

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
February 22, 2022
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

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

ROLL CALL

Present: Ida Tkoch, Commissioner
 Dolores Francy, Commissioner
 Ellen Williams, Commissioner
 Nancy Messina, Commissioner
 Lori Hohenleitner, Commissioner
 Gloria Miller, Chairperson
Absent: Rebecca Wells, Commissioner
Also Present: Douglas G. Dzema, Executive Director
 Renee DeMarco, Residential Operations Manager
 Tom Furlong, Director Financial Operations
 John Bonello, Esq.
 Rich Larsen, CPA/Partner – Novogradac & Company, LLC

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

APPROVAL OF MINUTES – December 1, 2021 Regular Board Meeting, Public Portion

Motion made to adopt the minutes by Comm Messina and seconded by
Comm Francy . EDDzema asked for a vote.

Aye	(6)	Tkoch, Francy, Williams, Messina, Hohenleitner, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Wells

PRESENTATION OF BILLS

Motion made to ratify the December 2021 and January 2022 Bills List Summary and approve the February 2022 Bills List by Comm Williams and seconded by Comm Messina .
EDDzema asked for a vote.

Aye	(6)	Tkoch, Francy, Williams, Messina, Hohenleitner, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Wells

EDDzema – We will begin with the Audit for FYE June 30, 2021; as we have a guest, Mr. Rich Larsen here for the audit presentation. Rich is from Novogradac. Every commissioner has received a copy of the audit and a resolution is on the agenda tonight for the audit to be considered. There are guidelines from the state that we have to follow with the audit, we comply with these requirements every year. Each commissioner has to sign the affidavit stating that they have reviewed the audit. The synopsis is advertised in the Asbury Park Press. The Audit is also sent to the DCA and is filed with the HUD field office. This Audit represents our 3rd year under our RAD conversion. There were no Audit findings fye 6/30/21. Rich will speak further on this. In the last few years the board has heard us speak that the state of NJ has been late in submitting the retirement benefit liability numbers. We were unsure when we would finally receive these numbers so we asked Rich to submit the audit without them. On the financial end our reserve increased, we are in a good financial position. **Rich Larsen** - There are 2 audit reports that my firm signed. In the first report we gave the authority we had to modify the opinion due to a technicality. It was nothing the authority did, the state of NJ did not have the post-employment benefits report, therefore we gave a qualified opinion on the financial statements. This was because we were unable to obtain sufficient audit evidence for the OPEB Plan, although we had the Pension Plan. Again this was not due to the housing authority, but due to not receiving information from the state. These reports did arrive after we distributed this audit. The second report is required by the state of NJ and is 2 parts. It is required by state law. The 1st part tests the authority’s internal control structure. The 2nd part tests the compliance of the authority. The highest level of assurance was given for both parts of the test. There were no findings for either part. You have 9 1/4 months of operating expenses. HUD considers between 4-6 months operating reserve strong and most housing authorities have 2-4 months’ reserve. You have gotten stronger since last year. Your financials look good/solid, you have adequate reserves and it is a positive report. **Comm Messina** – what about taxes, do we pay taxes, how do we pay the borough? **Tom Furlong** – we make a payment in lieu of taxes - PILOT. It is 10% of our net shelter rent – we take our dwelling rents and subtract all our utility costs and multiply by 10%.

FY22-019 – Resolution to approve the fiscal audit of the year ended June 30, 2021.

Motion was made by Comm Messina and seconded by Chair Miller.
 EDDzema asked for a vote.

Aye	(6)	Tkoch, Francy, Williams, Messina, Hohenleitner, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Wells

CORRESPONDENCE

ED Dzema – The distribution Notices that went out to authority residents and the COVID-19 distributions. **Renee** – The United Methodist Church in Atlantic Highlands has been dropping off Trader Joe’s baked goods, OLPH Food Pantry has been doing their bi-weekly weekend drop offs to the residents and the borough Rec Center and Chef Zeet have been dropping off soup/pasta dishes weekly for us to deliver to the residents that have requested, this will last through March. We have a St. Patrick’s Day Lunch that is coming next month.

COMMITTEE REPORTS

Comm Tkoch – everything is running pretty smoothly. Our Maintenance men are superb. We are enjoying the Community Room; we go in there every night - We have little gatherings with our masks on. The tenants are looking forward to the bathrooms opening up. The snow removal job was done very well by the maintenance staff. **EDDzema** – The Maintenance Staff has been doing a really good job with the snow removal, not only do they go out when you see heavy snow on the ground, but a number of times for freeze overs and they are getting up early to put the calcium down. Also at this time the public bathrooms will remain closed, we are running into problem as we still have not been able to fill our custodian position. We do not have the support to open the restrooms and keep them running at this time. We did put out an another ad this week, we realize there is an urgency to open the restrooms; we really would like it to coincide with having someone to keep them clean. **Comm Messina** – what about reaching out to colleges? **Comm Williams** – when you do open up the restrooms / Community Room I will give my report; as we can't right now due to COVID and cleaning. **Renee – February:** 0 vacancies at Ptak and JPM. At Ptak: 5 residents and 62 non-residents on the waiting list. At JPM: 3 residents and 15 non-residents on the waiting list.

OFFICERS & STAFF REPORTS

EDDzema we had a really nice send off for our past commissioner, Mae Rugg. The Mayor provided a nice citation. COVID is still around, we will still continue to wear masks for the near future. How does everyone feel about going back to live meetings? **Chair Miller** – As the numbers continue to go down, I think we should go back to the Community Room for meetings. **Comm Messina** – If I am away can I still call in if everyone is meeting in person? **Atty Bonello** – the open public meetings act allows anyone to call in. **Comm Williams** – I think it will be good because it will give people the opportunity to bring the public portion back. **ED Dzema** asked for a vote. Motion made by **Comm Williams** and seconded by **Comm Miller**. All in favor. Our next meeting is March 22. **ED Dzema** – we award a contract for paving work. It was put on hold due to the inclement weather, we are looking to get it on schedule sometime in April/May. If you noticed, the staff did have some of the broken down vehicles that have been sitting in the parking lot removed, giving room to those using the parking lot.

OLD BUSINESS – None

NEW BUSINESS – None

RESOLUTIONS

FY22-020 – Resolution awarding the contract for fire suppression systems inspection, maintenance and repair services through 11/30/23.

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

EDDzema asked for a vote.

Aye	(6)	Tkoch, Francy, Williams, Messina, Hohenleitner, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Wells

PUBLIC PORTION - None

ED Dzema closed the public portion.

EXECUTIVE SESSION – None

ADJOURNMENT - ED Dzema closed the public meeting at 7:50PM.


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

Motion to adopt February 22, 2022 Regular Board Meeting, Public Portion Minutes moved by Commissioner Hohenleitner and seconded by Commissioner Messina .

Roll Call for Adoption of February 22, 2022 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Wells				X
Commissioner Tkoch	X			
Commissioner Francy	X			
Commissioner Williams	X			
Commissioner Messina	X			
Commissioner Hohenleitner	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 28th day of March, 2022.



Douglas Dzema
Executive Director