

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
April 27, 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

ED Dzema 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
Absent: Gloria Miller, Chairperson
Rebecca Wells, Commissioner
Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
Thomas Furlong, Director of Financial Operations
John Bonello, Esq.

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

APPROVAL OF MINUTES – March 30, 2021 Regular Board Meeting, Public Portion

Motion made to adopt the minutes by Comm Williams and seconded by Comm Francy. ED Dzema asked for a vote.

Aye	(4)	Rugg, Tkoch, Francy, Williams
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Miller

PRESENTATION OF BILLS

Motion made to approve the April 27, 2021 Bills List by Comm Rugg and seconded by Comm Tkoch. ED Dzema asked for a vote.

Aye	(4)	Rugg, Tkoch, Williams, Francy
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Miller

CORRESPONDENCE

ED Dzema – Renee has prepared 2 lists one is the COVID-19 Distribution list and as you note by the yellow marker there was only 1 item that has gone out since the last board meeting which means the activity surrounding COVID is slowing down to a degree; HHA provide 2 masks per resident at Ptak and JPM. The 2nd list there are a number of notices that have gone out at Ptak and JPM most of them dealing with construction, confirmation of the vaccine, the laundry room; all just for your information.

COMMITTEE REPORTS

Renee – April Vacancy Report: Ptak and JPM have 0 vacancies. At Ptak: 6 residents and 63 non-residents on the waiting list. At JPM: 2 residents and 16 non-residents on the waiting list.

Comm Tkoch – everything is running pretty smoothly around the building.

OFFICERS & STAFF REPORTS

Res DeMarco – Today the borough reached out to us for anyone that still needed appointments and we have no one to send as: 3 on our list that still need/wants the vaccine are in the hospital; then we have approximately 63 fully vaccinated, 10 with first shot, 12 vaccinating on their own, 1 not responding, 6 declining, 1 not sharing info. So we are basically done with assisting tenants with getting vaccinations.

ED Dzema – We did provide proposals for exterminating contracts last month and we did receive just one that the \$ amount was numerically high compared to what we were used to paying so our purchasing agent is asking for proposals again. There was work done at JPM as we sprung a leak in our sprinkler area so that had to be torn up. The concrete pool area has been torn up and the leak has been repaired.

OLD BUSINESS – None

NEW BUSINESS – None

RESOLUTIONS

FY21-023– Resolution to approve the introduction of the operating budget for the Housing Authority of the Borough of Highlands for fiscal year ending June 30, 2022.

ED Dzema – We held a finance committee meeting on the 14th. It was myself, Renee, Tom, Gloria Dolores and Becky. We discussed the year end results for 6/30/20 as well as the 8-month report that ended 2/28/21 and then the budget ending 6/30/22; the same one we are introducing tonight. Tom did review the budget and went over each line item with the committee and answered questions. **Comm**

Francy – We felt it was appropriate to bring it to the meeting for approval, there were no unanswered questions. **ED Dzema** – The budget calls for a surplus of \$87,430 and that puts us at a 90% Operating Reserve. **Tom Furlong** – Our reserve is about \$500,000. We are still owed some money from the Federal Home Loan Bank. Financially we are in good shape.

Motion was made by Comm Williams and seconded by Comm Francy.
ED Dzema asked for a vote.

Aye (4) Rugg, Tkoch, Williams, Francy
 Nay (0)
 Abstention (0)
 Absent (2) Wells, Miller

PUBLIC PORTION –

ED Dzema closed the public portion.

ADJOURNMENT – ED Dzema closed the public meeting at 7:45PM.

Motion made by Comm Rugg to adjourn meeting, and seconded by Comm Tkoch. All in favor.


Motion to adopt the April 27, 2021 Regular Board Meeting, Public Portion Minutes

moved by Commissioner Francy and seconded by Commissioner Williams.

Roll Call for Adoption of April 27, 2021 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Wells	X			
Commissioner Rugg	X			
Commissioner Tkoch	X			
Commissioner Francy	X			
Commissioner Williams	X			
Commissioner Messina	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 25th day of May, 2021.



 Douglas Dzema
 Executive Director