

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
January 22, 2019
REGULAR MEETING
Minutes of Public Portion

OPENING

Chair Miller called the meeting to order at 7:00PM.

ROLL CALL

Present: Rebecca Wells, Commissioner
Ida Tkoch, Commissioner
Dolores Francy, Commissioner
Ellen Williams, Commissioner
Ray Goddard, Commissioner
Gloria Miller, Chairperson

Absent: Mae Rugg, Commissioner

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

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

APPROVAL OF MINUTES – November 27, 2018 Regular Board Meeting, Public Portion and Regular Board Meeting, Executive Session.

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

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

PRESENTATION OF BILLS

Motion made to ratify the voice vote approving the December 2018 Bills List and to approve the January 22, 2019 Bills List by Comm Williams and seconded by Comm Goddard. Chair Miller asked for a vote.

Aye	(5)	Wells, Tkoch, Williams, Goddard, Miller
Nays	(0)	
Abstention	(0)	
Absent	(2)	Rugg, Francy

CORRESPONDENCE

ED Dzema – 6 notices have gone out to the residents; fire alarms testing, exterminating schedule, bed bug dog sweep schedule etc.

COMMITTEE REPORTS

Comm Williams – This Monday we are going to have the storytelling/creative writing workshop. Mary Sommer is bringing artwork each time which becomes the basis of our discussion. I am working on having some connection with the school, where what we do here will be an intergenerational discussion with them.

Comm Tkoch – We had a wonderful Christmas party with Clifford. We had Christmas carolers here. Mark did the Night before Christmas with the carolers. They had a New Year's Eve party and next we plan to have a Valentine's Day party.

January Vacancy Report: 0 vacancies at Ptak and JPM. 8 residents on the Ptak waiting list and 124 non-residents. 7 residents on the JPM waiting list and 77 non-residents.

Chair Miller – I would like to note that Comm Francy has just come in and that Comm Francy (and her husband Chris Francy) are the Grand Marshals of the St. Patrick's Day Parade.

OFFICERS & STAFF REPORTS

ED Dzema – The RAD program continues to move on. We are in the phase where we are hiring architects and beginning to design and spec the work. We have been getting involved with the cash flow analysis to figure out how we are going to bid the jobs based on their estimates because of the different grants coming together. Our big problem now is the government shut down. Our money for Section 8 is supposed to be good until the end of February. We really haven't begun to receive our new RAD funding yet. We have enough funds in our operating fund to remain comfortable for some time. We are in no danger and have enough money to run for quite some time.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS

FY19-013 – Resolution ratifying appointing a fund commissioner to the NJ public housing authority Joint Insurance Fund for fund year 2019.

Motion was made by Comm Goddard seconded by Comm Wells.

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

FY19-014 – Resolution awarding the contract for dog sweeping services.

Motion was made by Comm Wells seconded by Comm Francy.

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

FY19-015 – Resolution authorizing award of a contract for plumbing repair services.

Motion was made by Comm Williams seconded by Comm Goddard.

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

FY19-016 – Resolution approving the disposition of obsolete equipment.

Motion was made by Comm Goddard seconded by Comm Williams.

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

FY19-017 – Resolution authorizing revising House Rules (lease addendum) to include bed bug and other infestation and treatment rule.

Motion was made by Comm Wells seconded by Comm Francy.

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

PUBLIC PORTION –

Vickie Marks, apt. 311 – We lost our bingo caller, could we put up a flyer looker for a bingo caller?

Pat Black, apt. 219 - Can we invite people from outside Ptak in for bingo. ED Dzema – residents may invite personal guests.

Chair Miller closed the public portion.

EXECUTIVE SESSION /ADJOURNMENT

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


-Chair Miller closed the public meeting at 7:30PM.

Motion to adopt January 22, 2019 Regular Board Meeting, Public Portion Minutes and the Regular meeting Executive Session moved by Commissioner Goddard and seconded by Commissioner Wells.

Roll Call for Adoption of January 22, 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 26th, day of February 2019.



Douglas Dzema
Executive Director