

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
August 17, 2021
REGULAR MEETING
Minutes of Public Portion

OPENING

Chair Miller called the meeting to order at 7:00PM, Reading of the Meeting Notice and Pledge of Allegiance.

ROLL CALL

Present: Mae Rugg, Commissioner
Ellen Williams, Commissioner
Nancy Messina, Commissioner
Gloria Miller, Chairperson

Absent: Rebecca Wells, Commissioner
Ida Tkoch, Commissioner
Dolores Francy, Commissioner

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

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

APPROVAL OF MINUTES – July 27, 2021 Annual and Regular Board Meeting, Public Portion

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

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

PRESENTATION OF BILLS

Motion made to approve the August 17, 2021 Bills List by Comm Williams and seconded by
Comm Messina. Chair Miller asked for a vote.

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

CORRESPONDENCE

ED Dzema –The list in your package reflects Notices that have gone out to the residents this month.

COMMITTEE REPORTS

Renee – July Vacancy Report: Ptak and JPM have 0 vacancies. At Ptak: 2 residents and 61 non-residents on the waiting list. At JPM: 2 residents and 15 non-residents on the waiting list.

OFFICERS & STAFF REPORT –

ED Dzema – Just an update on COVID-19, the message I send to you is that we are not done. Please keep up your guard. The boosters were approved for the immunocompromised, consult your doctor with any questions. In the common areas, wear your mask, the bathrooms will remain closed. **Pat Black, apt. 219** – Will you give out masks again? **ED Dzema** – yes we will. We are still having a problem finding a custodian. If you know of anyone, person or service – send them to Renee. On the agenda tonight we have a Signatory Resolution for Investors Savings. Investors Saving is being absorbed by Citizens Bank, they are selling; my point is we are going out and interviewing banks to see if we can find a better deal. Our next meeting is September 28 at 7pm.

OLD BUSINESS – None

NEW BUSINESS – None

RESOLUTIONS

FY22-004 – Resolution to renew membership in the New Jersey Public Housing Authority Joint Insurance Fund.

Motion was made by Comm Williams and seconded by Comm Messina.

Chair Miller asked for a vote.

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

FY22-005 - Resolution to authorize the designated signatories for Investors Bank for the Highlands Housing Authority.

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

Chair Miller asked for a vote.

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

FY22-006 – Resolution awarding the contract for the entry stoop replacement Apartment B7 at Jennie Parker Manor to M&N Construction Services for \$19,400.

Motion was made by Comm Williams and seconded by Comm Rugg.
Chair Miller asked for a vote.

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

FY22-007– Resolution awarding the contract for the replacement of the concrete landings at Ptak Towers to Kalogridis Contracting, LLC for \$4,850.

Motion was made by Comm Messina and seconded by Comm Williams.
Chair Miller asked for a vote.

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

FY22-008 – Resolution authorizing the extension of the contract for automatic door operator maintenance and repair services.

Motion was made by Comm Messina and seconded by Comm Williams.
Chair Miller asked for a vote.

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

FY22-009 – Resolution to approve a fee not to exceed \$5,000 for A/E services provided by the Housing Authority of the City of Perth Amboy.

Motion was made by Comm Messina and seconded by Comm Williams.
Chair Miller asked for a vote.

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

PUBLIC PORTION – None

Chair Miller closed the public portion.

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

Motion made by Comm Williams to adjourn meeting, and seconded by Comm Messina. All in favor.


Motion to adopt the August 17, 2021 Regular Board Meeting, Public Portion Minutes

moved by Commissioner Messina and seconded by Commissioner Williams .

Roll Call for Adoption of August 17, 2021 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Wells			X	
Commissioner Rugg			X	
Commissioner Tkoch	X			
Commissioner Francy	X			
Commissioner Williams	X			
Commissioner Messina	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 28th day of September, 2021.



Douglas Dzema
Executive Director