

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**December 8, 2014
REGULAR MEETING
Minutes of Public Portion**

OPENING

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

ROLL CALL

Present: Gloria Miller, Chairperson
Rebecca Kane, Commissioner
Mae Rugg, Commissioner
Richard O’Neil, Commissioner
Dolores Francy, Commissioner
Ellen Williams, Commissioner

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

Absent: Ida Tkoch, Commissioner

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

Chair Miller – Introduced new Commissioner, Ellen Williams. Also thanked council for selecting her for an additional 5 year term.

APPROVAL OF MINUTES

October 28, 2014 Regular Board Meeting, Public Portion & Executive Session

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

Aye	(5)	Kane, Rugg, Francy, Williams, Miller
Nay	(0)	
Abstention	(1)	O’Neil
Absent	(1)	Tkoch

PRESENTATION OF BILLS

Motion made to approve the November and December Bills List by Comm Kane and seconded by Comm Rugg. Chair Miller asked for a vote.

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

CORRESPONDENCE

ED Dzema noted there were a couple of notices that went out, one that past, one that is coming up, the bed bug dog sweep on the 12/10 at 9:00am; and on 12/12 the community singers will be here at 1:00pm, refreshments will be served.

COMMITTEE REPORTS

- Comm Rugg reported that bingo is still going well and the food is good. We lost Rueben Hartsgrrove, Barbara's husband.
- Comm Kane announced the Highland's Fire Department provides a Toys for Tots program. If you know any families/children in need please contact the fire department. Santa will be at the firehouse on Dec. 21, all tenant's children/grandchildren are welcome to come get a toy. The Girl Scouts would like to come sing in the building, LoriAnn Nolan, the mayor's wife, will set up a date with Renee. Also something new this year, the First Aid Squad is providing free gift wrapping – it is at the first aid building.
- Renee read the vacancy report for November. There are 0 vacancies at Ptak and 1 at JPM. There are 5 residents on the Ptak waiting list and 46 non-residents. There are 3 residents on the waiting list at JPM and 26 non-residents.

OFFICERS & STAFF REPORTS

ED Dzema spoke about:

- The commissioners received a notice that I received from HUD regarding the RAD (rental assistance demonstration program). We have placed an application to HUD to convert our housing units to Section 8 units. All this means to you is that the funding that comes from HUD will come from a different source; and this will allow us to do much needed capital improvements. We did not make the cut for the first 60,000 vouchers issued. What has to happen now is that more vouchers have to be released by congress – not looking good as only 10,000 have been leased so far, they will probably not release more until more are leased. We do qualify if more vouchers come out and will remain on the waiting list.
- The community room is shaping up even further; a community bulletin board has been ordered, the shades came in today and the new furniture is here.

- Capital improvements: The fire pump in this building will be replaced, we are currently accepting proposals from architect and engineering firms; this is already funded in our capital improvement program.
- The mitigation program: as result of the Sandy loss, we were promised \$161,000 for generators, we still don't have a firm obligation yet – we are doing everything to comply as we want to replace this generator.
- The evacuation plan: we are still waiting to hear from the borough so Renee is going to reach out this week, we are going to take their feedback and have a resident meeting. We are certain the fire and police departments will come out to the meeting and then the board will adopt the plan and it will become a part of the lease.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS

FY14-019 – Resolution authorizing appointing a fund commissioner to the New Jersey Public Housing Authority Joint Insurance Fund for Fund Year 2015.

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

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

FY14-020 - Resolution awarding the contract for the replacement of the exterior doors at Ptak Towers.

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

Aye	(5)	Kane, Rugg, Francy, Williams, Miller
Nay	(1)	O'Neil
Abstention	(0)	
Absent	(1)	Tkoch

FY14-021 - Resolution authorizing the disposal of surplus property.

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

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

FY14-022 - Resolution to approve a merit payment to the staff.

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

Aye	(5)	Kane, Rugg, Francy, Williams, Miller
Nay	(1)	O'Neil
Abstention	(0)	
Absent	(1)	Tkoch

PUBLIC PORTION

-Pat Black, Apt. 219 – What is happening with the window washing? My windows really need to be cleaned. **ED Dzema**, we will re-evaluate the window washing in the spring, unfortunately do to timing we were not able to fit it in when the cherry picker was here earlier this year.

Public portion is closed

ADJOURNMENT - Motion made by Comm Kane to adjourn the meeting, and it was seconded by Comm Rugg. All in favor

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

Motion to adopt December 8, 2014 Regular Board Meeting, Public Portion Minutes moved by Commissioner _____ and seconded by Commissioner _____.

Roll Call For Adoption of December 8, 2014 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Kane				
Commissioner Rugg				
Commissioner Tkoch				
Commissioner O'Neil				
Commissioner Francy				
Commissioner Williams				
Chairperson Miller				

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 3rd, day of February, 2015.

Douglas Dzema
Executive Director