

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
October 29, 2019

REGULAR MEETING
Minutes of Public Portion

OPENING

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

ROLL CALL

Present: Mae Rugg, Commissioner
Dolores Francy, Commissioner
Ellen Williams, Commissioner
Ray Goddard, Commissioner

Absent: Gloria Miller, Chairperson
Rebecca Wells, Commissioner
Ida Tkoch, Commissioner

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

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

APPROVAL OF MINUTES – *September 23, 2019 Regular Board Meeting, Public Portion.*

Motion made to adopt the minutes by Comm Williams and seconded by Comm Francy. ViceChair Goddard asked for a vote.

Aye	(4)	Rugg, Francy, Williams, Goddard
Nay	(0)	
Abstention	(0)	
Absent	(3)	Miller, Tkoch, Wells

PRESENTATION OF BILLS

Motion made to approve the October 29, 2019 Bills List made by Comm Williams and seconded by Comm Francy. ViceChair Goddard asked for a vote.

Aye	(4)	Rugg, Francy, Williams, Goddard,
Nay	(0)	
Abstention	(0)	
Absent	(3)	Miller, Tkoch, Wells

CORRESPONDENCE

ED Dzema – We have 5 Notices that are pertaining to RAD Notices letting the Residents know about work to come. There is one Notice about the Flu Clinic held here.

COMMITTEE REPORTS

Comm Williams – I am on the Highlands Recreation Committee and we were talking about focus groups to find out what people want at the rec center as the center is not being utilized as fully as it could be. I offered to help get information on what the seniors and the community might be interested in so that it is utilized more. The borough has committed to providing mini vans for transportation to the rec center. I have a meeting set up with the principal of the Highlands Elementary School on November 13 to talk about the continuation of the intergenerational program, to plan what we will do this year. And I continue with the storytelling workshop. I sent the flyer to the Highland Borough Art Council to promote this, it will be posted on their website.

Comm Rugg – Bingo players are running Bingo themselves. We had a present Bingo.

October Vacancy Report: 0 vacancies at Ptak and JPM. At Ptak: 9 residents and 79 non-residents on the waiting list. At JPM: 5 residents and 47 non-residents on the waiting list.

OFFICERS & STAFF REPORTS

ED Dzema – Following are the work items being done in conjunction with the RAD program and monies being invested in the buildings: At Ptak - Repair and repainting of the brick façade and caulking around the air conditioner sleeves has begun; the boiler equipment replacement phase 1 and phase 2 (brand new boilers) has been completed; the apartment door and hardware replacements are moving along, we still have 3 doors to replace – none of the inspections have been done; the exterior and interior lighting upgrades are complete; the interior wall painting on the 1st, 2nd and 3rd floors are complete, 4th and 5th are 90% complete; the floors are going down on the 4th and 5th floor; the floors are complete on the 1st, 2nd and 3rd floors; all new hand rails are to be installed; the CCTV expansion is complete – we added a new DVR and additional cameras; we will be adding new elevator jam padding; the lobby ceiling tiles have been replaced; the office upgrades are near complete. At JPM – the heating boiler replacements are complete, the apartment window replacements are going to be done at the C building; the kitchen modernization will take place in 23 units and has begun; exterior and interior lighting upgrades are 98% complete; sanitary line replacements A & B building are all brand new; apartment door replacements in C building are 90% complete; the boiler plant foundation wall had some seeping water, sum pump installed and wall repaired; asbestos abatement is done; community room being renovated – wall repair, room painted, new floor, kitchen, bathroom.

OLD BUSINESS – None to report.

NEW BUSINESS

ViceChair Goddard – The election is in one week, I encourage everyone to get out and vote. If anyone needs a ride, please let the office know, I am available to give rides.

ED Dzema - Our November Board Meeting has been changed to Monday, November 25 and the December Board Meeting has been changed to Monday, December 16.

RESOLUTIONS - None

PUBLIC PORTION - No comments.

ViceChair Goddard closed the public portion.

EXECUTIVE SESSION /ADJOURNMENT-ViceChair Goddard closed the public meeting at 7:20PM.

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

Motion to adopt October 29, 2019 Regular Board Meeting, Public Portion Minutes moved by Commissioner Rugg and seconded by Commissioner Williams.

Roll Call for Adoption of October 29, 2019 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Wells			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 25th, day of November, 2019.

Douglas Dzema
Executive Director