff shortages and whether management plans to hire replacement cleaning personnel. Executive Director Deborah Hurley mentioned that HPHA has obtained three quotes, and the selected cleaning provider is expected to begin services next week.

Chair Ruby Hope closed the Public Comment at 6:54 PM

Motion to adjourn: Commissioner Padriac Millet
Seconded: Commissioner Priscilla Hera

All commissioners present voted to adjourn at 6:54 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
15893	11/09/2026	ANCERO, LLC	M telephone service 10/24/2026 to 11/23/2026	$232.36
15894	11/09/2026	Edison Housing Authority	M October 2026 admin contract	$11,596.57
15895	11/09/2026	FRANCOTYP-POSTALIA, INC.	Q postage machine 10/12/2026 to 01/11/2027	$51.00
15896	11/09/2026	HOUSING FORMS, INC.	As need HUD and Portability Forms and Brochure	$193.10
15897	11/09/2026	Management Computer Services Inc.	As need recertification & letter manager Training charges	$500.00
15898	11/09/2026	NetConnect, Inc	M computer & cyber–Security Maintenance contract-November 2026	$485.30
15899	11/09/2026	ONLINE INFORMATION SERVICES	M 1 criminal background check	$29.95
15900	11/09/2026	Smartphone Secretary	M Answering service -11/10/2026 - 12/07/2026	$58.52
15901	11/09/2026	SUPERIOR OFFICE SYSTEMS, INC.	Q copier maintenance-09/27/2026to 12/26/2026	$126.31
15902	11/09/2026	Telesystem	M telephone system-November 2026	$137.42
15903	11/09/2026	The Nelrod Company	Annual Diamond RIM system Limited User License Agreement	$3,412.00
15904	11/09/2026	T-MOBILE	M employee cell phone-09/21/2026 to 10/20/2026	$54.24
Total Vendor Payment for October 2026-HA Administration Voucher				**$16,876.77**

RESOLUTION # 2026-24

ADOPTING MONTHLY BILL LIST FOR THE MONTH OF OCTOBER 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 months which are subject to Board approval has been distributed to the Board of Commissioner; and

WHEREAS, a bill list totaling $_16,876.77__ for the month of October 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: _____

Member Recorded Vote	Ayes	Nays	Abstain	Absent
Chair Ruby Hope				
Vice Chair Padraic Millet				
Commissioner Thuy Bozzett				
Commissioner David Copperman				
Commissioner Priscilla Hera				
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 November 12, 2026.

_____
Deborah M. Hurley, Secretary

Approved as to legal form by Terrence Corriston, Esq.

HIGHLAND PARK
HOUSING AUTHORITY

Board of Commissioners

Ruby Hope, Chair
Padraic Millet, Vice Chair
Thuy Bozzett, Commissioner
David Copperman, Commissioner
Seth Hahn, Commissioner
Priscilla Hera, Commissioner
William Rainwater, Commissioner
Deborah Hurley MPA, C-PHM, Executive Director & Secretary
Matthew Hersh, Borough of Highland Park Liason

242 South 6th Avenue, Highland Park 08904 | 732.572.4420 | 732.985.6485 | www.highlandparkhousing.org

REPORT TO THE BOARD OF COMMISSIONERS
October 2026

Administrative Report:

- The recertification process has commenced for the 100 residents under the Tax Credit Program.
- Coordinated and facilitated the Fall Fest celebration in collaboration with Pat Tamburello and her contacts to celebrate the fall season and promote resident engagement.
- Food pantry was held in collaboration with Hands of Hope to provide grocery assistance to families in the Highland Park Housing Authority (HPHA) community.
- All Kronman vacancies have been filled - 2 Applicants are currently pending move-in.
- Park Terrace - Fire Alarm Testing— completed
    - Wired smoke detector devices were purchased and installed in these units the same and following day.
- Kronman Building – Fire Alarm Testing for each unit scheduled for October 26th 2026.
- Annual Fire Safety Inspection: **AFP** conducted its annual inspection and testing of the Kronman building's fire protection systems to ensure proper operation and compliance with applicable fire codes and regulations. The inspection included the following:

