

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

September 19, 2017
REGULAR MEETING
Minutes of Public Portion

OPENING

Ray Goddard called the meeting to order at 7:15PM.

ROLL CALL

Present: Rebecca Kane, Commissioner
Mae Rugg, Commissioner
Dolores Francy, Commissioner
Ellen Williams, Commissioner
Ray Goddard, Commissioner-ViceChair

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

Absent: Ida Tkoch, Commissioner
Gloria Miller, Chairperson

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

APPROVAL OF MINUTES – August 29, 2017, Regular Board Meeting, Public Portion and Executive Session.

Motion made to adopt the minutes by Comm Kane and seconded by Comm Williams. VChair Goddard asked for a vote.

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

PRESENTATION OF BILLS

Motion made to approve the September 19, 2017 Bills List by Comm Williams and seconded by Comm Francy. VChair Goddard asked for a vote.

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

CORRESPONDENCE

ED Dzema: We have two pieces of correspondence that went out to the residents, one on chair yoga and another on bulk pick up.

COMMITTEE REPORTS

Comm Rugg: We are still playing bingo. We usually do not have food but we did last week. Barbara doesn't know if she will make it tomorrow due to the weather and I may not make it/or will be late; as I have to sing in Middletown. Linda will run the bingo if neither of us are here.

Comm Williams: The oral history/life stories workshop is developing. Our next workshop is next Monday, September – 25th at 10:00am. The Highlands Historical Society is interested.

September Vacancy Report: Ptak and JPM have 0 vacancies. Ptak has 9 residents and 114 non-residents on the waiting list. JPM has 4 residents and 56 non-residents on the waiting list.

OFFICERS & STAFF REPORTS

ED Dzema –

Capital Report -

Ptak - The generator project is completed. We are preparing the documentation to present to the state to get reimbursement.

- We expect the UST project to begin in October. The contractor has applied for the permits. This is for removing the tank in the back parking lot behind the boiler room.
- The canopy over the rear patio needs to be replaced. The RFP is out and the canopy will be replaced in the next couple of months.
- We are still waiting for the repair person to fix the minor leak on the roof.

JPM – The generator project - same as Ptak.

-As we had indicated we had a radio system installed for the fire alarm system. This is an upgrade from the copper wiring system that was in place.

RAD Update – We have been receiving inquiries from the FHLB. They are fine tuning our application, which is good news. The application fee that the board approved last month has been submitted to Investors Bank. We are borrowing for capital improvements for our buildings, which HUD is requiring. We did get an approved extension until the end of the year, December 2017; to submit all our budgetary work for the RAD Program on the capital projects.

Budget – was just returned to us, approved by the DCA.

Audit – field work was completed on Friday. I met with them on Friday for a close out meeting; so far there are no red flags.

Cable television service - we are having no success. Rence - Tom has reached out to Comcast once again -- with no success. VChair - we need to look into other alternatives, maybe the digital antennas. We need to set a goal with deadlines. Now that I know this avenue is closed I am going to look at other avenues.

No Smoking Notice to the Tenants - AttyBonello - The Notice informs the tenants the Authority will enforce the current restrictions in your lease prohibiting smoking anywhere on the Authority unless designated. This is now required by HUD, as they passed regulations prohibiting smoking at any public housing authority. The regulations require the management of the Highlands Housing Authority to strictly enforce no smoking in the units or on the property. If a tenant is caught smoking, legal action will be taken.

OLD BUSINESS - None to report.

NEW BUSINESS - None to report.

RESOLUTIONS -

FY18-009 - Resolution authorizing the extension of the contract for computer repair services to October 31, 2018.

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

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

PUBLIC PORTION

No tenant response.

VChair Goddard closed the public portion.

EXECUTIVE SESSION

No executive session needed.

ADJOURNMENT

Motion made by Comm Kane to adjourn meeting, and it was seconded by Comm Francy. All in favor.


VChair Goddard closed the public meeting at 7:30 PM.

Motion to adopt September 19, 2017 Regular Board Meeting. Public Portion Minutes moved by Commissioner Goddard and seconded by Commissioner Rugg.

Roll Call for Adoption of September 19, 2017 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 24th, day of October, 2017.



 Douglas Dzema
 Executive Director