

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
May 25, 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 5:45PM, Pledge of Allegiance and Reading of the Meeting Notice.

ROLL CALL

Present: Rebecca Wells, Commissioner
Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Ellen Williams, Commissioner
Dolores Francy, Commissioner
Nancy Messina, Commissioner
Gloria Miller, Chairperson

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 – *April 27, 2021 Regular Board Meeting, Public Portion*

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

Aye	(7)	Wells, Rugg, Tkoch, Francy, Williams, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

PRESENTATION OF BILLS

Motion made to approve the May 25, 2021 Bills List by Comm Messina and seconded by
Comm Tkoch. Chair Miller asked for a vote.

Aye	(7)	Wells, Rugg, Tkoch, Francy, Williams, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

CORRESPONDENCE

ED Dzema – There is one document, the list is two-fold, it covers the Notices that have gone out to the residents since our last meeting and now and the food distributions which were by OLPH food pantry.

COMMITTEE REPORTS

Comm Tkoch – any thoughts on when the Community Room will re-open, not wearing masks? **ED Dzema** – at this time we are not opening the public space, and we will still suggest wearing masks as we are still following the CDC guidelines, we are a public building and the state CDC regulations recommend still wearing masks. **Comm Williams** –the intergenerational program won't start up until the community room is open and activities can be held. I will then connect that back to the school – once everything opens up again.

Renee – May Vacancy Report: Ptak and JPM have 0 vacancies. At Ptak: 2 residents and 60 non-residents on the waiting list. At JPM: 2 residents and 18 non-residents on the waiting list.

OLD BUSINESS – None

NEW BUSINESS – None

RESOLUTIONS

FY21-024– Resolution to ratifying the approval of the Annual Notice for FY2022.

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

Chair Miller asked for a vote.

Aye	(7)	Wells, Rugg, Tkoch, Francy, Williams, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

FY21-025 – Resolution approving the award of the contract for bed bug exterminating and control services.

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

Chair Miller asked for a vote.

Aye	(7)	Wells, Rugg, Tkoch, Francy, Williams, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

FY21-026 – Resolution awarding the contract for dog sweeping services.

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

Chair Miller asked for a vote.

Aye	(7)	Wells, Rugg, Tkoch, Francy, Williams, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

FY21-027 – Resolution authorizing award of a contract for exterminating and pest control services.

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

Chair Miller asked for a vote.

Aye	(7)	Wells, Rugg, Tkoch, Francy, Williams, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

FY21-028 – Resolution awarding the contract for legal services to Manna & Bonello for \$5,400.00 through May 31, 2022.

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

Chair Miller asked for a vote.

Aye	(7)	Wells, Rugg, Tkoch, Francy, Williams, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

FY21-029 – Resolution awarding the extension of the contract for electrical repair services with Magic Touch Construction to 5/31/23.

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

Chair Miller asked for a vote.

Aye	(7)	Wells, Rugg, Tkoch, Francy, Williams, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

FY21-030 – Resolution awarding the extension of the contract for generator maintenance and repair services to FM Generator through 5/31/23.

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

Chair Miller asked for a vote.

Aye	(7)	Wells, Rugg, Tkoch, Francy, Williams, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

FY21-031 – Resolution awarding the contract for painting services to JG Painting to 5/31/23.

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

Chair Miller asked for a vote.

Aye	(7)	Wells, Rugg, Tkoch, Francy, Williams, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

PUBLIC PORTION –

Chair Miller closed the public portion.

Motion to reconvene Meeting at 6:10pm by Comm Messina and seconded by Comm Wells. All in favor.

Meeting reconvened by ED Dzema:

OFFICERS & STAFF REPORTS

ED Dzema – Exterior Projects: At JPM we are working on replacing the rear entry stoop for apartment B-7. The RFP is out, due back July. At Ptak the roof coating and T-Mobile work is complete. Interior Projects: At JPM Domestic hot water tank replacement has been completed and Ptak the AC project completed and the laundry room upgrades have been completed at both properties.

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 May 25, 2021 Regular Board Meeting, Public Portion Minutes

moved by Commissioner Messina and seconded by Commissioner Williams.

Roll Call for Adoption of May 25, 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 30th, day of June, 2021.



Douglas Dzema
Executive Director