

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**

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

**April 29, 2014  
REGULAR MEETING  
Minutes of Public Portion**

**OPENING**

Chair Miller called the meeting to order at 7:00 PM. and proceeded with the salutation of the flag and the Pledge of Allegiance.

**ROLL CALL**

Present: Gloria Miller, Chairperson  
Rebecca Kane, 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: Mae Rugg, Commissioner  
Daniel Conrad, Commissioner  
Jill Homefield, Deputy Executive Director

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

**APPROVAL OF MINUTES**

***March 25, 2014 Regular Board Meeting, Public Portion & Executive Session***

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

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

## **PRESENTATION OF BILLS**

Motion made to approve the April 29, 2014 Bills List by Comm O'Neil and seconded by Comm Francy. Chair Miller asked for a vote.

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

## **CORRESPONDENCE**

ED Dzema noted there is one piece of correspondence, it is a notice in regard to the annual exterminating schedule. It has the exterminating dates for the entire year.

## **COMMITTEE REPORTS**

ED Dzema noted that the Housing Authority's board decided it would be best to hire an independent contractor to perform the resident service check/survey at both JPM and Ptak Towers. We contracted with Joseph Billy, he has been an executive director in the state of NJ for a number of years and has acted as a hearing officer here at the HA on a number of occasions. Mr. Billy explained that the responses were confidential; sent directly to him. There were 62 responses from Ptak/12 from JPM. He prepared a report and shared the results earlier this evening with the committee of the board (Comm O'Neil, Comm Francy and Comm Miller) and highlighted the areas of concern so they can create an action plan and address. Generally the responses were favorable, most folks felt satisfied. Mr. Billy will be on call to the committee if they need further explanation. The committee and will address the issues although, it may take a little bit of time.

Renee read the vacancy report for March. There are 0 vacancies at Ptak and there are 0 at JPM. There are 7 residents on the Ptak waiting list and 19 non-residents. There are 9 residents on the waiting list at JPM and 41 non-residents.

Renee reported that there was a bingo trip to CareOne one evening last week and that the Ptak bingo took place as usual.

## **OFFICERS & STAFF REPORTS**

ED Dzema gave update on:

-Capital Improvement, we still have the energy performance contract pending, we started a relationship with one company only to put the project on hold until we hear results of the RAD vouchers. To date HUD is still considering adding vouchers. We will not move forward with funding until we hear HUD's final decision.

-Boiler training will be required for the maintenance staff during the boiler start up later in the season.

-The new mixing valve has been ordered and the board will be ratifying the hiring of a contractor to replace the valve next Wednesday.

-There was a meeting today on the 2015 CDBG program, the competitive application for the funding from the county. At the next meeting I will report back what the application was submitted for.

-An apartment door was damaged by the police department entering the unit on an emergency call. The fire department and the police department do not have an agreement on the use of the Knox Box so the board is going to speak about what we can do to rectify the situation. The door and the frame replacement will have to be scheduled in the near future.

-At JPM the concrete sidewalks and steps in a number of areas have fared badly this winter and are in need of replacement. We published an RFP to replace the deficient concrete walks and steps.

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – Comm Tkoch reported that several tenants have asked if we are going to have our annual gathering. Chair Miller said yes, in June and we will try not to have a charge to the tenants. ED Dzema said we will report back at the next meeting.

### **RESOLUTIONS**

**FY13-042**– Resolution awarding the contract for legal services.

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

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

**FY13-043**– Resolution approving and authorizing award of a contract for replacement of the hot water heater mixing valve.

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

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



**FY13-044**– Resolution adopting personnel policies and procedures amendment.

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

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

ED Dzema explained there is a state and HUD budget process. Resolutions for both State and HUD budget are on the agenda. Tom Furlong and I met with the finance committee on March 25<sup>th</sup>, we reviewed last year's actuals and this up coming years budget, what we are suggesting to be spent. The upcoming budget calls for a surplus of \$16,840 - due to the \$30,000 increase we are expecting from HUD. This year we are anticipating about 88% of our subsidy. The committee has set aside 2% increase for salaries for the employees and included a new line item for overtime for maintenance. We increased our travel budget, mainly for training purposes for board and staff. The AMP budget is the same, just broken down by development. He commended the finance committee for their work and preparation of the budget and thanked the commissioners for the difficult cuts they made last year.

Mr. Tom Furlong explained we do not have a final amount yet, we are feeling very comfortable it will be about 88%, which is 6% higher than last year. In difficult times we actually added money to our reserves.

**FY13-045**– Resolution authorizing submission of the FY2014/2015 Budget to the State of New Jersey Department of Community Affairs.

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

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

**FY13-046**– Resolution authorizing submission of the Asset Management Budget "AMP" to the U.S. Department of HUD.

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

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

## **PUBLIC PORTION**

-Ronnie Stahle, Apt. 207 - Regarding the trees in the back, who gave permission from the HA or the town to have them cut, because a lot of us sit out there at night and watch the birds come in. Unfortunately when they topped the trees the birds can't make a nest. I was just wondering who said it was okay? And can we get the rugs shampooed in the hallways? ED Dzema responded that it was part of the response of the residence survey and the commissioners have already spoken about putting it on their list for completion. Renee explained that the office and maintenance staff has already discussed working on a schedule to clean the carpets as soon as the bad weather broke and vacations (Renee & Joe's) were completed. Renee also explained the tree situation. The home owner had contacted her regarding topping the trees on the homeowners property, which they have done in the past. Renee had contacted John Bonello, made sure they were insured and inquired that they were following town regulations. Tim Hill from the borough did stop by the property to evaluate the situation. We did call the owner/tree company to come back to remove stumps after their removal.

-Butch Welch, Apt. 208 - They also dumped a lot of stuff in the drainage ditch, branches, dirt, etc. ED Dzema responded that Renee will follow up on that. Butch also commented that he wanted to thank Renee, Joe and John for the quick follow up with the problem in his apartment today.

-John Rahm, Apt. 402 – Reported that someone spilled milk. Renee said that maintenance had already cleaned that up.

-Butch Welch, Apt. 208 – Said that there is still a lot of cigarette smoke in the building. Especially on Saturday and Sunday. John Bonello said the answer to that is that the board has taken a strong position to stop the smoking, but they need your co-operation to identify the people who are smoking. It is very difficult to identify the people that are smoking. If you smell it you need to report to the office the people you think are smoking especially if you think it is coming from a specific area.

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 7:45 PM.

Motion to adopt April 29, 2014 Regular Board Meeting, Public Portion Minutes moved by Commissioner O'Neil and seconded by Commissioner Kane.

**Roll Call For Adoption of April 29, 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 20<sup>th</sup> day of May, 2014.

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 Douglas Dzema  
 Executive Director