

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**May 20, 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
Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Richard O'Neil, Commissioner
Dolores Francy, Commissioner

Also Present: Douglas G. Dzema, Executive Director
John Bonello, Esq.
Renee DeMarco, Resident Services

Absent: Rebecca Kane, Commissioner
Daniel Conrad, Commissioner
Jill Homefield, Deputy Executive Director

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

APPROVAL OF MINUTES

April 29, 2014 Regular Board Meeting, Annual, Public Portion & Executive Session

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

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

PRESENTATION OF BILLS

Motion made to approve the May 20, 2014 Bills List by Comm Francy and seconded by Comm Kane. Chair Miller asked for a vote.

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

CORRESPONDENCE

ED Dzema noted there were a few correspondences that went out, one regarding smoking violations went out on May 2, one regarding the water shut off due to work done to replace the mixing valve on May 5, and one regarding the cleaning of the hallway carpets on May 14.

COMMITTEE REPORTS

Comm Rugg reported that Bingo has been going well and that they had a minute of silence for Joe Hawley at the last bingo. She also said that Barbara's husband Rueben (that helps run bingo) is not doing well and that he has been in the hospital.

Comm Kane read the vacancy report for May. There is 1 vacancy at Ptak and there are 0 at JPM. There are 8 residents on the Ptak waiting list and 19 non-residents. There are 9 residents on the waiting list at JPM and 41 non-residents.

OFFICERS & STAFF REPORTS

ED Dzema gave update on:

-Chutemaster Services is coming in on June 2nd. They are coming to clean the vents in the laundry room and the garbage chutes. They do this on a yearly basis.

-A Knox box is mounted at the front door of the building and is a generally accepted way for protective services to be able to have access to keys on an emergency basis for public buildings. Your fire department ultimately oversees them and utilizes them. We have one that the fire men use and we are suggesting to install a second Knox box for police use so they have their own set of keys. We buy the box and install it, we never have the key to open it, that responsibility is passed on to protective services. We put in the master keys for the main doors, the elevator, the fob to get in then the keys are always on the property and police only have to have one key just to get into that box. The board has thought it reasonable to go forward to put another box up there. Renee and John have spoken with protective services to get feedback on this.

-There was a committee meeting that was just held with 3 commissioners to review the resident survey. 62 out of 95 people at Ptak Towers responded and 12 out of 30 at JPM responded. We were pleased with the survey, we are pleased with it because of the results, not only because so many people answered but we think that generally people are feeling good about their surroundings; they would like a certain number items tweaked and/or repaired. The board put together a committee and met for the first time tonight and they have set a (annual) party for the residents of both sites to take place here at 2pm on June 20. The committee plans on delivering an action plan to address items on the survey, changing policy/addressing issues from the survey; prior to party. A plan will be put in place with corrections to be made to better your everyday living.

-Financial Disclosure Statements, the board received them this evening, Renee handed them out. You are late in filing because the DCA just gave all this information out. There are no infractions, it is a statewide issue, you are filing through the internet and you are filing through the borough with a pin number. Everyone has their own pin number and you have to go online, on a computer, Renee will gladly assist those commissioners that may want or need assistance.

-We have discussed the concept of a raised garden and hoped to be eligible for a grant to be able to have some of the work done in the back which didn't materialize. We did receive an offer from a local group that apparently has the components of a dismantled raised garden. A sub-committee of the board will go over and look at the pieces and Renee will do a quick survey of the residents to see if they want and will support a garden. It truly has to be a resident garden. We have to give a decision by the 26th.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS

FY13-047 – Resolution to ratify the contract renewal for generator maintenance and repair services.

Motion was made by Comm O'Neil and seconded by Comm Kane.

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

FY13-048 – Resolution authorizing the extension of the contract for flooring repair and replacement services.

Motion was made by Comm O'Neil and seconded by Comm Rugg.

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

FY13-049 – Resolution authorizing the extension of the contract for air conditioning maintenance and repair services.

Motion was made by Comm Francy and seconded by Comm O'Neil.

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

FY13-050 – Resolution authorizing the extension of the contract for boiler and water heater maintenance and repair services.

Motion was made by Comm Kane and seconded by Comm O'Neil.

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

FY13-051 – Resolution authorizing the extension of the contract for automatic door operator maintenance and repair services.

Motion was made by Comm O'Neil and seconded by Comm Rugg.

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

PUBLIC PORTION

-Pat Black, Apt. 219 – When I use the gray thing at the side door when my kids drop me off when it is raining, the door does not open. *The side door is not an automatic door, it is not a handicap access door.*

-Elizabeth Meade, Apt. 513 – I was just wondering if you are going to get some type of coverage for the people that smoke, there are people that can't sit in the sun because of the medication they are on? My doctor don't want me sitting in the sun smoking a cigarette because of the medication I am taking. *That is something we are considering and it is a matter of a code issue with the borough because we may be violating a borough code if we do that.* I was out in front because Jill had given me permission to smoke out front and I was told about it last week and I told the person Jill told me that I could smoke a cigarette in the shade and I was told by that person that Jill isn't here no more. I take 12 pills a day and it makes me sick. *We will take that in consideration.*

Chair Miller closed Public Portion.

EXECUTIVE SESSION

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

ADJOURNMENT

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

Motion to adopt May 20, 2014 Regular Board Meeting, Public Portion Minutes moved by
 Commissioner Rugg and seconded by Commissioner
Tkoch.

Roll Call For Adoption of May 20, 2014 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Kane			✓	
Commissioner Rugg	✓			
Commissioner Conrad			✓	
Commissioner Tkoch	✓			
Commissioner O'Neil	✓			
Commissioner Francy	✓			
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 24th day of June, 2014.

 Douglas Dzema
 Executive Director