

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**

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

**June 26, 2018  
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  
Dolores Francy, Commissioner  
Ellen Williams, Commissioner  
Ray Goddard, Commissioner  
Gloria Miller, Chairperson

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

Absent: Rebecca Kane, Commissioner

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

**APPROVAL OF MINUTES – *May 22, 2018 Annual Board Meeting and Regular Board Meeting, Public Portion.***

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

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

**PRESENTATION OF BILLS**

Motion made to approve the June 26, 2018 Bills List by Comm Goddard and seconded by Comm Williams. Chair Miller asked for a vote.

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

## **CORRESPONDENCE**

ED Dzema: There were several resident Notices distributed to the tenants for the month.

## **COMMITTEE REPORTS**

Comm Williams – We are still meeting for the “Storytelling” and we are planning what we will be doing with the school next year. We will do an intergenerational program and will tie it in with the history of the Highlands. Art will be included also, as MaryAnn who is a member of our group is an artist. MaryAnn Smith offers an Art Class every month, so we alternate, so we have the two things going.

Comm Rugg - We still have Bingo, we have about 10 people every week.

Renee – On July 9 the carpets will be professionally cleaned in the hallways and the elevator lobbies on every floor.

Comm Tkoch – Mark and I are having a party on July 4. Renee – Remember Bingo takes place every Wednesday, we will need to check their schedule. Both can be scheduled, we will coordinate; Bingo will start earlier, party can begin afterwards on patio. We will settle/confirm this tomorrow.

June Vacancy Report: 0 vacancies at Ptak and JPM. 8 residents on the Ptak waiting list and 133 non-residents. 7 residents on the JPM waiting list and 75 non-residents.

## **OFFICERS & STAFF REPORTS**

**ED Dzema** – The resident party is on July 17 from 1:00pm – 4:00pm. We have new entertainment, the menu is being worked on.

-The budget approval will be held off until the next meeting. It did come back approved from the DCA, we did not expect it so quickly.

-The software conversion is ongoing. Renee – we have been using the new PHAWeb software since training. It is user friendly, easy to work with and they provide great support.

- The RAD closing is scheduled for this week. Once we close we will have a meeting with you to review the work items that will be done.

- New leases will be effective July 1. Renee – All the new leases have been sent out to the tenants. ED Dzema – This is a standard HUD lease. Changes may be added later. Major components of your housing are not changing. No one loses their unit, no re-certifications where your payment will change except in the case if you were paying a flat rent and we only have 1 person paying the flat rent. They will now pay 30% of their adjusted gross income. The paperwork is different, you have seen the new lease. Some of the re-certification checks may be different. This is to comply with the new funding sources. Chair Miller – I would like to have the board approve the new lease.

**FY18-024** - Resolution approving the formal lease as mandated by HUD to be used in the future as result of the Housing Authority of the Borough of Highlands changing over to the Rental Assistance Demonstration (RAD) Program.

Motion was made by Comm Williams and seconded by Comm Miller.

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

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – None to report.

**RESOLUTIONS** –

**FY18-023** – Resolution of the Board of Commissioners of the Housing Authority of the Borough of Highlands authorizing and ratifying the execution of documents relating to the finance, rehabilitation, management and conversion of Ptak Towers and Jennie Parker Manor under the Rental Assistance Demonstration (RAD) Program of the U.S. Department of Housing and Urban Development.

Motion was made by Comm Goddard seconded by Comm Francy.

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

**PUBLIC PORTION**

Jacqueline White, apt. 102 – We have been hearing that someone is going to come paint the wall in the back, is that true? ED Dzema – That was something we were looking into, we contacted a local artist for proposals and we did not hear back from him, so no firm plan at this time.

Patricia Phillips, apt. 216 – Could the brown doors in the apartment, bedroom and closet, be painted white? ED Dzema –I ask you to wait to discuss any work items after we close on the RAD program, we will have a meeting.

Al Dodd, apt. 420 – I have power washed and there are different levels of psi's and I don't think they used a strong enough power washer (strong enough psi's) on the back wall. Rent is now due on the 5<sup>th</sup>, what happens when the 5<sup>th</sup> falls on the weekend? ED Dzema – It will be due the next business day without penalty.

Larry Wallace, apt. 206 – I would like to speak to Renee privately, because I may then want to speak publicly, if that is possible. Atty Bonello – You cannot do it tonight. You can speak about this after the meeting. This is not the time or place, the board is not aware of your specific issue. Renee – Anyone with legal issues or outstanding rent did not receive a lease. Larry Wallace – I was not notified, I did not get a lease. I did say I wasn't going to pay my rent, I did pay it two weeks ago. Atty Bonello - Renee will meet

with you after the meeting and then after hearing both sides of the story you will be given an opportunity to meet with the board.

Vickie Marks, apt. 311 – The bug situation, I think there is a lot going on that tenants are not notified about. I understand that the dog does not go into John's (maintenance) apartment, why is that? John – Nick does a visual inspection as well as bring the dog into my apartment. I also do visual inspections. I have been trained.

Gloria Miller closed the public portion.

**EXECUTIVE SESSION /ADJOURNMENT**

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


-Chair Miller closed the public meeting at 7:35PM.

Motion to adopt June 26, 2018 Regular Board Meeting, Public Portion Minutes and the Regular meeting Executive Session moved by Commissioner Williams and seconded by Commissioner Francy.

**Roll Call for Adoption of June 26, 2018 Regular Board Meeting Minutes**

	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>	<b>Abstain</b>
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 24<sup>th</sup>, day of July, 2018.

  
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Douglas Dzema  
Executive Director