    - Wet Sprinkler Systems: Inspected to verify proper operation and readiness in the event of a fire.
    - Standpipe Sprinkler Systems: Inspected to ensure the systems were functioning properly and ready for emergency use.
    - Fire Pump Systems: Tested to verify proper performance and adequate water pressure for fire suppression.
    - Backflow Preventer Systems: Inspected and tested to ensure proper operation and prevent contamination of the water supply.
    - Antifreeze Loop System: Inspected and tested to verify proper functioning and protection of the sprinkler system in areas susceptible to freezing.
    - Fire Extinguishers: All fire extinguishers were inspected, tested as applicable, and recorded in accordance with applicable codes and requirements.

- Two units needed to be made ready for new occupancy.
- A resident issued a cease notice, and the social worker is currently assisting him in finding alternative accommodation through the Veterans Association. Biohazard Unit was called in to do a treatment for the unit.
- Pest Control treatment is scheduled for the Kronman building and for Park Terrace. Management continues to monitor any reported pest concerns and coordinate with the pest control provider for additional treatment as needed.
- Through the Easter seals program, we are seeking to hire a part-time cleaning person. In the interim, we have secured a cleaning company after 3 quotes that provides weekly cleaning and sanitization of the building's common areas across all six floors, including laundry rooms, bathrooms, and lobby areas.

Occupancy Expectation:

- For month of **October -**
  - Kronman = **98%** occupied
  - Park Terrace = **95.8%** occupied

Rent Collection for October:

- **Kronman Affordable**: Rents have been impacted by:
  - 1 - Job loss
  - 5 - Hardship
- **Park Terrace**: Rents have been impacted by:
  - Receiving partial and late rent payments from residents
  - 1 - Job loss

Maintenance Report:

- For **October** there were a total of **30** work orders. **23** Work Orders were completed.
  - **14** Work orders were routine maintenance issues.
  - **3** Work orders were emergency issues
  - **13** Work orders were urgent issues
  - **1** Work order was a routine inspection
    - water stain was observed on a ceiling tile, and maintenance was asked to investigate and replace the tile. Upon inspection, a leak was discovered in a hot-water pipe that was at risk of bursting. plumber was contacted, and repairs were scheduled for the following week. Residents were notified in advance of a planned water shutdown to allow the necessary repairs to be completed.

Rents Collected Report:

- Total tenant rent for **Kronman/October** 2026: $43,011.00
  Total rent collected from Kronman/October 2026 : $40,703.00

- Total tenant rent for Park Terrace/ October 2026: $12,880.00
  Total rent collected from Park Terrace/October 2026: $9408.00

A special thank you to Maintenance, Social Worker, Section 8 Finance Director, Our Commissioners and Executive Director for ALL their hard work and dedication towards our families!!!

Highland Park Housing Authority
Summary for Section 8 Voucher

Oct-26

VMS Type Description	# of Vouchers	# of New Vouchers	Amount
Project Based Voucher	119	0	$75,985.00
Regular Vouchers	93	0	$115,231.00
Totals	212	0	$191,216.00

Number of HAP Expenses After the First of Month: 1

Amount of HAP Expenses After the First of Month: $325

Number of Voucher Units - End Month: 236

Number of Port Out Portable Out Vouchers: 24

Amount of Port Out Portable Out Vouchers $39,256

Number of Checks written: 38

SOCIAL WORKER REPORT -- NOVEMBER 2026	1	2
Direct resident outreach	38	resident contacts
Pest-control unit inspections	17	unit inspections
High-priority vulnerability cases identified	9	cases
Walk-in assessments	14	assessments
Residents flagged without Medicaid	7	residents
Residents participating in BoldAge PACE visit	26	residents

