

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**

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

**April 28, 2015  
REGULAR MEETING  
Minutes of Public Portion**

**OPENING**

ED Dzema called the meeting to order at 7:00 PM.

**ROLL CALL**

Present: Rebecca Kane, Commissioner  
Mae Rugg, Commissioner  
Ida Tkoch, Commissioner  
Dolores Francy, Commissioner  
Ellen Williams, Commissioner

Also Present: Douglas G. Dzema, Executive Director  
Renee DeMarco, Residential Operations Manager  
Thomas Furlong, Director of Financial Operations

Absent: Gloria Miller, Chairperson  
Richard O'Neil, Commissioner

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

**APPROVAL OF MINUTES - *March 11, 2015 Regular Board Meeting, Public Portion***

Motion made to adopt the minutes by Comm Williams and seconded by Comm Tkoch.  
ED Dzema asked for a vote.

Aye	(4)	Rugg, Tkoch, Francy, Williams,
Nay	(0)	
Abstention	(0)	
Absent	(3)	Miller, Kane, O'Neil

**PRESENTATION OF BILLS**

Motion made to approve the April 2015 Bills List by Comm Francy and seconded by Comm Williams. ED Dzema asked for a vote.

Aye	(4)	Rugg, Tkoch, Francy, Williams
Nay	(0)	
Abstention	(0)	
Absent	(3)	Kane, O'Neil, Miller

## **CORRESPONDENCE**

-ED Dzema: Under correspondence there are a number of memos that were in your package; ranging from extermination schedule to smoking violations. Any questions? Comm Rugg – I have a question about smoking up at JPM. Years ago smoking was allowed on the stairs/porches with an ashtray. Now they are told they cannot do that? Is there a smoking area? ED Dzema – the regulation is no smoking 25 feet from building/property.

## **COMMITTEE REPORTS**

Renee read the vacancy report for April. There are 0 vacancies at Ptak and there is 1 at JPM. There are 7 residents on the Ptak waiting list and 58 non-residents. There is 1 resident on the waiting list at JPM and 21 non-residents.

Comm Rugg – we had a birthday party at bingo/Wednesday.

Comm Williams – what kind of committees do we have? ED Dzema – we will get the committee list out to the entire board.

## **OFFICERS & STAFF REPORTS**

ED Dzema gave update:

- At the last meeting we spoke about upgrading the security cameras. Renee did get a quote from our current vendor, Integrated, and the number is high. We will look at the budget, see what we can afford and go out for procurement from there.
- The capital report -- the construction bid for Ptak is due on May 27, that is for the fire pump; we did submit the 404 mitigation plan to the state for the generators and we will be receiving money for both Ptak and now JPM, we have now entertained a proposal from architects and will be awarding that contract and we are now waiting for the state to sign off on the actual money, it is FEMA funded.
- R. DeMarco – our completed evacuation plan is in the hands of the Highlands Fire Department. They are working on putting together their plan, in order to come over and review policy with the Ptak tenants.
- Comm Rugg – somebody asked me about a flagpole up at JPM. There hasn't been a flag up there in quite a while. ED Dzema – we will look into it.
- There is a resident up at JPM that is asking for a shed for a bicycle for her handicapped son. We have a picture of the shed, we have consulted with the borough regarding the shed and we are submitting a zoning permit as required. The tenant will be able to store nothing but the bicycle and the helmet, in this shed and will have to accommodate the bicycle as it grows with her son. Atty John is involved as the tenant will have her lease amended for this shed and a possible security deposit collected for it.
- The community room piano is a tough product for us to work with, as it is not in the greatest shape. The player portion of the piano may not be able to be fixed, and even if it is – it may break the next day – no guarantee on the fix. For \$120 we will just tune the

piano and bring it back. The pool table will cost \$600 for repair (bumpers and felt), but it is just not that good of a table. We could get a new/used table for \$1400. In the meantime this table has been damaged, the felt has been cut. If we get a new table is this going to happen again?? We will do a survey to see if the tenants even use the pool table or would they rather a shuffle board table; what would the tenants like/use?

- The new firewall has been installed in the community room computers. We are looking into classes with the library.

- We have a cleaning person working with us – she is doing community service and will be with us until July.

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – None to report.

