

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

Ptak Towers

215 Shore Drive, Highlands, NJ 07732

July 28, 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 1:20PM, Pledge of Allegiance and Reading of Meeting Notice.

ROLL CALL

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

Absent: Mae Rugg, Commissioner
Dolores Francy, Commissioner

Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
John Bonello, Esq.
Aaron Greene, Computer Systems Administrator

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

APPROVAL OF MINUTES – June 24, 2020 Regular Board Meeting, Public Portion

Motion made to adopt the minutes by Comm Wells and seconded by Comm Goddard. 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 approve the July 2020 Bills List made by Comm Goddard/Williams and seconded by Comm Wells. Chair Miller asked for a vote.

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

CORRESPONDENCE

ED Dzema – We have an update of the COVID-19 distribution notices that went out to the residents. 6 of them were pertaining to grocery distribution; one came from the borough and 5 came from the United Methodist Church. When that distribution comes in the staff delivers the grocery bags to the individual residents.

COMMITTEE REPORTS

Comm Williams – We have not had any in person meetings of the story telling group and for the Highlands School there is still no information on online or in person so we are still on hold.

Renee - June Vacancy Report: 0 vacancies at Ptak and JPM. At Ptak: 8 residents and 59 non-residents on the waiting list. At JPM: 3 residents and 31 non-residents on the waiting list.

Comm Goddard – I had a message from the Mayor asking how many vacancies we had and what the process was. I explained it briefly, she is getting questions from people at Shadowlawn. She is going to send names over to Renee. **Renee** – Kim (Borough Administrator) did reach out to me regarding this, I did send several applications up to Shadowlawn for any interested people. We had one of their residents complete an application, and recently move in.

OFFICERS & STAFF REPORTS –

ED Dzema – the COVID-19 protocol is status quo. We are deferring maintenance in terms of the routine work orders, we are still doing emergency work orders only. The community room is being used/set up for tenant and applicant appointments – we have purchased a desk and a sneeze shield. Social distancing remains a priority. We are carefully watching what the CDC and HUD recommends. We are eligible for a \$5000 grant for our COVID-19 purchases (PPE, etc.) which Tom Furlong and Renee will work on a submission. **Comm Tkoch** – What about testing, I see you did testing in Perth Amboy. **ED Dzema** – We did and I did inquire with the Jewish Renaissance Foundation in Perth Amboy, unfortunately they were not able to accommodate us here based on the distance involved. A lot of local drugstore are offering testing now and people will have to go out on an individual basis. **Chair Miller** – CVS is doing testing.

OLD BUSINESS – **Comm William** – getting back to the call with Valerie, she did get back to me and I did tell Renee. They do bring food/household/hygiene items every other Saturday by request. I gave Renee the phone number to distribute to anyone that needs it. If anyone needs items they can get them every other Saturday. **Renee** – we distributed a notice to all residents that included the OLP information/# and also posted it in the elevators.

NEW BUSINESS – **Comm William** – In regards to in-person regulations with COVID (such as in restaurants opening, meetings taking place, etc.), do you have any idea or are you hearing anything when this may open up again?

ED Dzema – I can't speak to CDC regulations or the governor; I did have a meeting with NJ NAHRO last week (75 out of 80 Housing Authorities participate) and not one is meeting with residents face to face/in person meetings. Everything is on an emergency/as needed basis. Primarily meeting only for vacant units. If units have to be inspected, it is being put off, only if it is a life threatening event and an inspection needs to take place, the residents have to be moved out of the unit during the inspection and the inspectors are going in with full PPE. Everyone is still in full alert. We are in it for the long hall, and it seems the planning is going through the end of December. **Chair Miller** – are we aware of any residents that are positive for COVID? **Renee** – we do not have any reported cases.

RESOLUTIONS

Public Hearing for Budget Only - No Comments

Motion to Close Public Hearing was made by Comm Williams and seconded by Comm Goddard. All in Favor.

FY21-001 – Resolution adopting the annual budget for FY 2021.

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

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

FY21-002 - Resolution awarding the contract for laundry service equipment to SEBCO Laundry Systems.

Motion was made by Comm Tkoch and seconded by Comm Wells.

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

FY21-003 – Resolution ratifying the hiring of a part time account clerk.

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

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

FY21-004 – Resolution to approve the final leave pay to former part-time account clerk.

Motion was made by Comm Goddard and seconded by Comm Wells.

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

PUBLIC PORTION – None

Chair Miller closed the public portion.

EXECUTIVE SESSION – None

ADJOURNMENT - Chair Miller closed the public meeting at 2:00PM.

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

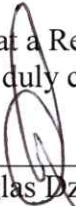
Motion to adopt July 28, 2020 Regular Board Meeting, Public Portion Minutes

moved by Commissioner Goddard and seconded by Commissioner Francy.

Roll Call for Adoption of July 28, 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 22nd, day of September, 2020.



 Douglas Dzema
 Executive Director