

HOUSING AUTHORITY OF THE BOROUGH OF IDGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
October 27, 2020
REGULAR MEETING
Minutes of Public Portion

Meeting was conducted via Zoom. Meeting ID and Password were posted on the Highlands Housing Authority website for public access to the meeting.

OPENING

Chair Miller called the meeting to order at 1:00P M, Pledge of Allegiance and Reading of Meeting Notice.

ROLL CALL

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

Absent: 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 22, 2020 Regular Board Meeting, Public Portion

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

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

PRESENTATION OF BILLS

Motion made to approve the October 27, 2020 Bills List by Comm Goddard and seconded by Comm Williams . Chair Mil ler asked for a vote.

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

CORRESPONDENCE

ED Dzema - There are 2 separate lists that the administration has prepared. One is the notices that have gone out to the residents since our last board meeting and the second is the COVID-19 distribution list. Katz's Deli is providing a Thanksgiving pre-Dinner on November 18 of a Hamburger /French Fries and Pumpkin Pie to any tenant that would like. Katz will individually box each meal and the staff will deliver the dinner to the tenants that have requested one. A Notice went out to the tenants which was in your package "A cold vs flu vs covid" which is a handy piece to help determine symptoms. The United Method Church continues their weekly grocery delivery to the tenants. For the next few weeks due to a conflict at the church, our maintenance staff has to pick up the delivery of bags at the church in Atlantic Highlands and proceed with the deliveries. The church is also planning a Thanksgiving dinner (prepared for Ptak tenants & providing the makings or a prepared dinner for JPM tenants) - to be discussed further next month. We continue making wellness calls to the tenants. Also our Audit is going on remotely.

COMMITTEE REPORTS

Comm Williams - I emailed Dan, he said he will get back to me when things are picking up at the school.

Renee- October Report: 0 vacancies at Ptak and JPM. At Ptak: 9 residents and 63 non-residents on the waiting list. At JPM: 2 residents and 27 non-residents on the waiting list.

OFFICERS & STAFF REPORTS

ED Dzema - I wanted to take an opportunity to give the board an update on one of our newest employees, our new account clerk Eileen. Tom completed a review and he is very pleased with her progress, she is performing at a high level and is proving to be a great asset. Our next board meeting is November 24, 2020 at 1:00pm.

OLD BUSINESS - None

NEW BUSINESS - None

RESOLUTIONS

FYII-008 - Resolution ratifying the hiring of a maintenance worker.

Motion was made by Comm Francy and seconded by Comm Williams

Aye (5) Rugg, Williams, Francy, Goddard, Miller

Nay (0)

Abstention (0)

Absent (2) Wells, Tkoch

FYII-009 - Resolution authorizing the hiring of a part time custodian.

Motion was made by Comm Goddard and seconded by Comm Francy

Aye (5) Rugg, Williams, Francy, Goddard, Miller

Nay (0)

Abstention (0)

Absent (2) Wells, Tkoch

PUBLIC PORTION - None

Chair Miller closed the public portion.

EXECUTIVE SESSION - None

ADJOURNMENT - Chair Miller closed the public meeting at 1:30PM.

Motion made by Comm Rugg to adjourn meeting, and seconded by Comm Williams /Francy. All in favor. Motion to adopt October 27, 2020 Regular Board Meeting, Public Portion Minutes

moved by Commissioner Goddard and seconded by Commissioner Williams

Roll Call for Adoption of October 27, 2020 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 24th, day of November, 2020.



Douglas Zema
Executive Director