

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

**February 25, 2020**  
**REGULAR MEETING**  
**Minutes of Public Portion**

**OPENING**

Chair Miller called the meeting to order at 7:00PM, Pledge of Allegiance and Reading of Meeting Notice.

**ROLL CALL**

Present: Gloria Miller, Chairperson  
Mae Rugg, Commissioner  
Ida Tkoch, Commissioner  
Dolores Francy, Commissioner  
Ellen Williams, Commissioner  
Absent: Rebecca Wells, Commissioner  
Ray Goddard, 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)**

**ChairMiller** – We have a review of the audit tonight. We have Mr. Rich Larsen from the firm Novogradac and Tom Furlong our Director of Financial Operations here tonight to help us with the review. **EDDzema** - we have a new auditor this year, which is our old auditor, Rich Larsen formerly from Fallon and Larsen, now with a much larger firm, Novogradac. He has a lot of experience with RAD. We comply with the state requirements every year. The resolution will be considered tonight, every commissioner has received the audit and has to sign the affidavit stating that they have reviewed the audit, the synopsis goes in the newspaper, is also sent to the DCA with the audit and also is then filed with HUD. We are under different funding with RAD under the Project Based Rental Assistance Program, this is a component of Section 8. We have no Audit Findings. Our reserve is up from last year. Physical work is still on going and we did a lot of efficiency work at both properties. **Rich Larsen** – There is good news in the audit report. The first report we gave the authority is an unmodified opinion on the financial statements, which is the highest of assurance we can give as an auditor. The second report is required by the state of NJ and is 2 parts. The 1<sup>st</sup> part tests the authority's internal control structure. The 2<sup>nd</sup> part tests the compliance of the authority. There were no findings for either part. Financially the authority is in very good shape.

**APPROVAL OF MINUTES – January 27, 2020 Regular Board Meeting, Public Portion and Executive Session.**

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

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

**PRESENTATION OF BILLS**

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

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

**CORRESPONDENCE**

**ED Dzema** – There were three Notices that went out to the residents on construction.

**COMMITTEE REPORTS**

**Comm Rugg** – As far as I know bingo has been going fine.

**Comm Tkoch** – We don't see telephone books anymore. If you call the telephone company, they will send you one. We started a movie club, we bring movies down to the community room at 7:30pm and a group of us watch them. There is a St. Patrick's Day Luncheon on Saturday, March 7, 2:00pm -5:00pm; at the Highlands Community/Rec Center. There will be Food, Irish Dancing and Ellen's Band will be performing. Transportation will be provided, sign up on bulletin board/call to confirm transportation.

**Comm Williams** – On February 18; Jackie, Lucille, Dolores and I went to the Highlands Elementary School for our intergenerational workshop. Jackie and I did the activity. Lucille and Dolores assisted by walking around the classroom giving the kids feedback, supporting our activity. We go once a month and the kids are happy to see us. Next month, March 24, we are making puppets. We meet here at 10:30am to plan our activity and then go to the school from 12:30pm – 2:30pm. We are working with the 2<sup>nd</sup> and 4<sup>th</sup> grade students each month.

**Renee - February Vacancy Report:** 0 vacancies at Ptak and JPM. At Ptak: 6 residents and 75 non-residents on the waiting list. At JPM: 6 residents and 50 non-residents on the waiting list.

**OFFICERS & STAFF REPORTS**

**ED Dzema** – Our next board meeting is scheduled for March 24 and is going to be held over at Jennie Parker Manor. We invite the board members to meet at the community center earlier, 6:30pm, and we will have Doug Sabey walk you through some of the capital improvements that have been implemented at JPM. We received a check for almost \$19,000.00 from an insurance loss that occurred last year, 8/1/19. One of the check valves went out on the boilers at Ptak and did some damage. The check was lost for a while, it finally arrived. We had a visit today from our Joint Insurance Fund, Risk Control Group. They sat with myself, Renee, Joe and John and reviewed their MEL Institute (training for risk control) that is available to us. They also reviewed our sites and gave suggestions regarding compliance.

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – None to report

**RESOLUTIONS**

**FY20-035** – Resolution to approve the fiscal audit of the year ended June 30, 2019.

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

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

**FY20-036** – Resolution to approve an amendment to the preference point system.

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

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

**PUBLIC PORTION** –

**John O’Bannon, apt. 313** – I haven’t seen a fire extinguisher in the community room.

**Renee** – there is one in the kitchen and there is an extinguisher right outside in the hallway.

Chair Miller closed the public portion.

**EXECUTIVE SESSION /ADJOURNMENT** - Chair Miller closed the public meeting at 7:45PM.

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

Motion to adopt February 25, 2020 Regular Board Meeting, Public Portion Minutes

moved by Commissioner Goddard and seconded by Commissioner

Williams .

**Roll Call for Adoption of February 25, 2020 Regular Board Meeting Minutes**

	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>	<b>Abstain</b>
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 26<sup>th</sup>, day of May, 2020.

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Douglas Dzema  
Executive Director