

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

March 27, 2018
REGULAR MEETING
Minutes of Public Portion

OPENING

Gloria Miller called the meeting to order at 7:00PM.

ROLL CALL

Present: Rebecca Kane, Commissioner
Ida Tkoch, Commissioner
Dolores Francy, Commissioner
Ellen Williams, Commissioner
Ray Goddard, Commissioner
Gloria Miller, Chairperson

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

Absent: Mae Rugg, Commissioner

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

APPROVAL OF MINUTES – February 27, Regular Board Meeting and Public Portion and Regular Meeting Executive Session.

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

Aye	(6)	Kane, Tkoch, Francy, Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Rugg

PRESENTATION OF BILLS

Motion made to approve the February 27, 2018 Bills List by Comm Goddard and seconded by Comm Francy. Chair Miller asked for a vote.

Aye	(6)	Kane, Tkoch, Francy, Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Rugg

CORRESPONDENCE

ED Dzema: Approximately 11 resident notices have gone out.

COMMITTEE REPORTS

Comm Williams: We have the story telling workshop going on. We also have been invited to present what we are doing to the Highlands Historical Society on April 26 at the Rec Center at 7pm. They have a connection with the high school, I am excited about the potential for an intergenerational program. A spin off from this is the new art workshop, with MaryAnn Smith; she has done one workshop and has another scheduled for April 3. We have extended the deadline at JPM for the NAHRO National Calendar Contest.

March Vacancy Report: Ptak and JPM have 0 vacancies. Ptak has 14 residents and 138 non-residents on the waiting list. JPM has 7 residents and 70 non-residents on the waiting list.

OFFICERS & STAFF REPORTS

ED Dzema

-There is a finance meeting scheduled with the finance committee on Monday, April 16, 2018; at 6:00pm in this building. We will be going over the budget.

-RAD: we are progressing, we are meeting with the architects to review the work items to make sure we are within the budget based on the money we do have. We are looking to schedule a resident RAD meeting early May.

-Resident meeting took place on April 6. Renee and I met with approximately 20 residents and had a good exchange. We came away with some good thoughts/interesting ideas. We will do it again.

-Capital Projects are on hold, being deferred until RAD is in place. The UST removal has been approved by the state.

OLD BUSINESS – none.

NEW BUSINESS – none.

RESOLUTIONS

FY18-017 – Resolution approving an award of contract for bed bug exterminating and control services.

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

Aye	(6)	Kane, Tkoch, Francy, Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Rugg

FY18-018 – Resolution authorizing award of a contract for exterminating and pest control services.

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

Aye	(6)	Kane, Tkoch, Francy, Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Rugg

FY18-019 - Resolution to award a contract to Management Computer Services Inc. to provide PHA-Web software.

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

Aye	(6)	Kane, Tkoch, Francy, Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Rugg

PUBLIC PORTION

Pat Black, Apt. 219 – when are the guys going to fix the clock?

Chair Miller closed the public portion.

EXECUTIVE SESSION – none.

ADJOURNMENT

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


-Chair Miller closed the public meeting at 7:20PM.

Motion to adopt March 27, 2018 Regular Board Meeting, Public Portion Minutes moved by Commissioner Goddard and seconded by Chair Miller.

Roll Call for Adoption of March 27, 2018 Regular Board Meeting Minutes.

	Ayes	Nays	Absent	Abstain
Commissioner Kane			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 24th, day of April, 2018.



 Douglas D'Anna
 Executive Director