

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**October 25, 2016
REGULAR MEETING
Minutes of Public Portion**

OPENING

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

ROLL CALL

Present: Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Richard O'Neil, Commissioner
Dolores Francy, Commissioner
Gloria Miller, Chairperson

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

Absent: Rebecca Kane, Commissioner
Ellen Williams, Commissioner

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

APPROVAL OF MINUTES – *September 27, 2016 Regular Board Meeting, and Public Portion.*

Motion made to adopt the minutes by Comm O'Neil and seconded by Comm Francy. Chair Miller asked for a vote.

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

PRESENTATION OF BILLS

Motion made to approve the October 25, 2016 Bills List by Comm Francy and seconded by Comm Rugg. Chair Miller asked for a vote.

Aye	(5)	Rugg, Tkoch, Francy, O'Neil, Miller
Nay	(0)	

Abstention (0)
Absent (2) Kane, Williams

CORRESPONDENCE

-ED Dzema: We have a have 2 notices that have gone out to Ptak and JPM and they are regarding the installation of the fire extinguishers. The 2nd was a notice concerning the gentle yoga being offered in the community room.

COMMITTEE REPORTS

Comm Rugg – We had our last birthday party for the year at Bingo. A lot of people have been absent, I think now that the weather is getting colder they will be back.

Comm Tkoch – the Holiday Party is scheduled for December 6. We have a new janitor. I saw the yoga going on and also just last week a card game going on. The fire extinguishers were installed. I read in the NAHRO News that certain HA's were getting stall showers, will that ever happen? ED Dzema – if that ever did happen here it would be the choice of the HA without supplemental funding from NAHRO or HUD. Renee – Yoga has taken place 3 mornings and 1 evening, each session had between 1 and 7 tenants attend. It will now be held Tuesday evenings, 5:30pm.

Renee read the vacancy report for September. There are 0 vacancies at Ptak and JPM. There are 7 residents on the Ptak waiting list and 91 non-residents. There are 4 residents on the JPM waiting list and 44 non-residents.

OFFICERS & STAFF REPORTS

ED Dzema –

-Capital Report:

-The amended generator contract has come to us for signature. The low bidder Envirocon is ready to move forward with the project. A pre-construction meeting is scheduled for Thursday.

-The portable fire extinguishers have been installed in all the apartments. Renee is working on a date for training for all tenants with the HFD.

- We hired an architect, Charles Collins, who is working on plans/specifications for the RAD program.

-RAD Program:

-We have monthly update phone calls with HUD. PNC and HUD have agreed to the terms of a loan, we are waiting for the proposal package. HUD has agreed to allow us to combine our 2 developments to 1 (allowing only 1 budget, 1 allocation instead of the previous 2) which is now going as a request to Washington. We are changing our subsidy, our money was coming from the Public Housing funding system and will now be coming from the HUD Multi Family. It will not mean anything to you the tenants. It means that the staff has to be retrained, the computer software has to be upgraded / converted. Our goal is to close the deal March or April 2017. We have a Cooperation

Agreement with the borough. Our outside RAD counsel needs to see that there is an agreement. The original agreement could not be found so a new agreement has been executed. It has to be agreed to by both you the board and the borough council.

-Other:

- The HA normally goes out for a Christmas Meeting. I am suggesting we have it 12/20, the night of our December Board Meeting; changing the board meeting to 5:00pm, in order to start our dinner meeting at 6:30pm.
- Next month our audit is complete; we will have our auditor and Tom Furlong at our next meeting to make a presentation.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS -

FY17-011 - Resolution authorizing the extension of the contract for plumbing repair services.

Motion was made by Comm O’Neil and seconded by Comm Francy.

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

FY17-012 – Resolution authorizing the extension of the contract for computer repair services.

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

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

FY17-013 – Resolution approving the execution of a cooperation agreement with the Borough of Highlands.

Motion was made by Chair Miller and seconded by Comm Francy.

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

PUBLIC PORTION

Larry Wallace, apt. 206 – Have you checked into the bulk rate on cable? **Rence** – we

have a call in to Verizon to ask when installation will be in this area. No return call, our last response from them was that is not known. We are waiting to hear back from Comcast. They initially wanted a two year contract with the HA/Management. We would not commit to that, made a call to look further.

Gloria Miller closed the public portion.

EXECUTIVE SESSION

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

ADJOURNMENT

Motion made by Comm O’Neil to move adjourn meeting, and it was seconded by Comm Rugg. All in favor.

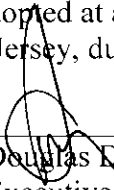
Chair Miller closed the public meeting at 7:40 PM.

Motion to adopt October 25, 2016 Regular Board Meeting, Public Portion Minutes moved by Commissioner Rugg and seconded by Commissioner Tkock.

Roll Call for Adoption of October 25, 2016 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 22th, day of November, 2016.



 Douglas Dzema
 Executive Director