**RESOLUTIONS -**

**FY15-031** – Resolution ratifying the contract for concrete sidewalk repairs at Jennie Parker Manor.

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

Aye	(5)	Kane, Rugg, Tkoch, Francy, Williams
Nay	(0)	
Abstention	(0)	
Absent	(2)	O’Neil, Miller

**FY15-032** – Resolution renewing the contract for legal services.

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

Aye	(5)	Kane, Rugg, Tkoch, Francy, Williams
Nay	(0)	
Abstention	(0)	
Absent	(2)	O’Neil, Miller

**FY15-033** – Resolution awarding the contract for electrical repair services.

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

Aye	(5)	Kane, Rugg, Tkoch, Francy, Williams
Nay	(0)	
Abstention	(0)	
Absent	(2)	O’Neil, Miller

**FY15-034** – Resolution awarding the contract for generator maintenance and repair services.

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

Aye	(5)	Kane, Rugg, Tkoch, Francy, Williams
Nay	(0)	
Abstention	(0)	
Absent	(2)	O’Neil, Miller

**FY15-035** – Resolution awarding the contract for flooring repair services.

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

Aye	(5)	Kane, Rugg, Tkoch, Francy, Williams
Nay	(0)	
Abstention	(0)	
Absent	(2)	O’Neil, Miller

**FY15-036** – Resolution awarding the contract for painting services.

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

Aye	(5)	Kane, Rugg, Tkoch, Francy, Williams
Nay	(0)	
Abstention	(0)	
Absent	(2)	O’Neil, Miller

ED Dzema - We are introducing the budget tonight, our fiscal year starts July 1, 2015; we are sending it to the DCA, hopefully it will be returned with no suggestions and we will hold a public hearing and adopt it in June, when we get it back. Back on March 30 we had a finance committee meeting, Tom Furlong attended as well. Tom went over all the line items, discussing what we did in the past year and what we are suggesting going forward. A few items were increased, items that were decreased when we were low in surplus. The reserve level was at 58% and is now going to 59%. HUD is happy if you are at 40% reserve. We are looking to move to the RAD voucher demonstration program and if we do, any concern about the reserve goes away. We have recently done a capital needs assessment at both of our sites, which assesses what our physical needs will be for the next 20 years and is HUD mandated. They want your property to be pliable for the next 20 years if you are going into the RAD program. They want to make sure you are not going to need assistance beyond the money you will be earning from the contracted rents.

**Tom Furlong** – we are pleased with budget numbers. We are pretty excited about the RAD program and think it will be a pretty good move and will benefit us. It will help with capital improvements.

**FY15-037** – Resolution authorizing submission of the FY2015/2016 Budget to the State of New Jersey Department of Community Affairs.

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

Aye	(5)	Kane, Rugg, Tkoch, Francy, Williams
Nay	(0)	
Abstention	(0)	
Absent	(2)	O’Neil, Miller

**FY15-038** – Resolution authorizing submission of the Asset Management Budget “Amp” to the U.S. Department of HUD.

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

Aye	(5)	Kane, Rugg, Tkoch, Francy, Williams
Nay	(0)	
Abstention	(0)	
Absent	(2)	O’Neil, Miller

**PUBLIC PORTION**

**Pat Black, apt. 219** – The lady that does the art is very good with the computers, and has offered to help us.

**Veronica Stahle, apt. 217** – I would like to thank you for getting the firewall up on the computers. The community center has been closed since Sandy, there is no senior program. Some of us are interested in going to the Middletown Senior Center. I called and asked if they would consider accepting Highlands’ residents – they said no. I was wondering if something could be worked out? **ED Dzema** – any negotiations for us to go to the Middletown Center would have to come from the borough. **Comm Kane** – the

Community Center should be open by September. In the meantime I will work on seeing if anything can be done with Middletown with Carolyn and Renee.

**Veronica** - There seems to be a problem with our water and it all started with Sandy. It is once about every two weeks. It is cloudy with rust like particles, particularly on our end of the building. A lot of us have to buy water to drink. **ED Dzema** – Is there anyone else experiencing the same problem? Any comments Joe? **Joe Cusumano** – the water supply comes from the borough. Our water gets tested monthly and has no problems.

**ED Dzema** – we will check into this with the borough.

**John Rahm** – the water is too hot. **ED Dzema** – does anyone else have this problem?

**Joe Cusumano** – I can turn the temperature down.

**EXECUTIVE SESSION**

Motion made by Comm Kane to move to Executive Session, and it was seconded by Comm Francy. All in favor.

**ADJOURNMENT**

ED Dzema closed the public meeting at 7:35 PM.

Motion to adopt April 28, 2015 Regular Board Meeting, Public Portion Minutes moved by Commissioner Rugg and seconded by Commissioner Tkoch.

**Roll Call for Adoption of April 28, 2015 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 O’Neil	X			
Commissioner Francy			X	
Commissioner Williams			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 2<sup>nd</sup> day of June, 2015.