

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**August 25, 2015
REGULAR MEETING
Minutes of Public Portion**

OPENING

Thomas Furlong called the meeting to order at 7:00 PM.

ROLL CALL

Present: Rebecca Kane, Commissioner
Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Richard O'Neil, Commissioner
Dolores Francy, Commissioner

Also Present: Thomas Furlong, Director of Financial Operations
Renee DeMarco, Residential Operations Manager
John Bonello, Attorney

Absent: Ellen Williams, Commissioner
Gloria Miller, Chairperson

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

APPROVAL OF MINUTES – June 2, 2015 Annual Meeting, Public Portion; Regular Board Meeting, Public Portion and Regular Board Meeting, Executive Session

Motion made to adopt the minutes by Comm Rugg and seconded by Comm Tkoch.
DFO Furlong asked for a vote.

Aye	(4)	Kane, Rugg, Tkoch, Francy
Nay	(0)	
Abstention	(0)	
Absent	(3)	O'Neil, Williams, Miller

PRESENTATION OF BILLS

Motion made to ratify the voice vote approving the July Bills List and approving the August Bills List by Comm Tkoch and seconded by Comm Kane. DFO Furlong asked for a vote.

Aye	(4)	Kane, Rugg, Tkoch, Francy
Nay	(0)	
Abstention	(0)	
Absent	(3)	O'Neil, Williams, Miller

CORRESPONDENCE

-DOF Furlong: Are there any questions on the 15 or 16 correspondences that went out that you would like addressed?

COMMITTEE REPORTS

Renee read the vacancy report for August. There was 1 vacancy at Ptak and 0 at JPM. There are 9 residents on the Ptak waiting list and 52 non-residents. There is 1 resident on the waiting list at JPM and 31 non-residents.

Comm Rugg – We had a tenant picnic, many contributed. For bingo I have been cooking as Barbara has been sick, she had a shunt put in her heart. This week we had 6 birthdays.

Comm Tkoch - I would like to thank Doug for painting the walls and for the new trim in the hallways. He did a great job.

Renee – regarding the furniture on the 5th floor, the order was not correct - they sent the wrong pieces. It will be a three seater and two additional chairs. The correct pieces are on their way.

OFFICERS & STAFF REPORTS

DOF Furlong gave update:

- There is going to be an Anniversary get together here on September 16th in the Community Room at 2:00pm – for all the residents.
- Some good news, we have finally received approval from FEMA for the generator project at both Ptak and JPM. The total cost of the project is \$236,000; FEMA will pick up \$219,900 and the housing authority will be responsible for \$16,100.
- More good news is that we received our REAC scores from HUD, for our annual (every few years if we do well) property inspections. We received at 95 at Ptak and a 96 at JPM, excellent scores. I see a lot of housing authority in the state score's and these are great.
- We have provided a support letter to the NJ Institute for Disabilities – we applied for a grant under the HUD ROSS program. They are putting in for a coordinator, if they receive funding the coordinator would provide services/referral assistance for our seniors and disabled here at Ptak as well as the disabled at JPM.
- The RAD (project based voucher) program received approval from HUD a few months back for both Ptak and JPM. Now we are in the process of converting over. HUD wants us to close by the middle of January, but they will probably grant extensions which

will be needed and take us into February/March. This program will allow us to do capital improvements. We will be required to have resident meetings talking about the conversions and how it will impact you. For the residents it will be a pretty seamless transition. We are required to have monthly calls with HUD to discuss progress. Next we will have to sit down with the borough and make sure they are on board with the program. In addition we may also have to work out a new payment in lieu of tax agreement.

- ED Dzema has a conflict with the September 22 meeting and would like to reschedule, is the board available – September 14, September 21 or September 30? No 30th Bingo – let's move it back a night to September 21.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS -

FY16-001 – Resolution awarding the contract for the replacement of the fire pump at Ptak Towers.

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

Aye	(4)	Kane, Rugg, Tkoch, Francy
Nay	(0)	
Abstention	(1)	O'Neil
Absent	(2)	Williams, Miller

FY16-002 – Resolution awarding the contract for CCTV systems upgrades at Ptak Towers and Jennie Parker Manor.

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

Aye	(5)	Kane, Rugg, Tkoch, O'Neil, Francy
Nay	(0)	
Abstention	(0)	
Absent	(2)	Williams, Miller

PUBLIC PORTION

Butch Welch, apt. 208 – I was wondering if we could get a garden hose out back?
Renee – As we already discussed, Joe is looking into this. We have two main issues here. One is that in past years when there was a hose out back, the tenants would leave the water on and it flooded the back area. Second problem Joe is looking into, there is an issue with the actual handle. He will go purchase several and see if any can be used to turn on the faucet. The knob attachment may be stripped and the only way to repair it may be breaking through the community room wall.

Donna Torres, apt. 308 – I would just like to say thank you for having out windows washed. On Resolution FY16-002, what is it actually for? **Renee** – it is for upgrading the camera/security system. Replacing existing and adding additional security cameras both here at Ptak and at JPM.

Ida Tkock, apt. 408 – tenants are complaining to me, we need the carpets cleaned in the hallways again, there are some large spots. **Renee** – We did have all the carpets cleaned about a year ago, we are looking into this issue.

Ronnie Staehle, apt. 217 – I have a question pertaining to the lease. How many nights per year are we allowed to have overnight guests? **Renee** – 30 overnight guest are allowed per year. A guest sheet must be completed and returned to the office for each guest stay.

EXECUTIVE SESSION

Motion made by Comm Kane to move to Executive Session, and it was seconded by Comm Francy. All in favor.

ADJOURNMENT - DOF Furlong closed the public meeting at 7:25 PM.

Motion to adopt August 25, 2015 Regular Board Meeting, Public Portion Minutes moved by Commissioner Rugg and seconded by Commissioner Francy.

Roll Call for Adoption of August 25, 2015 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Kane			X	
Commissioner Rugg	X			
Commissioner Tkoch	X			
Commissioner O'Neil	X			
Commissioner Francy	X			
Commissioner Williams	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 September, 2015.



 Douglas Dzema
 Executive Director