Category	Metric / Initiative	Current Baseline / Accomplishment	Metric / Count	Unit	Ongoing / Next Steps
Trust-Building & Proactive Outreach	Direct Outreach Footprint	Completed 38 one-on-one introductory resident contacts to establish rapport and reduce isolation.	38	resident contacts	Continue resident outreach and relationship-building.
Trust-Building & Proactive Outreach	Proactive Safety Sweeps	Accompanied the pest control team during physical unit inspections to introduce services and assess living environments firsthand.	17	unit inspections	Continue monthly inspections, covering 1–2 floors at a time.
Trust-Building & Proactive Outreach	Vulnerability Mapping	Identified acute cases involving severe hoarding or unaddressed mental health struggles requiring specialized service intervention.	9	high-priority cases	Coordinate appropriate specialized service referrals and follow-up.
Office Casework & Forms Assistance	General Intakes & Assessments	Conducted walk-in assessments for residents seeking administrative assistance and localized resource support.	14	walk-in assessments	Continue intake, assessment, and resource navigation.
Office Casework & Forms Assistance	State & Federal Benefit Navigation	Assisted residents with benefit recertifications and applications, including NJ ANCHOR property tax relief, Medicare Open Enrollment selections, and SNAP certifications.		not quantified	Continue benefits assistance, track the number of residents and applications supported.
Office Casework & Forms Assistance	Healthcare Resource Gap Baseline	Flagged high-risk residents who lack Medicaid coverage for targeted connection to low-cost or sliding-scale county medical resources.	7	residents without Medicaid	Develop a targeted case list and connect residents with appropriate county medical resources.
Community Engagement & Strategic Partnerships	Resident Integration Rollout	Launched a monthly Coffee & Tea Gathering to encourage participation, reduce social isolation, and provide a forum for residents to share community ideas.		monthly initiative	Continue monthly gatherings and track attendance and resident feedback.
Community Engagement & Strategic Partnerships	Strategic PACE Partnership	Established a formal collaboration with BoldAge PACE to expand access to comprehensive healthcare and social services for eligible older adults.		partnership established	Maintain collaboration and support eligible residents exploring enrollment.
Community Engagement & Strategic Partnerships	Site Exposure & Mobilization	Coordinated a bus trip and lunch excursion for residents to tour the BoldAge PACE facility, reduce anxiety about external care, and encourage enrollment.	26	residents participating	Follow up with interested residents and track referrals or enrollment where appropriate.
Community Engagement & Strategic Partnerships	Food Pantry Outreach	Resident contact will also take place during future food pantry days.		planned activity	Use pantry days as additional outreach opportunities and connect residents with relevant supports.
Community Engagement & Strategic Partnerships	External Partnerships & Service Awareness	The social worker will seek outside partnerships to increase resident awareness of available supports and services.		planned activity	Identify community partners and track referrals, presentations, or services made available.

November HPHA ACTIVITIES CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
Pop-up Pantry TO Be Decided	If you have some ideas for new Programming please see Reema/Pat	Elijah's Promise Food Changes Lives Every Wednesday	Pat available Wed/Thur	Dirty Spades U in or Out? 	**Daylight Saving**
2	3  Office Closed	4  Elijah's Promise Coffee w/Pat Social 11:00 AM	5	6	7/8
9	10	11 Elijah's Promise Office Closed 	12 BOARD OF COMMISSIONERS MEETING Starts at 6:30PM	13 DIRTY SPADES IS BACK 2PM!!! BE THERE OR LOSE IT 	14/15
16	17 John & Myrna Organize 6PM Movie Time "My cousin Vinny" 	18 Elijah's Promise TOUR BoldAge PACE	19	20	21/22 
23	24	25 Elijah's Promise PEST CONTROL	26 Thanksgiving Holiday Office Closed 	27 Office Closed 	28/29
30		EMERGENCY	In case of After-Hours Emergency Maintenance **1.866.504.0534**	**In case of EMERGENCY please reach MAINTENANCE: 866.504.0534 Reema at 732.496.3786 Zena at 908.217.0246**	


November 4th
Wednesday
@ 11am
Coffee and Tea
RESIDENT
Social!
SHARE PREFERENCES AND NEEDS
FOR PROGRAMMING AND EVENTS
HOSTED BY:
PATRICIA TAMBURELLO
SOCIAL WORKER
Kronman Community Room