

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

**November 25, 2019**  
**REGULAR MEETING**  
**Minutes of Public Portion**

**OPENING**

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

**ROLL CALL**

Present: Gloria Miller, Chairperson  
Mae Rugg, Commissioner  
Ida Tkoch, Commissioner  
Dolores Francy, Commissioner  
Ellen Williams, Commissioner  
Ray Goddard, Commissioner

Absent: Rebecca Wells, Commissioner  
John Bonello, Esq.

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

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

**APPROVAL OF MINUTES – *October 29, 2019 Regular Board Meeting, Public Portion and Executive Session.***

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

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

**PRESENTATION OF BILLS**

Motion made to approve the October 29, 2019 Bills List made by Comm Williams and seconded by Comm Tkoch. Chair Miller asked for a vote.

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

## **CORRESPONDENCE**

**ED Dzema** – We had 1 Notice go out regarding light bulbs.

## **COMMITTEE REPORTS**

**Comm Rugg** – Bingo is still going on and the players are still running it. Barbara has been in the hospital and there is no bingo this week because of Thanksgiving.

**Comm Williams** – I met with the Principal of Highlands Elementary School, Dan Layton. He was very impressed with last year's program. We will schedule what we would like to do with the 4<sup>th</sup> and 2<sup>nd</sup> grades January – June.

**Comm Tkoch** – Don't forget our tenant party on December 17. December 16 is our next meeting off site. What do we do if we lose money in the vending machine? Renee – the number is on the machine for refunds.

**November Vacancy Report:** 0 vacancies at Ptak and JPM. At Ptak: 10 residents and 83 non-residents on the waiting list. At JPM: 7 residents and 45 non-residents on the waiting list.

## **OFFICERS & STAFF REPORTS**

**ED Dzema** – The December board meeting is December 16, we are going to be at Giorgia's in Rumson at 6:00pm. We are having a staff party on the 20<sup>th</sup> at Bowlero in North Brunswick, the staff here is coming. Our interlocal is up with you December 31. We had a 3 year contract. I am willing to discuss how you would like to proceed. We are willing to keep an identical contract, except if you choose to give a raise, we would work with the same raise you offer the staff. In 3 years you should not have additional RAD expenses, the way the contract is built, and you only pay for RAD time spent. We can take action at Giorgia's. Gloria – We can follow the same thing for 3 years and follow same raise as internally, it has worked very well.

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – None to report

## **RESOLUTIONS**

**FY20-027** – Resolution ratifying the award of the contract for elevator maintenance and repair services to Atlas Elevator from 12/1/19 – 11/30/21.

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

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

**FY20-028** – Resolution renewing the contract for fire suppression systems inspection, maintenance and repair services through 11/30/21.

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

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

**FY20-029** – Resolution authorizing award of a contract for computer repair services.

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

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

**FY20-030** – Resolution awarding change order #1 to Adirondack Contracting for the handrail replacements at Ptak Towers in the amount of \$1,400.00.

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

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

**FY20-031** – Resolution awarding change order #1 to M & N Construction Services, Inc. for the kitchen upgrades at Jennie Parker Manor in the amount of \$3,800.00.

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

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

**PUBLIC PORTION** - No comments.

Chair Miller closed the public portion.

**EXECUTIVE SESSION** – None

**ADJOURNMENT** - Chair Miller closed the public meeting at 7:25PM.

Motion made by Comm Goddard to move to adjourn meeting, and seconded by Comm Williams. All in favor.

Motion to adopt November 25, 2019 Regular Board Meeting, Public Portion Minutes moved by Commissioner Goddard and seconded by Commissioner Williams.

**Roll Call for Adoption of November 25, 2019 Regular Board Meeting Minutes**

	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>	<b>Abstain</b>
Commissioner Wells				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 27<sup>th</sup>, day of January, 2020.

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Douglas Dzema  
Executive Director