

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
September 22, 2020
REGULAR MEETING
Minutes of Public Portion

Meeting was conducted via Zoom. Meeting ID and Password were posted on the Highlands Housing Authority website for public access to the meeting.

OPENING

Chair Miller called the meeting to order at 1:20PM, Pledge of Allegiance and Reading of Meeting Notice.

ROLL CALL

Present: Ida Tkach, Commissioner
 Ellen Williams, Commissioner
 Dolores Francy, Commissioner
 Ray Goddard, Commissioner
 Gloria Miller, Chairperson
Absent: Rebecca Wells, Commissioner
 Mae Rugg, Commissioner
Also Present: Douglas G. Dzema, Executive Director
 Renee DeMarco, Residential Operations Manager
 John Bonello, Esq.
 Aaron Greene, Computer Systems Administrator

(Note: Hereafter, titles are abbreviated as: Chair, ViceChair, Comm, ED, Res, Atty)

APPROVAL OF MINUTES - July 28, 2020 Regular Board Meeting, Public Portion

Motion made to adopt the minutes by Comm Goddard and seconded by Comm Francy Chair Miller asked for a vote.

Aye	(5)	Tkach, Williams, Francy, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Rugg

PRESENTATION OF BILLS

Motion to ratify the approval of the August 2020 Bills List and to approve the September 22, 2020 Bills List Summary.

Comm Francy and seconded by Comm Goddard . Chair Miller asked for a vote.

Aye	(5)	Tkach, Williams, Francy, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Rugg, Wells

CORRESPONDENCE

ED Dzema - There are 2 separate lists in your packet. One list has your regularly scheduled notices that have gone out since the last board meeting and the other is a running list relevant to COVID-19 distributions. We are resuming exterminating and the dog sweep, not forcing entrance unless tenants have had previous housekeeping and or infestation issues. 73 units were entered for the dog sweep, no activity found. Monthly extermination will resume on the 24th at both properties and the dog sweep at JPM is the 24th also. As far as the COVID distribution, we have had many generous donations. All agreed a motion should be passed to send thank you letters to all that donated, including a letter to the borough posting all that donated.

COMMITTEE REPORTS

Comm Williams - Due to COVID there is no in person at Ptak or the elementary school. Reaching out to the principal to see if there are any future opportunities.

Renee - September Report: 0 vacancies at Ptak and 1PM. At Ptak: 8 residents and 63 non-residents on the waiting list. At JPM: 3 residents and 31 non-residents on the waiting list.

OFFICERS & STAFF REPORTS

ED Dzema - the COVID-19 activity is status quo with the exception of the extermination and the bed bug checks. I continue to monitor activity with the CDC, the OEM and other housing authorities just to make sure we are operating on par with them on activities and interaction with residents. We are still not doing routine work orders, only performing emergency work orders; we are doing much work around the buildings. Our workers have the proper PPE and our last mask distribution to the tenants was in August; another one will be done in the next few weeks. No public housing authorities are having public meeting (except Rahway and it did not end well); we do not want to put ourselves in that position yet. The community room is being used/set up for tenant and applicant appointments. We are continuing with wellness calls. We have had some personnel activity, we replaced our account clerk; the new account clerk is Eileen Puca. John Hemenway, our maintenance worker, has resigned. We have some issue with his apartment, as it is sinking. We have resumes coming in for the position. We do have a person, Chris Cronin, in temporarily for the position; he will be a candidate while we continue to interview. Our next board meeting is October 27 at 1:00pm .

OLD BUSINESS - None

NEW BUSINESS - None

RESOLUTIONS

FY21-005 - Resolution increasing the bid threshold to \$44,000.00.

Motion was made by Comm Francy and seconded by Comm Williams

Aye	(5)	Tkoch, Francy, Williams, Francy, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Rugg

FY21-006 - Resolution to approve the final leave pay to former full-time maintenance staff.

Motion was made by Comm Goddard and seconded by Comm Francy

Aye	(5)	Tkoch, Francy, Williams, Francy, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Rugg

FY21-007 - Resolution to approve sending thank you letters to the organizations/individuals that donated to Jennie Parker Manor and Ptak Towers Tenants during the COVID-19 Pandemic.

Motion was made by Comm Miller and seconded by Comm Goddard

Aye	(5)	Tkoch, Francy, Williams, Francy, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Rugg

PUBLIC PORTION - None

Chair Miller closed the public portion.

EXECUTIVE SESSION - None

ADJOURNMENT - Chair Miller closed the public meeting at 2:00PM.

Motion made by Comm Williams to adjourn meeting, and seconded by Comm Francy. All in favor.

Motion to adopt September 22, 2020 Regular Board Meeting, Public Portion Minutes

moved by Commissioner _____ W_i_l_l_i_a_m_s_____ and seconded by Commissioner

Francy

Roll Call or Adoption of September 22 2020 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Wells			X	
Commissioner Rugg	X			
Commissioner Tkoch			X	
Commissioner Francy	X			
Commissioner Williams	X			
Commissioner Goddard	X			
Chairperson Miller	X			

The foregoing is a true copy of the Minutes adopted at a Regular Meeting of the Housing Authority of the Borough of Highlands, New Jersey, duly called and held on the 27th, day of October, 2020.



 Douglas Dzema
 Executive Director