

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

**Ptak Towers
215 Shore Drive, Highlands, NJ 07732**

**November 18, 2013
REGULAR MEETING
Minutes of Public Portion**

OPENING

Chair Miller called the meeting to order at 7:00 PM. and proceeded with the salutation of the flag and the Pledge of Allegiance.

ROLL CALL

Present: Gloria Miller, Chairperson
Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Richard O'Neil, Commissioner
Dolores Francy, Commissioner

Also Present: Douglas G. Dzema, Executive Director
Jill Homefield, Deputy Executive Director
John Bonello, Esq.
Frank Holman, Holman, Frenia, Allison, P.C.

Absent: Rebecca Kane, Commissioner
Daniel Conrad, Commissioner

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

PRESENTATION – Results of Audit

ED Dzema prefaced the auditor's presentation by explaining the certification by the commissioners and the process as required by HUD. He noted that there were no findings. The auditor did provide a management letter regarding two minor issues that have already been addressed. He noted that we had excellent financial results which resulted from a decrease in operating expenses which he commended Dep ED Homefield and her staff for. He then introduced Frank Holman of Holman, Frenia, Allison, P.C.

Mr. Holman explained the single audit and stated that if the HA liquidated all liabilities today, there would still be over \$400K left. He commended Dep ED Homefield and ED

Dzema for a job well done.

APPROVAL OF MINUTES

October 22, 2013, Regular Board Meeting, Public Portion & Executive Session

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

Aye	(5)	Rugg, Tkoch, O’Neil, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Kane, Conrad

PRESENTATION OF BILLS

Motion made to approve the October 22, 2013 Bills List by Comm O’Neil and seconded by Comm Francy. Chair Miller asked for a vote.

Aye	(5)	Rugg, Tkoch, O’Neil, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Kane, Conrad

CORRESPONDENCE

ED Dzema noted the Art Helps program schedule and asked that the tenants be notified.

COMMITTEE REPORTS

Comm Rugg reported that Bingo would run tomorrow as usual but that they would not be running it on Thanksgiving Eve. The residents may run a Bingo themselves that day if they wish.

Dep ED Homefield read the vacancy report for November. There is 1 vacancy at Ptak and there are 0 at JPM. There are 5 residents on the Ptak waiting list and 54 non-residents. There are 9 residents on the waiting list at JPM and 44 non-residents.

OFFICERS & STAFF REPORTS

ED Dzema reported that the request for a smoking shelter is being looked into.

Capital Report – Ptak Towers; One of the two hot water heaters has a leak so we are entertaining proposals to replace both and hopefully will award a contract in the next few

weeks.

We did submit a 404 mitigation plan for supplemental funds (for generator) where 75% is possible from the State but we have not heard yet.

We did hire a structural engineering firm to perform a study of Ptak as we know there are some structural settlement issues.

The Ptak generator has been having exhaust problems. Our contractor has been out to do testing and installed a block heater which has alleviated a significant amount of the problem.

Capital Report – JPM; We also submitted a 404 mitigation plan for a generator and are awaiting a response.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS

FY13-018 – Resolution certifying review of the Annual Audit for FYE 6/30/13, and authorizing the submission of the group affidavit and required resolution to the Local Finance Board.

Motion was made by Comm Rugg and seconded by Comm Francy.

Aye	(5)	Rugg, Tkoch, O’Neil, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Kane, Conrad

FY13-019 – Resolution authorizing Increasing the Bid Threshold and Appointing a Qualified Purchasing Agent.

Motion was made by Comm O’Neil and seconded by Comm Tkoch.

Aye	(5)	Rugg, Tkoch, O’Neil, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Kane, Conrad

FY13-020 – Resolution approving the RAD (Rental Assistance Demonstration) Program application to HUD by the 12/31/13 deadline.

Motion was made by Comm Francy and seconded by Comm Tkoch.

Aye	(5)	Rugg, Tkoch, O'Neil, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Kane, Conrad

FY13-021 – Resolution authorizing the services of a consultant to perform a Resident Satisfaction Survey.

Motion was made by Comm O'Neil and seconded by Comm Tkoch.

Aye	(5)	Rugg, Tkoch, O'Neil, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Kane, Conrad

PUBLIC PORTION

Dwight Welch, apt. 208 – Complained that the tenants have found the chairs up on the tables in the community room on occasion. He said they should not be lifting them to take them down. Chair Miller asked if this was from the floors being washed and Comm Rugg confirmed the cleaning girl puts them up to let the floor dry. Jackie White (102) said that the floor isn't as important as their backs.

Chair Miller closed Public Portion.

EXECUTIVE SESSION

Motion made by Comm O'Neil to move to Executive Session, and it was seconded by Comm Tkoch. All in favor.

ADJOURNMENT

Chair Miller closed the public meeting at 7:45 PM.

Motion to adopt November 18, 2013 Regular Board Meeting, Public Portion Minutes moved by Commissioner _____ and seconded by Commissioner _____.

Roll Call For Adoption of November 18, 2013 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Kane				
Commissioner Rugg				
Commissioner Conrad				
Commissioner Tkoch				
Commissioner O'Neil				
Commissioner Francy				
Chairperson Miller				

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 17th day of December, 2013.

 JILL HOMEFIELD
 Deputy Executive Director/Secretary