

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**July 23, 2013
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
Mae Rugg, Commissioner
Daniel Conrad, Commissioner
Ida Tkoch, Commissioner
Richard O’Neil, Commissioner
Dolores Francy, Commissioner

Also Present: Douglas G. Dzema, Executive Director
Jill Homefield, Deputy Executive Director
John Bonello, Esq.

Absent: Rebecca Kane, Commissioner

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

APPROVAL OF MINUTES

May 21, 2013, Annual & Regular Board Meeting, 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, Francy, Miller
Nay	(0)	
Abstention	(2)	Conrad, O’Neil
Absent	(1)	Kane

PRESENTATION OF BILLS

Motion made to ratify the voice vote of June 25, 2013 approving the June 25, 2013 Bills List Summary, and to approve the July 23, 2013 Bills List Summary, by Comm Conrad and it was seconded by Comm Francy. Chair Miller asked for a vote.

Aye	(6)	Rugg, Conrad, Tkoch, O'Neil, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Conrad, O'Neil

CORRESPONDENCE – None to report.

COMMITTEE REPORTS

Comm Rugg reported that the anniversary of the building will be celebrated this coming Friday from 3-6 p.m. Commissioners are invited.

Comm Tkoch reported that the ArtHelps program, which was initiated to bring something positive to those affected by Hurricane Sandy, will begin in August. Dep ED Homefield noted that she has already met with the Monmouth Arts Director and future dates will be posted.

Comm Rugg reported that Bingo fee will increase from \$1 to \$2 as the \$1 does not cover the cost of the food.

Comm Conrad read the vacancy report for July. There is 1 vacancy at Ptak and 0 at JPM. There are 9 residents on the Ptak waiting list and 57 non-residents. There are 11 residents on the waiting list at JPM and 42 non-residents.

OFFICERS & STAFF REPORTS

ED Dzema discussed the RAD program (Rental Assistance Demonstration). This program converts the public housing stock to Section 8 project based vouchers. It is basically a funding mechanism. This will not change any of the residents or those that come in. These vouchers would stay with the building, not be attached to a tenant's name. There are 60,000 vouchers out from HUD right now and they are competitive. There would be a positive financial impact for the HA. Strict REAC inspections would also stop. He noted that he has prepared an RFP for a consultant to do a feasibility study and then the cost to put together and submit an application to HUD. The present outstanding debt from former capital improvements must be satisfied before going with the RAD program. He asked the Board to consider setting aside the Energy Performance Contract until we see if the RAD program is going to work for us.

Comm Tkoch noted that she voiced complaints to the mayor and council regarding people not curbing their dogs. She noted that our tenants are quite good about picking up after the dogs but it is other people from the town that let their dogs relieve themselves on our grass right in front of residents that are sitting there. Dep ED Homefield will look to obtain signs.

ED Dzema noted that our FEMA claim recovery amount was \$6,650.75. FEMA will not give us anything for the brick façade of Ptak. We are proceeding with soliciting proposals.

We are also looking at painting of the 4th and 5th floors at Ptak.

Also with FEMA, we put together a 404 mitigation plan requesting a larger generator on the property. We are waiting to hear.

In lieu of Hurricane Sandy, the Board and the staff wish to help out the community by allowing the Borough and other organizations to utilize our community room. A policy is being worked on.

Structural issues have been of some concern at Ptak. A structural engineer will be hired to do a study. A Request For Quote has gone out. We have two and are waiting for a third.

At JPM, hand railings will be replaced this Thursday that were broken.

We also submitted a 404 mitigation plan for an emergency generator for JPM community room and to sustain the heating system in a power failure. No word from FEMA yet.

We are also in the process of submitting an application to the Community Development Block Grant people. We are targeting JPM and the sanitary pipes system. We have an estimate of \$22-24K. We should know by September or October.

11th month financial report from Tom Furlong, Fee Accountant – ED Dzema noted the dwelling rents and stated the low vacancy rate is the positive here, and commended the staff. Clearly, maintenance taking on contracting work has also greatly helped our numbers. Residual receipts is at a \$63K surplus. We are in a healthy position. Chair Miller commended the staff.

Dep ED Homefield noted that we are scheduled for a REAC inspection on 8/28/13 and all tenants will be notified. She stressed the importance of tenant cooperation.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS

FY13-001 – Resolution ratifying the approval of the Annual Notice for FY 2013.

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

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

FY13-002 – Resolution ratifying award of a contract for Boiler & Hot Water Heater Maintenance & Repair Services.

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

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

FY13-003 – Resolution ratifying award of a contract for HVAC Maintenance & Repair Services.

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

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

FY13-004 – Resolution ratifying award of a contract for Automatic Door Maintenance & Repair Services.

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

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

FY13-005 – Resolution ratifying award of a contract for Flooring Repair & Replacement Services.

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

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

FY13-006 – Resolution approving revision to the Annual Statement for the Capital Fund Program FFY 2011 Grant.

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

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

FY13-007 – Resolution ratifying award of a contract for an Energy Performance Contract. *Based on possible action to apply for participation in the RAD program, ED Dzema requested that this resolution be tabled at this time.*

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

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

FY13-008 – Resolution authorizing award of a contract for Structural Engineering Services for Ptak Towers.

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

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

FY13-009 – Resolution adopting the Annual Budget for FY2013-2014.

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

Aye	(6)	Rugg, Conrad, Tkoch, O'Neil, Francy, Miller
Nay	(0)	

Abstention (0)
Absent (1) Kane

FY13-010 – Resolution to approve possible RAD (HUD’s Rental Assistance Demonstration Program) action. *ED Dzema requested that this be tabled as he will be requesting proposals for RAD program research.*

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

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

FY13-011 – Resolution authorizing the second year renewal of a contract for FYE 6/30/13 Audit Services.

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

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

PUBLIC PORTION

Jackie White, apt. 102 – Noted the fire calls and Joe (maintenance) noted it was for a faulty smoke head in the compactor room. Dep ED Homefield also noted that the fire department tends to give a presentation every two years or so, and that the fire marshal advised that tenants should stay in their unit with their door closed when an alarm goes off. Joe also noted that tenants dump cat litter down the trash chute which also sets off the alarm.

Vickie Marks, apt. 311 – Asked why fire extinguishers are not in the kitchens here. Dep ED Homefield noted that the HA is not required to and noted that this subject was brought up several years ago. She does not recall the reason, but also noted that the fire department wants tenants to call for assistance rather than try to put out fires themselves.

Joe Miller, apt. 506 – Handed out a letter (addressed to the Board) to the public in attendance as well as the Board of Commissioners and then proceeded to read it publicly. His letter complained of staff personnel by name. Mr. Miller wanted a response but Atty Bonello explained that this was not a court by trial. He explained that the Board will review it and respond as they see fit.

EXECUTIVE SESSION – None.

ADJOURNMENT

Motion made by Comm O’Neil to close the meeting and it was seconded by Comm Francy. Chair Miller closed the public meeting at 8:20 PM.

Motion to adopt July 23, 2013 Regular Board Meeting, Public Portion Minutes moved by Commissioner _____ and seconded by Commissioner _____.

Roll Call For Adoption of July 23, 2013 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 17th day of September, 2013.