

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**  
**Ptak Towers**  
**215 Shore Drive, Highlands, NJ 07732**  
**November 24, 2020**  
**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 1:00 PM , Pledge of Allegiance and Reading of Meeting Notice.

**ROLL CALL**

Present: Mae Rugg, Commissioner  
Ida Tkoch, Commissioner  
Ellen Williams, Commissioner  
Dolores Francy, Commissioner  
Ray Goddard, Commissioner  
Gloria Miller, Chairperson  
Absent: Rebecca Wells, 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 - October 27, 2020 Regular Board Meeting, Public Portion**

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

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

**PRESENTATION OF BILLS**

Motion made to approve the November 24, 2020 Bills List by Comm Williams and seconded by  
Comm Francy Chair Miller asked for a vote.

|            |     |   |
|------------|-----|---|
| Aye        | (6) | Rugg, Tkoc h, Williams, Francy, Goddard, Miller |
| Nay        | (0) |   |
| Abstention | (0) |   |
| Absent     | (1) | Wells   |

## **CORRESPONDENCE**

**ED Dzema** - There are 2 lists that have been prepared on a monthly basis. The COVID- 19 Distribution list has the items yellowed out that have taken place since the last meeting. The United Methodist Church has been consistent delivering grocery bags weekly and our staff has been involved by delivering the bags to the tenant's doors and even more so recently by going to the church to pick up the bags and then deliver them to the tenants. Today they are picking up a full Thanksgiving dinner for the JPM tenants. Last week Katz's delivered a pre-Thanksgiving dinner to tenants at the building. The 2<sup>nd</sup> list is the Notices that have gone out to the tenants which include one for the flu clinic, the United Methodist Church Thanksgiving dinner just mentioned, as well as the Blessing Bag Brigade/Proving Ground Thanksgiving dinner, which is also being delivered to the building and staff will deliver to the tenants doors. The community support in Highlands is second to none!

## **COMMITTEE REPORTS**

**Comm Williams** - I did get an email from Dan the principal at Highlands Elementary School. He knows we are not meeting and they are not able to bring people in; he will let me know when the restrictions are lifted.

**Comm Tkoch** - everyone is wearing a mask, everything is pretty smooth.

**Renee - October Report:** 0 vacancies at Ptak and JPM. At Ptak: 9 residents and 64 non-residents on the waiting list. At JPM: 1 resident and 22 non-residents on the waiting list.

## **OFFICERS & STAFF REPORTS**

**ED Dzema** - Status Quo with the staff and COVID, they are coping and handling it; hopefully they will not let their guard down because it has been going on so long and it is ramping up. As it pertains to our Board the Governor has reinforced the fact allowing the municipalities the ability to meet. Perth Amboy is walking away from any public meetings, it may be because of the uptick and they are sticking with Zoom meetings. With the going on in the state, the popular belief is the Governor is pushing to get us beyond the Holidays. The vaccine sounds very promising, there are three of them out there now; 2 of them with 90% + probability. It sounds like healthcare workers will be the first in line with those most susceptible to follow. It sounds like the mainstream will not get the vaccine until April/May. Our telephone entry system, the KERI system, had become antiquated and needed to be replaced. We bid out the job and awarded the contract. The system went down before the company came down to do the replacement. The existing laundry vendor is looking for right of first refusal, not removing their equipment to allow the new company that won the bid, SEBCO to come in. **ATTY Bonello** - per NJ public contract act, voids the right of first refusal. My recommendation is to take them out per my letter for them to remove equipment by December 4. **ED Dzema** - Becky is not on the call today as she has a conflict with work. Does the board feel we should reconsider the time of the December meeting, back to 7:00pm? The majority agrees it should be changed back to 7:00pm for the December 22 meeting.

**OLD BUSINESS** - None

**NEW BUSINESS** - None

**RESOLUTIONS**

**FY21-010** - Resolution awarding the contract for the AC equipment replacement at Ptak Towers to Hanna' s Mechanical Contractors for \$49,450.00.

Motion was made by Comm Williams and seconded by Comm Tkach  
Aye (6) Rugg, Tkach, Francy, Williams, Francy, Goddard, Miller  
Nay (0)  
Abstention (0)  
Absent (1) Wells

**FY21-011** - Resolution awarding the contract for the roof coating application at PTAK Towers to NDP Construction, LLC for \$69,000.00.

Motion was made by Comm Williams and seconded by Comm Francy  
Aye (6) Rugg, Tkach , Francy, Williams, Francy, Goddard, Miller  
Nay (0)  
Abstention (0)  
Absent (1) Wells

**FY21-012** - Resolution ratifying the award of change order #1 to M&N Construction Services, Inc. for the Masonry Repairs and Restoration of Ptak Towers in the amount of \$9,990.00.

Motion was made by Comm Goddard and seconded by Comm Tkach  
Aye (6) Rugg, Tkach, Francy, Williams, Francy, Goddard, Miller  
Nay (0)  
Abstention (0)  
Absent (1) Wells

**PUBLIC PORTION** -

**Comm Tkoch** - Is there exterminating tomorrow? I guess we can' t use the community room? Yes, there is exterminating and the community room will remain closed for the foreseeable future.

**Chair Miller** - With the community room closed, will there be a Christmas tree in the main lobby? Yes, we will decorate the elevator lobbies on each floor as well as the main lobby.

Chair Miller closed the public portion.

**EXECUTIVE SESSION** - None

**ADJOURNMENT** - Chair Miller closed the public meeting at 1:45PM.

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

Motion to adopt November 24, 2020 Regular Board Meeting, Public Portion Minutes

moved by Commissioner Tkoch and seconded by Commissioner Francy

**Roll Call for Adoption of November 24, 2020 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 22<sup>nd</sup>, day of December, 2020.

  
 \_\_\_\_\_  
 Douglas Dzema  
 Executive Director