

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**December 17, 2013
REGULAR MEETING
Minutes of Public Portion**

OPENING

Chair Miller called the meeting to order at 7:00 PM. and proceeded with the salutation of the flag and the Pledge of Allegiance.

ROLL CALL

Present: Gloria Miller, Chairperson
Rebecca Kane, Commissioner
Mae Rugg, Commissioner
Daniel Conrad, Commissioner
Ida Tkoch, Commissioner
Dolores Francy, Commissioner

Also Present: Douglas G. Dzema, Executive Director
Jill Homefield, Deputy Executive Director
John Bonello, Esq.

Absent: Richard O'Neil, Commissioner

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

APPROVAL OF MINUTES

November 18, 2013, Regular Board Meeting, Public Portion & Executive Session

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

Aye	(4)	Rugg, Tkoch, Francy, Miller
Nay	(0)	
Abstention	(2)	Kane, Conrad
Absent	(1)	O'Neil

PRESENTATION OF BILLS

Motion made to approve the December 17, 2013 Bills List by Comm Rugg and seconded by Comm Kane. Chair Miller asked for a vote.

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

COMMITTEE REPORTS

Comm Conrad read the vacancy report for December. There is 1 vacancy at Ptak and there are 0 at JPM. There are 6 residents on the Ptak waiting list and 42 non-residents. There are 9 residents on the waiting list at JPM and 44 non-residents. Chair Miller stated she understood that the apartment at Ptak has been taken. Dep ED Homefield said yes, we are signing the lease tomorrow so technically it are 0 vacancies.

Comm Rugg reported that Bingo is still going and when they don't have it, the tenants run it themselves. They still have pretty good food. Barbara will be here tomorrow, she has been sick all week.

Comm Tkoch reported that we had a bed bug inspection today and there is no trace of anything all through the building. That means people are being more careful and watching their stuff. Dep ED Homefield said we did have a good report today, the dog did alert today in 4 units but they felt they were old stains, found no live activity or eggs. They did not get into all the units. We did have 3 for 4 units that did refuse. I feel very comfortable that we are close to 100% clean. It is the holidays now and some of you may be traveling. Please be careful where you stay, or if you are staying with relatives, whether you are at bus stations or on airlines -- when you come home please take precautions and check your luggage, your clothing, take steps to empty your luggage in your tub because it is still out there. We are trying to keep it out of the building. If you have any fear, if you think you might have picked up any bed bugs - please call us and let us know and we will come up and do a thorough check -- and if need to be, we will treat your unit. We have come a long way and I thank the tenants for working really hard and sacrificing to get to this point. We will keep educating the new tenants coming in.

OFFICERS & STAFF REPORTS

ED Dzema gave update on:

-The Capital Plan and Program for Ptak Towers - We have an energy performance contract that is on hold until we find out if HUD approves our entry into the RAD program.

- We did award a contract for the brick facade pointing. CCL Contracting has the contract, but that is a weather permitting job so once we break into the spring we will send them up because they have to go up on a lift to do that work.

- We have been speaking about our 404 mitigation plan. That money that we asked for in regard to the FEMA loss we had from the storm; the 404 mitigation money, was basically supplemental. What the government said was if another storm were to occur what could we do or what could we change in your entity to make our life easier to avoid some of the pitfalls that we had seen before? One of the items that it seems the government is satisfied in funding is replacement generators. We asked for money for a generator here for Ptak Towers because it's not only undersized we feel it ran long, it broke down, it is the original equipment for the building and up at Jennie Parker we do not have a generator, so we asked for a generator for at least C Building. We did receive a letter from the Monmouth County's Sheriff's Office yesterday, from their Office of Emergency Management and both of our projects have been recommended for funding. We are recommended to receive \$63,000 for Jennie Parker Manor for a generator and \$98,000 for a generator here at Ptak. Initially the way the financial equation was shared with us, we had to be willing to pay 25% of the cost of the installation and the board agreed that was reasonable. The state has taken on the burden of 15% toward anyone participating in this program that puts the burden back on the housing authority for 10%. This is a lot more reasonable. For example at JPM the cost of the generator may be \$63,000 that would be \$6,300 that this board has to contribute and at Ptak it would be \$98,000 and we would have to contribute \$9,800 towards it construction. This is about 90% sure. We are on the recommended list to be funded. We put a spending plan that was sent to the county and if the county accepts it they have to recommend it back to the state and hopefully the state gets the final referral back.

