

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**

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

**October 27, 2015  
REGULAR MEETING  
Minutes of Public Portion**

**OPENING**

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

**ROLL CALL**

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

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

Absent: Ellen Williams, Commissioner

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

**APPROVAL OF MINUTES – *September 30, 2015; Regular Board Meeting, Public Portion and Regular Board Meeting, Executive Session***

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

Aye	(5)	Rugg, Tkoch, O'Neil, Francy, Miller
Nay	(0)	
Abstention	(1)	Kane
Absent	(1)	Williams

**PRESENTATION OF BILLS**

Motion made to approve the October 2015 Bills List by Comm O'Neil and seconded by Comm Francy. Chair Miller asked for a vote.

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

**CORRESPONDENCE**

Two notices went out to the tenants, one prior to the storm and one regarding the gas meter replacement.

**COMMITTEE REPORTS**

Renee read the vacancy report for October. There were 2 vacancies at Ptak and 3 at JPM. There are 10 residents on the Ptak waiting list and 85 non-residents. There was 3 resident on the waiting list at JPM and 29 non-residents.

Comm Rugg – Tomorrow is our Halloween Bingo. Last month was our last birthday/ cake of the year.

Comm Tkoch - We collected a lot of books for the new Highlands library at the community center. The community center is opening this weekend. Comm Kane will reach out to see if we can get the Fire Department in to do a presentation.

**OFFICERS & STAFF REPORTS**

ED Dzema: Capital Report

- At Ptak Towers the Fire Pump contract has been executed. The parts are expected to be on site the first week in December.
- Replacing the existing generator. The A&E is currently working on the design, we anticipate the bidding for the construction in December 2015.
- The rear entrance canopy is going to be replaced.
- JPM's generator will supply the boilers, the community room and the building alarm system for all buildings. The community room will renovated at that time also.
- A new site survey will be done for Jennie Parker Manor which is needed for the RAD Program.

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – **Comm Kane**: the mayor put out a notice that the Community Center is opening on Sunday, November 1; from 12:00 – 4:00. The ribbon cutting is at 2:00pm.

**RESOLUTIONS** -

**FY16-008**– Resolution to Award a contract for special RAD counsel to the firm of McManimon, Scotland & Baumann, LLC.

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

Aye	(5)	Kane Rugg, Tkoch, Francy, Miller
Nay	(1)	O'Neil
Abstention	(0)	
Absent	(1)	Williams

**FY16-009** – Resolution promoting Joe Cusumano to maintenance supervisor, providing him training to become a certified Housing Quality Standard Inspector, and increasing his salary now and then pending an evaluation in July 2016.

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

Aye	(5)	Kane Rugg, Tkoch, Francy, Miller
Nay	(0)	
Abstention	(1)	O'Neil
Absent	(1)	Williams

### **PUBLIC PORTION**

**Donna Torres, apt. 308** – Thank you for the pumpkins. We had such a nice time on Sunday night. Good food, good friendship, good times.

**Vickie Cooke, apt. 208** – From me too, thank you for your generosity. Good time.

**Tara Ryan** – I work at the **Community Health Law Project**. I am writing a grant for for the Department of Aging. They have some grants that could be applied for. They have many clubs you may be interested in also. I will leave information with Renee.

**Vickie Cooke, apt. 208** - I just want to update you on the exercise program we talked about last month. I have calls out to people. Donna and I are going out to a seminar next month. The Y has a program where they will come out to the building, I will put them in touch with Renee.

**Gabe Tauro, apt. 319** – people sitting in the lobby are letting people that they do not know in the building.

**Pat Black, apt. 219** – I had a FedEx guy came here one time and I didn't let him in. He was nasty to me.

**Dawn Hartsgrove** – I was in a little bit of trouble and now I am in drug court. I have done a lot for the community. I have been evicted and I don't know where to go. I am disabled. I am living behind the store I work in right now. As a homeless person with recommendations I feel I shouldn't be turned down. We (Katz's) would like to bring in a Thanksgiving dinner, and Ben and I would like to stay and serve as well.

**John Rahm, apt. 302** – I heard an alarm in the hallway. **RD** – John will check on it.

**Myra Wecker, apt. 421** – The new cleaning lady is doing such a great job.

### **EXECUTIVE SESSION**

Motion made by Comm Rugg to move to Executive Session, and it was seconded by Comm O'Neil. All in favor.

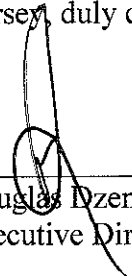
**ADJOURNMENT** - Chair Miller closed the public meeting at 7:30 PM.

Motion to adopt October 27<sup>th</sup>, 2015 Regular Board Meeting, Public Portion Minutes moved by Commissioner Rugg and seconded by Commissioner Kane.

**Roll Call for Adoption of October 27, 2015 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 O'Neil			X	
Commissioner Francy	X			
Commissioner Williams			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 24<sup>th</sup>, day of November, 2015.

  
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Douglas Dzema  
Executive Director