

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**  
**Ptak Towers**  
**215 Shore Drive, Highlands, NJ 07732**

**April 24, 2018**  
**REGULAR MEETING**  
**Minutes of Public Portion**

**OPENING**

Gloria Miller called the meeting to order at 7:00PM.

**ROLL CALL**

Present: Mae Rugg, Commissioner  
Ida Tkoch, Commissioner  
Dolores Francy, Commissioner  
Ellen Williams, Commissioner  
Ray Goddard, Commissioner  
Gloria Miller, Chairperson

Also Present: Douglas G. Dzema, Executive Director  
Renee DeMarco, Residential Operations Manager  
John Bonello, Attorney

Absent: Rebecca Kane, Commissioner

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

**APPROVAL OF MINUTES** – *March 27, 2018 Regular Board Meeting and Public Portion.*

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

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

**PRESENTATION OF BILLS**

Motion made to approve the April 24, 2018 Bills List by Comm Goddard and seconded by Comm Williams. Chair Miller asked for a vote.

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

## **CORRESPONDENCE**

ED Dzema: Three resident notices went out.

## **COMMITTEE REPORTS**

Comm Williams: This Thursday we are invited to the Highlands Historical Society and we will present what we have been doing at the story telling workshop. Several residents are going and then we invited the Historical Society to join us in our story telling workshop here.

Comm Tkoch: Did you notice the flowers out front? And the nice new fence. We would like flowers in the back also. We would like a new exercise bicycle out on the back patio. We are going to have a party for Memorial Day on the 26<sup>th</sup> we will hang a sign-up sheet in the lobby; the parade is on the 26<sup>th</sup> also. The Historical Society archives are at the twin lights, you can see them on Sundays.

Comm Rugg: Bingo has carried on without me. Renee has been kind enough to give them gift cards.

Renee: Chair yoga will begin again on May 8. We also had an adult health fair on April 20<sup>th</sup> in the Community Room, sponsored by the Highlands Lions Club. They had blood pressure screening, hearing tests, glucose testing, bone density testing, etc.

April Vacancy Report: Ptak and JPM have 0 vacancies. Ptak has 9 residents and 110 non-residents on the waiting list. JPM has 8 residents and 69 non-residents on the waiting list.

## **OFFICERS & STAFF REPORTS**

ED Dzema

- Just a reminder to the commissioners about submitting your Financial Disclosure Statements if you have not yet done so.
- Scheduling is in place for our new computer software, the staff will be training with Keansburg next month. Half of the training will be at our office, the other half at Keansburg. It is scheduled for May 16, 17, 18 & May 29, 30, 31. Our conversion is planned prior to our fiscal year closing, the middle of June. We would like to convert by July 1; the beginning of our new fiscal year.
- We have our RAD mortgage commitment from Investors Bank, we have one more form we have to submit to HUD. Our goal is to convert to RAD by July 1, our new fiscal year.

-There is a RAD tenant meeting scheduled for May 14, at 7pm in this room to speak about the program, any changes, the capital improvements and the program coming to fruition.

**OLD BUSINESS** – none.

**NEW BUSINESS** – none.

**RESOLUTIONS**

**FY18-020** – Resolution awarding the contract for legal services to Manna & Bonello for \$5400.00 through May 31, 2019.

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

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

**PUBLIC PORTION**

Jackie White, Apt. 102 – I just want to thank the board and Doug for having the story telling workshop. It has taught me that senior citizens still continue to learn and it helps build their confidence.

Larry Wallace, Apt. 206 – How is Dr. Carson/IIUD doing for us? ED Dzema – no impact yet.

Chair Miller closed the public portion.

**EXECUTIVE SESSION /ADJOURNMENT**

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

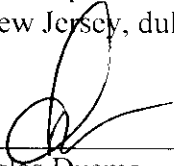
-Chair Miller closed the public meeting at 7:22PM.

Motion to adopt April 24, 2018 Regular Board Meeting, Public Portion Minutes and the Regular meeting Executive Session moved by Commissioner Goddard and seconded by Commissioner Williams.

**Roll Call for Adoption of April 24, 2018 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 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 22<sup>nd</sup>, day of May, 2018.

  
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Douglas Dzema  
Executive Director