

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**August 28, 2018
REGULAR MEETING
Minutes of Public Portion**

OPENING

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

ROLL CALL

Present: Mae Rugg, 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
Douglas Sabey, Construction Inspector

Absent: Rebecca Kane, Commissioner

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

**APPROVAL OF MINUTES – *July 28, 2018 Regular Board Meeting, Public Portion
and Regular Board Meeting, Executive Session.***

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

Aye	(5)	Rugg, Tkoch, Francy, Williams, Miller
Nay	(0)	
Abstention	(1)	Goddard
Absent	(1)	Kane

PRESENTATION OF BILLS

Motion made to approve the August 28, 2018 Bills List by Comm Goddard and seconded by Comm Williams. Chair Miller asked for a vote.

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

CORRESPONDENCE

ED Dzema: There were a couple of resident Notices that went out to Ptak and JPM, the window replacements, the fire extinguisher inspections and the line painting.

COMMITTEE REPORTS

Comm Rugg - We are still having Bingo.

Comm Williams – The storytelling/reminiscing/creative writing workshop is continuing monthly. We also have an art workshop that MaryAnn Smith is doing monthly. We are preparing to go into the school in the fall to do an intergenerational program. The Atlantic Highlands Alliance would like to do a partnership with the seniors/Ptak, they have done so in the past.

Comm Tkoch – We are going to have our tenant party a little later. We need to stop the cars from speeding past the building. Someone put a bag of dog feces in front of the building. ED Dzema – we did contract to put additional cameras up, two in the front of the building, one on the back patio and an additional one in the community room.

Renee - August Vacancy Report: 0 vacancies at Ptak and JPM. 8 residents on the Ptak waiting list and 138 non-residents. 5 residents on the JPM waiting list and 76 non-residents.

OFFICERS & STAFF REPORTS

ED Dzema – Doug Sabey our Construction Inspector is going to speak about the capital improvement projects we are going to do based on the RAD closure with the money we have set aside, approximately \$1.1 million. This will be split on the work items for JPM and Ptak. The most needed work items will go out to bid first then other items will follow. **Doug Sabey** – We are looking at water conservation measures such as shower heads and possibly changing out thermostats at both sites. At Ptak, work we will do up front will include façade work: waterproofing, repairing the mortar joints and the leaking air-conditioning sleeves. Replacing the rooftop exhaust fans. LED lighting. We will replace all unit entry doors. In the hallways we will look to get rid of the carpet and move to tile. At JPM there are 6 items we want to address up front. The site drainage

needs repair, the two boilers will be replaced, structural repairs will be done on the foundation, the kitchens will have work done to them and all the windows will be replaced.

OLD BUSINESS – None to report.

NEW BUSINESS – Comm Goddard – the town asked me to mention that on September 6 at 7:30pm the Land Use Board is going to have a meeting at the High School regarding the Detox Center that is proposed to come into town. If anyone would like to go, transportation will be provided. Renee will put a sign-up sheet in the lobby for anyone that is interested.

Comm Williams – have we thought about getting a van for transportation for the building? ED Dzema – we have access to the SCAT bus, a van is something that is not in the budget.

RESOLUTIONS –

FY19-004 – Resolution adopting personnel policies and procedures amendments.

Motion was made by Comm Goddard seconded by Comm Williams.

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

FY19-005 – Resolution to renew membership in the New Jersey Public Housing Authority Joint Insurance Fund.

Motion was made by Comm Williams seconded by Comm Francy.

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

FY19-006 – Resolution authorizing award of a contract for auditing services.

Motion was made by Comm Francy seconded by Comm Williams.

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

FY19-007 - Resolution authorizing supplementing House Rules #3 enforcing the HUD regulation prohibiting smoking on housing authority property.

Motion was made by Comm Goddard seconded by Comm Williams.

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

PUBLIC PORTION

Pat Black, apt. 219 – How come there are bed bugs in here, the dog comes – how come it does not let people know they have bed bugs? Why do people get them right after the dog is here? Why do they wait 5 days to spray, can't they come right away? Renee – they come as soon as they can fit us into their schedule. Sometimes it is within a day or two and sometimes it may be 5 days. ED Dzema – someone can bring them in the day after the dog comes in.

Larry Wallace, apt. 206 – suppose the person is disabled or elderly or and can't do all the things that are prescribed for the dog to come or to be exterminated? ED Dzema – we will try to help as best as we can and hope that family and friends that will help comply.

Victoria Marks, apt. 311 – I think there was an incident last week. I let a previous tenant and his friend in the building that I understand is no longer a tenant here. I understand that after that, there was a disgusting incident by a person. He was called all kind of vulgar names. People in the community room do not want to listen to this. You don't know who belongs here. If someone does not belong in the building there picture should be posted. Something should be done to the person that said something.

Judy Tomasulo, apt. 103 – are we going to get new stove here at Ptak? I can't get mine clean. ED Dzema – I do not believe they are on the list. If you have a problem with your stove let maintenance know.

Gloria Miller closed the public portion.

Larry Wallace, apt. 206 – my son was the one called all the vulgar names. An incident report was filed against this person. Something really needs to be done.

EXECUTIVE SESSION /ADJOURNMENT

Motion made by Comm Francy to move to Executive Session and adjourn meeting, and seconded by Comm Rugg. All in favor.

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

Motion to adopt August 28, 2018 Regular Board Meeting, Public Portion Minutes and the Regular meeting Executive Session moved by Commissioner Goddard and seconded by Commissioner Williams.

Roll Call for Adoption of August 28, 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 18th, day of September, 2018.



 Douglas Dzema
 Executive Director