-LS engineering completed a report in regards to the structural settling problems here at Ptak. I am going have Doug Sabey, our construction inspector, come to the next board meeting and he can interpret this for you. You can ask him candid questions - instead of us trying to figure out what professional reports look or sound like perhaps we bring him on board. I think the message I want to send to you tonight is there are no emergencies. No eminent danger. Your options are if you want to test further.

-At Jennie Parker Manor again we spoke about the generator, and Jill is entertaining proposals for handrails, we are working on that now.

-The resident surveys, there is a draft that the board will be considering later this evening.

-We are still working on a smoking shelter, that has not been forgotten. We are just looking for additional information.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS

FY13-022 – Resolution appointing a fund commissioner to the New Jersey Public Housing Authority Joint Insurance Fund for fund year 2014.

Motion was made by Comm Kane and seconded by Comm Conrad.

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

FY13-023 – Resolution approving an increase in salary to Thomas Falkowski.

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

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

FY13-024 – Resolution to approve the inter-local agreement between the Highlands Housing Authority "HHA" and the Perth Amboy Housing Authority "HACPA".

Motion was made by Comm Conrad and seconded by Comm Kane.

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

FY13-025 – Resolution to approve a bonus to the staff.

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

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

FY13-026 - Resolution approving a policy for reservation of the Ptak Community Room.

Motion was made by Comm Rugg and seconded by Comm Kane

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

FY13-027 - Resolution authorizing and approving renewal of a policy for bed bug dog sweep services.

Motion was made by Comm Kane and seconded by Comm Rugg

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

FY13-028 - Resolution approving and authorizing award of a contract for replacement of two domestic water heaters at Ptak Towers.

Motion was made by Comm Conrad and seconded by Comm Francy

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

ED Dzema - One last thing before we go into public portion, I want to take this opportunity to thank the board for their support certainly over the last year and the years, I certainly enjoy working for you and with you; I thank you again for your confidence. In addition there is one item I left off my report that you need to hear about as well. In the congress house we have a bill, the senate is very close to approving a bill as well, the first year of sequestration is suppose to be cut in half, the second year an additional 25% and there is money set aside for a potential budget. We are in a grouping with four other entities and there is a whole big chunk of money and there is none set aside for us yet but there is none set aside for any body. So it sounds better than it did last meeting. In terms of least we are not going to be on a continuing resolution and hopefully we can move forward. Hopefully that will also free the thinkers up to add more vouchers to the RAD program that we are trying to get involved in because there are only 60,000 and there are now applications for 120,000. I can assure yours went in on time, I don't know where you end up, yours went in pretty much the same time as ours. I think around 70,000/75,000.

PUBLIC PORTION

Dwight Welch, apt. 208 – I was wondering where we were at with getting a computer back in here for the tenants in the community room? ED Dzema - I believe the computer is being considered by the board when they send out their resident survey. They are interested in feedback from the residents as to how many people would use it and in what way, so I can tell you that is on the survey at this time. Dwight - Thank you.

Trish Sapia, apt. 505 - Are tenants suppose to come to you directly now for the questions we have for anything instead of going to Jill? ED Dzema - No, you can come to either of us. Trish - Oh, okay. I want to know if I have permission to do this submission box that is not being used for anything right now and Jill said to ask you. ED Dzema - The submission box? Dep ED Homefield - I haven't had the opportunity, I was going to talk to the board when we met after the meeting. ED Dzema - Yes, I am not aware of it's use. Trish - so I can go directly to Jill now for questions. There has been a rumor, I just want to check and make sure if it is true - did you call the police on me Jill? About me? Dep ED Homefield - Is this okay to discuss in public portion? No I did not, I do not know where that came from - I absolutely did not.

Chair Miller closed Public Portion.

EXECUTIVE SESSION

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

ADJOURNMENT

Chair Miller closed the public meeting at 7:40 PM.

Motion to adopt December 17, 2013 Regular Board Meeting, Public Portion Minutes
 moved by Commissioner Rugg and seconded by Commissioner
Francy.

Roll Call For Adoption of December 17, 2013 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Kane			✓	
Commissioner Rugg	✓			
Commissioner Conrad			✓	
Commissioner Tkoch			✓	
Commissioner O'Neil				✓
Commissioner Francy	✓			
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 25th day of March, 2014.

 Douglas Dzema
 Executive Director