

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**February 25, 2016
REGULAR MEETING
Minutes of Public Portion**

OPENING

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

ROLL CALL

Present: Gloria Miller, Chairperson
Mae Rugg, Commissioner
Richard O'Neil, Commissioner
Dolores Francy, Commissioner
Ellen Williams, Commissioner

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

Absent: Rebecca Kane, Commissioner
Ida Tkoch, Commissioner

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

APPROVAL OF MINUTES

***January 26, 2016 Regular Board Meeting, Public Portion and Regular Board Meeting,
Executive Session***

Motion made to adopt the minutes by Commissioner **Francy** and seconded by
Commissioner **Williams**. **Chair Miller** asked for a vote.

Aye	(4)	Rugg, Francy, Williams, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Kane, Tkoch, O'Neil

PRESENTATION OF BILLS

Motion made to approve the February 25, 2015 Bills List by Commissioner **Williams** and seconded by Commissioner **Francy**. **Chair Miller** asked for a vote.

Aye	(4)	Rugg, Francy, Williams, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Kane, Tkoch, O'Neil

CORRESPONDENCE

ED Dzema - Two items in the package, one regarding the snow storm and one describing the (Highlands) Community of Hope meeting.

COMMITTEE REPORTS

Comm Rugg reported all is good at Bingo.

Rence read the vacancy report for February. There are 0 vacancies at Ptak and JPM. There are 9 residents on the Ptak waiting list and 86 non-residents. There are 2 residents on the waiting list at JPM and 30 non-residents.

Comm William asked about the Art Program – **Rence**: Lois has not contacted me back about continuing the program. Carolyn Broullon, President of the Highlands Council did contact me about starting a computer program where the students from the high school would come help/teach the tenants. **Comm Williams** - Any follow up about the Middletown Senior Center? No.

Rence – Bingo and dinner will be held at CareOne King James on March 15, please call to RSVP.

OFFICERS & STAFF REPORTS

ED Dzema:

Capital Report update

-The Generator Project construction phase has been advertised for Ptak and JPM and is due back March 9.

-The Ptak public restroom dividers have been replaced, the tiles will be replaced next.

-The Ptak front entrance way ceiling will be replaced, with new lighting also.

-RAD update is being deferred until we move onto resolutions.

-**Rence** – the Highlands Fire Department is getting back to me regarding a date for a presentation for the residents.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS -

FY16-019 – Resolution to award a contract for RAD financial services consulting.

ED Dzema – You have heard us for the last number of months discuss at every board meeting, converting from the public housing into the Rental Assistance Demonstration Program (RAD) which would allow stabilized funding/subsidy. No changes to the service, no changes to the residents, no income requirement changes, no rent increases in most cases. What you would get is stabilized funding, enhancements/capital improvements to the building. What I am asking tonight is the board to consider a RAD Financial Services Consultant, as we now have to submit our financing plan to HUD. We have to decide if we will self-finance with a mortgage or go with tax credits from HFMA. We want to hire someone that can either get involved in a tax credit application or to put together a simple financial plan for us to support a mortgage.

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

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

PUBLIC PORTION

John Rahm, apt. 402 – The dryers are not working. **Renee** – Coinmach has been called for repair.

Chair Miller closed Public Portion.

Motion made by Comm **Rugg** to move to Executive Session, and it was seconded by Comm **Williams**. All in favor.

ADJOURNMENT

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

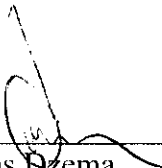
EXECUTIVE SESSION

Motion to adopt February 25, 2016 Regular Board Meeting, Public Portion Minutes moved by Commissioner Kane and seconded by Commissioner Williams.

Roll Call for Adoption of February 25, 2016 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Kane	✓			
Commissioner Rugg			✓	
Commissioner Tkoch	✓			
Commissioner O'Neil			✓	
Commissioner Francy			✓	
Commissioner Williams	✓			
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 22nd day of March, 2016.



Douglas Dzema
Executive Director