

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

October 26, 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, Reading of the Meeting Notice and Pledge of Allegiance.

ROLL CALL

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

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

APPROVAL OF MINUTES – September 28, 2021 Regular Board Meeting, Public Portion

Motion made to adopt the minutes by Comm Williams and seconded by
Comm Messina.

Chair Miller asked for a vote.

Aye	(6)	Wells, Tkoch, Francy, Williams, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Rugg

PRESENTATION OF BILLS

Motion made to approve the September 28, 2021 Bills List by Comm Wells and seconded by
Comm Francy.

Chair Miller asked for a vote.

Aye	(6)	Wells, Tkoch, Francy, Williams, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Rugg

CORRESPONDENCE

ED Dzema – Renee prepared the one piece that shows items that have gone out since the last meeting. One piece to take note of is the Booster clinic taking place on Nov. 3.

COMMITTEE REPORTS

Renee – October Vacancy Report: Ptak and JPM have 0 vacancies. At Ptak: 2 residents and 62 non-residents on the waiting list. At JPM: 2 residents and 15 non-residents on the waiting list.

OFFICERS & STAFF REPORT –

ED Dzema – We are preparing for the cooler weather. We have picked up a pallet of the rock salt, we have the snow blowers ready, we dropped off the truck to be winterized, we are getting the shovels out; the staff has hit the ground running in terms of prep, to be winter ready. Our next board meeting is November 23 which is a day or two before Thanksgiving, is everyone okay with that date, and do you want to keep it ZOOM? **Chair Miller** recommended keep it ZOOM. **ED Dzema** - November board meeting will be Zoom; we will discuss the December meeting during the November meeting.

OLD BUSINESS – **Comm Williams**- last time I think you said the maintenance person is on probation? Is that probation period over now? Is everything good? **Renee** – our probation is stated as 6 months, Chris is now with us a year now. **ED Dzema** – we like to use the 6-month gage, but we are no longer civil service. There is still coaching going on with the position.

NEW BUSINESS – None

RESOLUTIONS

FY22-014 – Resolution authorizing award of a contract for computer repair services.

Motion was made by Comm Wells and seconded by Comm Messina.

Chair Miller asked for a vote.

Aye	(6)	Wells, Tkoch, Francy, Williams, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Rugg

FY22-015 - Resolution authorizing the extension of the contract with Atlas Elevator Inc. for elevator maintenance and repair services through November 30, 2023.

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

Chair Miller asked for a vote.

Aye	(6)	Wells, Tkoch, Francy, Williams, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Rugg

FY22-016 – Resolution awarding the contract for the paving upgrades at Ptak Towers to Fiore Paving Co., Inc. for \$76,790.

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

Chair Miller asked for a vote.

Aye	(6)	Wells, Tkoch, Francy, Williams, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Rugg

FY22-017 – Resolution adopting personnel policies and procedures amendments.

Motion was made by Comm Williams and seconded by Comm Messina.

Chair Miller asked for a vote.

Aye	(6)	Wells, Tkoch, Francy, Williams, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Rugg

PUBLIC PORTION –

Comm Tkoch – people are still keeping the carts, what can we do about this? **AttyBonello** – Renee should send out a Notice telling everyone to return the carts. **Renee** – we have sent out many Notices reminding the residents to return the carts after use. We will send out another one.

Chair Miller closed the public portion.

ADJOURNMENT – Chair Miller closed the public meeting at 7:40PM.

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


Motion to adopt the October 26, 2021 Regular Board Meeting, Public Portion Minutes moved by

Commissioner Messina and seconded by Commissioner Wells .

Roll Call for Adoption of October 26th, 2021 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Wells	X			
Commissioner Tkoch	X			
Commissioner Francy	X			
Commissioner Williams			X	
Commissioner Messina	X			
Commissioner Hohenleitner				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 1st day of December, 2021.



Douglas Dzema
Executive Director