

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
February 23, 2021
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 7:00PM, Pledge of Allegiance and Reading of the Meeting Notice.

ROLL CALL

Present: Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Ellen Williams, Commissioner
Dolores Francy, Commissioner
Gloria Miller, Chairperson
Absent: Rebecca Wells, Commissioner
Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
John Bonello, Esq.

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

Chair Miller gave a tribute to Comm Ray Goddard followed by a minute of silence in his honor.

ED Dzema introduced Chris Cronin. Chris joined the staff in October as the new maintenance worker, he resides at Ptak. Chris gave a brief background on his past work experience.

APPROVAL OF MINUTES – *January 26, 2021 Regular Board Meeting, Public Portion*

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

Aye	(5)	Rugg, Tkoch, Francy, Williams, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Wells

PRESENTATION OF BILLS

Motion made to approve the February 23, 2021 Bills List by Comm Rugg and seconded by Comm Williams. Chair Miller asked for a vote.

Aye	(5)	Rugg, Tkoch, Williams, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Wells

CORRESPONDENCE

ED Dzema – The 2 lists have been prepared on a monthly basis. One covers the basic Notices. The other is a COVID – 19 distribution list. Tied to this, at last month’s meeting we discussed a resolution thanking those on this distribution list. We have put that off until next month and I will let Renee speak to that and the list. **ResDeMarco** – We have put off the Resolution and the thank you letters as The Methodist Church has made their last distribution today, and I have heard rumors that there may be another dinner distribution by Proving Ground/the borough next month so we figured we would wait and tie these in to the thank you resolution. The United Methodist Church will still have their food pantry open every week if tenants want to go to their location in Atlantic Highlands, and they will deliver here if it is an extreme emergency. In addition, Comm Williams has provided me with information from OLPH regarding their ongoing food pantry delivery. We will get this information out to the tenants and include them in the thank you resolution. **Comm Williams** – Valerie from OLPH has been making ongoing deliveries to the building every other Saturday. She has provided me with the next few dates and her phone number for anyone that needs a delivery. I have provided this information to Renee.

COMMITTEE REPORTS

Comm Williams – I still keep in touch with principal Dan at the school, waiting for them to reopen.

Comm Tkoch – everyone can’t wait until the community room opens again.

Renee – February Vacancy Report: 0 vacancies at Ptak and JPM. At Ptak: 9 residents and 71 non-residents on the waiting list. At JPM: 2 residents and 21 non-residents on the waiting list.

OFFICERS & STAFF REPORTS

ED Dzema – We have a conflict for the next meeting on March 23. Will a March 30, 7:00PM meeting work?

Motion made to change the meeting to March 30 by Comm Tkoch and seconded by Comm Rugg. All in favor.

OLD BUSINESS – None

NEW BUSINESS – **Comm Williams** – Renee, the last meeting you were trying to get vaccinations for the building and you were hitting a lot of road blocks. Have you made any progress? **RES DeMarco** – we have not made any new progress. We are still being told since we are not a LTC Facility we are not eligible, there are no vaccines readily available at this time; the same roadblocks. We will keep trying.

RESOLUTIONS

FY21-019– Resolution authorizing the extension of the contract for plumbing repair services to January 31, 2023.

Motion was made by Comm Williams and seconded by Comm Francy. Chair Miller asked for a vote.

Aye	(5)	Rugg, Tkoch, Williams, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Wells

FY21-020 – Resolution ratifying the hiring of a part time account clerk.

Motion was made by Comm Williams and seconded by Comm Francy. Chair Miller asked for a vote.

Aye	(5)	Rugg, Tkoch, Williams, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Wells

PUBLIC PORTION –

Chair Miller closed the public portion.

ED Dzema discussed board member terms and need to update. Chair Miller will follow up.

ADJOURNMENT - Chair Miller closed the public meeting at 7:50PM.

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


Motion to adopt February 23, 2021 Regular Board Meeting, Public Portion Minutes

moved by Commissioner Tkoch and seconded by Commissioner Francy .

Roll Call for Adoption of February 23, 2021 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Wells				X
Commissioner Rugg	X			
Commissioner Tkoch	X			
Commissioner Francy	X			
Commissioner Williams	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 30th, day of March, 2021.



Douglas Dzema
Executive Director