

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
August 27, 2019
REGULAR MEETING
Minutes of Public Portion

OPENING

ViceChair Goddard called the meeting to order at 7:00PM.

ROLL CALL

Present: Rebecca Wells, Commissioner
Ida Tkoch, Commissioner
Dolores Francy, Commissioner
Ray Goddard, Commissioner
Absent: Gloria Miller, Chairperson
Mae Rugg, Commissioner
Ellen Williams, Commissioner
Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
John Bonello, Esq.

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

APPROVAL OF MINUTES – June 18, 2019 Regular Board Meeting, Public Portion and Executive Session.

Motion made to adopt the minutes by Comm Tkoch and seconded by Comm Wells.
ViceChair Goddard asked for a vote.

Aye	(4)	Wells, Tkoch, Francy Goddard
Nay	(0)	
Abstention	(0)	
Absent	(3)	Miller, Rugg, Williams

PRESENTATION OF BILLS

Motion made to ratify the approval of the July 2019 and approve the August 2019 Bills List made by Comm Francy and seconded by Comm Tkoch. ViceChair Goddard asked for a vote.

Aye	(4)	Wells, Tkoch, Francy Goddard
Nay	(0)	
Abstention	(0)	
Absent	(3)	Miller, Rugg, Williams

CORRESPONDENCE

ED Dzema – We have a list of the 21 resident Notices that went out, most pertaining to RAD work. If you want to see any of these Notices please see Renee.

COMMITTEE REPORTS

Comm Tkoch – EDDzema please explain to the tenants the role of the commissioners. I want them to know I am not responsible for their personal problems. I have nothing to do with evictions or work that is being done in the building. I pass the resolutions and help to set policies. I don't like being harassed and being made fun of. The 2nd and 3rd floors look beautiful. Atlantic Highlands is having a big flea market on September 14.

EDDzema – You are correct, it is the board's position to set policy and the staff is to enforce it. No one commissioner stands alone and no one commission can make decisions for anyone. You have the right to report back to the board as everyone else here does. If you are being harassed you need to write up an incident report and we will handle it accordingly.

Renee – August Vacancy Report: 0 vacancies at Ptak and JPM. At Ptak we have 7 residents and 81 non-residents on the waiting list. At JPM we have 5 residents and 46 non-residents on the waiting list.

OFFICERS & STAFF REPORTS

ED Dzema – I want to thank the residents for their understanding because of the inconvenience you are going through during the construction going on. Just know at the end of the day it is to enhance the quality of life for everyone. The bulk of work is being awarded tonight and we be through 90% of it in the next number of months.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS

FY20-001 - Resolution awarding the contract for flooring and repair services to West Carpets, Inc.

Motion was made by Comm Francy seconded by Comm Wells.

Aye (4) Wells, Tkoch, Francy, Goddard,
Nay (0)
Abstention (0)
Absent (3) Miller, Rugg, Williams

FY20-002 - Resolution authorizing the award of the contract for heating, air conditioning and ventilation maintenance and repair services to Able Mechanical Inc.

Motion was made by Comm Wells seconded by Comm Francy.

Aye (4) Wells, Tkoch, Francy, Goddard,
Nay (0)
Abstention (0)
Absent (3) Miller, Rugg, Williams

FY20-003 - Resolution authorizing the extension of the contract for automatic door operator maintenance and repair services.

Motion was made by Comm Wells seconded by Comm Tkoch.

Aye (4) Wells, Tkoch, Francy, Goddard,
Nay (0)
Abstention (0)
Absent (3) Miller, Rugg, Williams

FY20-004 – Resolution approving the disposition of obsolete equipment.

Motion was made by Comm Wells seconded by Comm Francy.

Aye (4) Wells, Tkoch, Francy, Goddard,
Nay (0)
Abstention (0)
Absent (3) Miller, Rugg, Williams

FY20-005 – Resolution awarding the contract for drainage improvements at Jennie Parker Manor to Adirondack Contracting for \$24,500.00.

Motion was made by Comm Francy seconded by Comm Wells.

Aye (4) Wells, Tkoch, Francy, Goddard,
Nay (0)
Abstention (0)
Absent (3) Miller, Rugg, Williams

FY20-006 – Resolution awarding the contract for handrail replacements at Ptak Towers to Adirondack Contracting for \$16,000.00.

