

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**November 22, 2016
REGULAR MEETING
Minutes of Public Portion**

OPENING

Gloria Miller called the meeting to order at 7:05PM.

ROLL CALL

Present: Rebecca Kane, Commissioner
Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Richard O'Neil, Commissioner
Ellen Williams, Commissioner
Gloria Miller, Chairperson

Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
Thomas Furlong, Director of Financial Operations
Brian Waldron, Auditor – Holman Frenia Allison

Absent: Dolores Francy, Commissioner
John Bonello, Attorney

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

AUDIT REPORT

ED Dzema introduced Brian Waldron, audit manager from Holman Frenia Allison, our Auditor for the last number of years. Tonight we will have Brian present to the entire board, instead of the subcommittee. There are state requirements for the audit, we have to make submissions to HUD and the DCA; we have to publish a synopsis in the newspaper and make full disclosure of the full results of the audit. The threshold for the type of audit completed by the firm was raised this year from \$500,000 to \$750,000. We received under \$750,000 from HUD this year, so our audit requirements changed. There were no findings, a management letter was issued stating we overspent in our budget by \$7428. The additional costs that were incurred were the RAD program and the security charges. There were some adjustments to our financial statement, we booked our unfunded pension liability, that is as of 6/30/15. Our financial results remain at 83%. Our goal is to maintain at a 40% ratio, you see we are at more than double in terms of a secure position. Brian – once again, there are no findings; it is a

clean opinion, everything is in compliance. The GASB number being shown on the financial statement is a statewide implementation, which relates to the state pension. This liability will continue to adjust every year. It will not affect anything the authority has done.

FY17-014 – Resolution certifying the local finance board of the State of NJ has reviewed the annual audit report for the fiscal year ending June 30, 2016.

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

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

APPROVAL OF MINUTES – *October 25, 2016 Regular Board Meeting, and Public Portion.*

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

Aye	(4)	Rugg, Tkoch, O'Neil, Miller
Nay	(0)	
Abstention	(2)	Kane, Williams
Absent	(1)	Francy

PRESENTATION OF BILLS

Motion made to approve the November 22, 2016 Bills List by Comm Williams and seconded by Comm Kane. Chair Miller asked for a vote.

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

CORRESPONDENCE

- Various notices went out to the residents; regarding the water meter change, dumpster replacements, the new generator and the bike racks; there were revisions to the A&O policy as it pertains to the Flat Market Rents.

COMMITTEE REPORTS

Comm Rugg – We didn't have bingo last week, we went up to King James instead. Today they ran the bingo themselves, I wasn't here and Barbara couldn't make it.

Comm Tkoch – we are going to have the Holiday Party, we are also going to have a decorating party.

Comm Williams – I have contacted Danielle at Monmouth County Arts that ran the Arts Help Program. They no longer have funding, she gave me names of people that do this type of program. Do you want me to reach out and see what they can do? Renee – I will do a survey to see if there is still an interest in the Arts Program. Comm Kane – Maybe there is a way we can team up with the community center and do a program, I will have Jenn contact you.

Renee read the vacancy report for November. There are 0 vacancies at Ptak and JPM. There are 6 residents on the Ptak waiting list and 90 non-residents. There are 5 residents on the JPM waiting list and 44 non-residents.

OFFICERS & STAFF REPORTS

ED Dzema –

-RAD Program:

-We continue to push forward. We are now working to adjust our computer software to accommodate the new program. New recertification's, inspections, policy changes; a lot of paperwork will need to be done. There will now be a different funding source. Renee is set up for training to learn about all this. HUD allowed us to combine our two AMPs; so instead of having the Senior AMP and the Family AMP with two budgets and two plans we will only have one. PNC Bank that was talking to us about sponsoring our mortgage now has some issues. We may have to put the RFP back out on the street for this mortgage.

-Capital Report:

-We are beginning our generator project, installing generators at both sites. We are starting at JPM then installation will commence here once JPM's is complete. At JPM we plan on excavating for the pad and utility trenches the week of December 12, electrical installation will be the week of December 19-26 and the installation of the generator will be for the week of January 16. This is all weather permitting.

-The portable fire extinguishers are installed at both Ptak and JPM. Charlie Wells, Deputy Fire Marshall, Highlands Fire Department will be here on 12/5, at 6:30p to give a fire safety presentation, including going over the use of the extinguishers.

-Part of the RAD program was for us to analyze the Cooperation Agreement with the Borough. The Agreement was missing and the a new one has been created and is being signed by the Borough.

-The tenant Christmas Party is 12/6 from 2p-5p.

-We have a Christmas Meeting/Dinner for the Board on 12/20.

-Renee and Tom have been in touch with Comcast. Renee - Tom was told that we were being sent discount cards, they never arrived. I have asked for them to be resent, no one that I spoke to at Comcast knew about a discount card. We are waiting for a call back on discounts/a package if we sign an agreement. Waiting to hear from Direct TV also.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS -

FY17-015 - Resolution authorizing the hiring of a part time custodian.

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

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

FY17-016 – Resolution approving the Interlocal Agreement between the Highlands Housing Authority “HHA” and the Perth Amboy Housing Authority Housing Authority “HACPA.”

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

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

FY17-017 – Resolution awarding the extension of the contract for dog sweeping services through December 31, 2018.

Motion was made by Chair Kane and seconded by Comm Rugg.

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

FY17-018 – Resolution ratifying additional AE services for remodeling the kitchens at JPM.

Motion was made by Chair O’Neil and seconded by Comm Rugg.

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

PUBLIC PORTION

Pat Black, apt. 219 – Is there any way you can install a ramp out front, from the sidewalk to the street? ED Dzema – you mean a curb break, let us look into it. Comm Kane – I will have Dale come over and look at it.

Gloria Miller closed the public portion.

EXECUTIVE SESSION

No Executive Session.

ADJOURNMENT

Motion made by Comm Kane to move adjourn meeting, and it was seconded by Comm Williams. All in favor.

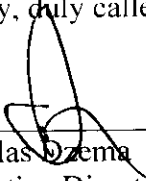
Chair Miller closed the public meeting at 7:45 PM.

Motion to adopt November 22, 2016 Regular Board Meeting, Public Portion Minutes moved by Commissioner Rugg and seconded by Commissioner Williams.

Roll Call for Adoption of November 22, 2016 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Kane			X	
Commissioner Rugg	X			
Commissioner Tkoch			X	
Commissioner Francy	X			
Commissioner Williams	X			
Commissioner Goddard				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 24th. day of January, 2017.



 Douglas Dzema
 Executive Director