

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732

March 7, 2019
SPECIAL MEETING
Minutes of Public Portion

OPENING

Chair Miller called the meeting to order at 6:00PM.

Pledge of Allegiance / Reading of the Special Meeting Notice

ROLL CALL

Present: Ida Tkoch, Commissioner
 Dolores Francy, Commissioner
 Ray Goddard, Commissioner
 Gloria Miller, Chairperson

Absent: Rebecca Wells, Commissioner
 Mae Rugg, Commissioner
 Ellen Williams, Commissioner

Also Present: Douglas G. Dzema, Executive Director
 Renee DeMarco, Residential Operations Manager
 John Bonello, Attorney

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

OFFICERS & STAFF REPORTS

ED Dzema – Capital Report – RAD Projects:

- Ptak replacement entry doors: we will be making a recommendation to award a contract tonight.
- Ptak and JPM lighting upgrades: bid due March 12.
- Ptak Masonry façade repairs: bid due March 19.
- Boiler plant in Ptak: we now have an issue, the engineer is coming tomorrow morning to analyze the system and make a recommendation on repair or replacement.
- Ptak common area air conditioning system: will be evaluated once the weather changes and we turn it on again.
- JPM boiler project: design is due to be complete March 15 and we will go out to bid.
- JPM window replacement: bids have all been rejected - we will talk about that again when it comes up on the agenda.
- JPM building C entry door bid: we will be making a recommendation tonight.

- JPM kitchen replacements: we are making a recommendation tonight.
- JPM building A & B sanitary line replacement: we will make a recommendation tonight.
- JPM boiler room asbestos abatement: we have the RFPs coming in on March 20 and for the JPM handrails the RFP is due March 20.

RESOLUTIONS

FY19-019 – Resolution to award a contract to replace sanitary lines in buildings A and B at Jenny Parker Manor.

Motion was made by Comm Goddard seconded by Comm Francy.

Aye	(4)	Tkoch, Francy, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Wells, Rugg, Williams

FY19-020 - Resolution to reject and rebid the window replacement project at Jenny Parker Manor.

Motion was made by Comm Francy seconded by Comm Goddard.

Aye	(4)	Tkoch, Francy, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Wells, Rugg, Williams

FY19-021 - Resolution to award a contract for kitchen upgrades at Jenny Parker Manor.

Motion was made by Comm Goddard seconded by Comm Francy.

Aye	(4)	Tkoch, Francy, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Wells, Rugg, Williams

FY19-022 - Resolution to award a contract for entry door replacements in building C at Jenny Parker Manor.

Motion was made by Comm Francy seconded by Comm Goddard.

Aye (4) Tkoch, Francy, Goddard, Miller
Nay (0)
Abstention (0)
Absent (3) Wells, Rugg, Williams

FY19-023 - Resolution to award a contract for apartment entry door replacement at Ptak Towers.

Motion was made by Comm Goddard seconded by Comm Tkoch.

Aye (4) Tkoch, Francy, Goddard, Miller
Nay (0)
Abstention (0)
Absent (3) Wells, Rugg, Williams

FY19-024 – Resolution to amend current attorney’s contract to include payment for RAD work.

Motion was made by Comm Miller seconded by Comm Goddard.

Aye (4) Tkoch, Francy, Goddard, Miller
Nay (0)
Abstention (0)
Absent (3) Wells, Rugg, Williams

PUBLIC PORTION –

George Smith, Apt. 421 – You know if you replace the doors you need to replace the frames. You will never get it to seal properly. **ED Dzema** – We have done this in numerous other buildings successfully.

Larry Wallace, Apt. 206 – My door is so crooked in the frame at night you can clearly see the light coming in from the hallway, you are saying they are going to fit the new door better than the door that is there now. **ED Dzema** – That is our hope. **Mr. Wallace** – \$16,000 for 12 doors at JPM, that is more than \$1000 apiece and \$67,000 for 95 doors here. There is a big difference? **ED Dzema** - They are different applications and different doors. **Mr. Wallace** – Also my door is on backwards, when you open the door to my unit, the light switch for the apartment is behind the door. **ED Dzema** – We will look at that.

Chair Miller closed the public portion.

ADJOURNMENT

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

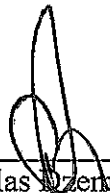
-Chair Miller closed the public meeting at 6:30PM.

Motion to adopt March 7, 2019 Special Board Meeting, Public Portion Minutes moved by Commissioner Goddard and seconded by Commissioner Wells.

Roll Call for Adoption of the March 7, 2019 Special 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 26th, day of March 2019.



Douglas Wzema
Executive Director