Motion was made by Comm Tkoch seconded by Comm Wells.

Aye (4) Wells, Tkoch, Francy, Goddard,
Nay (0)
Abstention (0)
Absent (3) Miller, Rugg, Williams

FY20-007 – Resolution authorizing the award of the contract for the masonry repairs and restoration of Ptak Towers to M&N Construction Services, Inc. in the amount of \$58,400.00.

Motion was made by Comm Wells seconded by Comm Tkoch.

Aye (4) Wells, Tkoch, Francy, Goddard,
Nay (0)
Abstention (0)
Absent (3) Miller, Rugg, Williams

FY20-008 – Resolution authorizing a contract amendment to Central Boiler Repair Co., for the heating systems upgrades at Jennie Parker Manor.

Motion was made by Comm Francy seconded by Comm Wells.

Aye (4) Wells, Tkoch, Francy, Goddard,
Nay (0)
Abstention (0)
Absent (3) Miller, Rugg, Williams

FY20-009 – Resolution authorizing a contract amendment to VA Electrical Contractor LLC for the lighting upgrades at Jennie Parker Manor and Ptak Towers.

Motion was made by Comm Francy seconded by Comm Wells.

Aye (4) Wells, Tkoch, Francy, Goddard,
Nay (0)
Abstention (0)
Absent (3) Miller, Rugg, Williams

FY20-010 – Resolution awarding the contract for boiler replacement at Ptak Towers to Central Boiler Repair Co., Inc. for \$51,200.00.

Motion was made by Comm Francy seconded by Comm Tkoch.

Aye (4) Wells, Tkoch, Francy, Goddard,
Nay (0)
Abstention (0)
Absent (3) Miller, Rugg, Williams

FY20-011 – Resolution to amend our personnel policy.

Motion was made by Comm Tkoch seconded by Comm Francy.

Aye (4) Wells, Tkoch, Francy, Goddard,
Nay (0)
Abstention (0)
Absent (3) Miller, Rugg, Williams

FY20-012 - Resolution to adopt the provisions of Chapter 48 for SHBP coverage.

Motion was made by Comm Wells seconded by Comm Francy.

Aye (4) Wells, Tkoch, Francy, Goddard,
Nay (0)
Abstention (0)
Absent (3) Miller, Rugg, Williams

FY20-013 – Resolution to adopt management incentive plan.

Motion was made by Comm Francy seconded by Comm Tkoch.

Aye (4) Wells, Tkoch, Francy, Goddard,
Nay (0)
Abstention (0)
Absent (3) Miller, Rugg, Williams

FY20-014 – Resolution awarding the contract for window replacement at Jennie Parker Manor.

Motion was made by Comm Tkoch seconded by Comm Francy.

Aye (4) Wells, Tkoch, Francy, Goddard,
Nay (0)
Abstention (0)
Absent (3) Miller, Rugg, Williams

PUBLIC PORTION

-**William Wuelfing, apt. 509** – I was wondering if I could keep the showerhead I have, it is long and it has pulsating action. **EDDzema** – this will be discussed further this week. **Evelyn Bankes, apt. 405** – I have a handheld also that I would like to keep. **Ida Tkoch, apt. 408** – I have a 7ft hose, I need to sit. **Larry Wallace, apt. 206** - A lot of us are handicapped and need to use chairs, I use a handheld. **Paula Todd, apt. 422** – I am really aggravated about everything in the building. We have 95 apartments and the tenants don't get to say what goes on in here. You pick the paint and the floors aren't even getting done on the 4th and 5th floors. Then we are told we can't even decorate for Christmas in the lobby. There is no quality of life in this building. Now you are going to tell us how to take a shower.

ViceChair Goddard closed the public portion.

EXECUTIVE SESSION /ADJOURNMENT-ViceChair Goddard closed the public meeting at 7:30PM.

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

Motion to adopt August 27, 2019 Regular Board Meeting, Public Portion Minutes moved

by Commissioner Tkoch and seconded by Commissioner Goddard.

Roll Call for Adoption of August 27, 2019 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
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 23rd, day of September, 2019.

Douglas Dzema
Executive Director