

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**  
**Ptak Towers**  
**215 Shore Drive, Highlands, NJ 07732**

**February 27, 2018**  
**REGULAR MEETING**  
**Minutes of Public Portion**

**OPENING**

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

**ROLL CALL**

Present: Rebecca Kane, Commissioner  
Ida Tkoch, Commissioner  
Dolores Francy, Commissioner  
Ellen Williams, Commissioner  
Ray Goddard, Commissioner  
Gloria Miller, Chairperson

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

Absent: Mac Rugg, Commissioner

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

**APPROVAL OF MINUTES – *January 24, 2018, Regular Board Meeting and Public Portion and Regular Meeting Executive Session.***

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

Aye	(4)	Tkoch, Williams, Goddard, Miller
Nay	(0)	
Abstention	(1)	Kane
Absent	(2)	Rugg, Francy

**PRESENTATION OF BILLS**

Motion made to approve the February 27, 2018 Bills List by Comm Goddard and seconded by Comm Williams. Chair Miller asked for a vote.

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

## **CORRESPONDENCE**

ED Dzema: Two notices have gone out, one on the visual arts workshop and one on the exterminating schedule.

## **COMMITTEE REPORTS**

Comm Tkoch: Remember when we had someone come in to talk to the smokers about quitting, I think we need to do that again. EDDzema: it is a very good thought and we have looked into this. RDeMarco: we have reached out to both Monmouth and Riverview Medical Centers which both have cessation programs. Neither have the resources to assist us with holding a program on property, they are both in high demand. Both have free programs on site. Comm Tkoch: When the RAD program kicks in I know there will be some new rules, I hope we keep the benches in the lobby. Everyone is concerned about that. It is a good place for people to sit in a group. Also, I think we should prohibit people from eating outside on the property. There are a lot of rodents running around. EDDzema: Renee did reach out, we no longer have a local animal control – it is now handled by Middletown. If we provide the trap and trap an animal, they will take it away. JCusumano: Correct, we have to trap the animal and they will come take it away and then return our trap. We are not allowed to remove them ourselves, we have to have animal control come. Comm Tkoch: Also we should look into getting a water vending machine.

Comm Williams: The story telling workshop continues and a new workshop has developed from this one. One of the attendees, from Atlantic Highlands, will start a Visual Arts workshop for us. It will start Thursday, March 1. The next story telling will be on March 20. Also, we will be doing a poster contest for NAHRO with the children from JPM that would like to participate. It is a yearly contest where they produce a calendar and choose a different winning poster for each month.

February Vacancy Report: Ptak and JPM have 0 vacancies. Ptak has 11 residents and 140 non-residents on the waiting list. JPM has 7 residents and 69 non-residents on the waiting list.

## **OFFICERS & STAFF REPORTS**

ED Dzema

- Our budget process is beginning. New fiscal year starts July 1. We will have a meeting with the finance committee at 5:00pm prior to the next board meeting on March 27. Then we will make the recommendation the following month at the board meeting. This will be the first budget that we will have that will be 100% RAD.
- RAD: we did receive our financial commitment today from Investors Bank, we have our commercial mortgage, that is the last piece. We have the \$500,000 loan from Investors and we also have the Federal Home Loan Bank money – we will have \$1.2million. The projected HUD cuts this year are at 20%, it was the right direction to move to RAD. We will have a resident meeting near the end of April with our RAD consultant, Bill Snyder, to give everyone up to date information.
- Last month I was requested to have a round table meeting, I will do that on Tuesday, March 6 at 6:00pm.
- The second smoking bench is in.

-We have cut down two dying trees at JPM, the Shade Tree Committee requires that we replace these trees, which we will do.

-The Highlands' St. Patrick's Day Parade takes place on Saturday, March 24 at 2:00pm; go out to the parade and wave to the grand marshal, our own chairperson - Ms. Gloria Miller.

### **OLD BUSINESS** –

**NEW BUSINESS** – Comm Goddard – The communications committee has a calendar out, has everyone received it? Just about everything that is going to happen in the next year in Highlands is in this calendar. In addition to this the communications committee is going to put out a quarterly newsletter. I would like the Housing Authority to be included in that newsletter so I will work with Renee and put out information that relates to housing so everyone knows about us and what we are doing.

Comm Tkoch – we are having a St. Patrick's Day party on March 17 at 6:00pm.

### **RESOLUTIONS** – none

### **PUBLIC PORTION**

Gerdana Young, apt. 309 – I have two incidents that have happened to us, Pat Butler and myself. On February 1, at 9:40pm Cindy Sullivan and her dog Nicholas came in the lobby where there were a whole group of us. Nicholas started charging us, coming after our dogs. I had another incident February 26 when I was coming in from the pouring rain trying to get to the lobby at 7:00am. Nicholas was scratching at the door trying to get to us. I couldn't get in. He got off the lease. Cindy then took him out the side door. I can't continue to have this happen, he may hurt Puff.

Paula Todd, apt. 422 – I have a grievance hearing tomorrow for quite a couple of accusations from a woman on my floor. I have not smoked in my apartment since I signed the smoking notice and I am not sure if anyone on the board is aware of this or not; or if you have seen my grievance letter. I have copies of my letter if you would allow me to hand them out. EIDDzema: You may hand them out.

Chair Miller closed the public portion.

### **EXECUTIVE SESSION /ADJOURNMENT**

Motion made by Comm Kane to move to Executive Session and adjourn meeting, and seconded by Comm Williams. All in favor.


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

Motion to adopt February 27, 2018 Regular Board Meeting, Public Portion Minutes and the Regular meeting Executive Session moved by Commissioner Goddard and seconded by Commissioner Kane.

**Roll Call for Adoption of February 27, 2018 Regular Board Meeting Minutes and Regular Meeting Executive Session Minutes.**

	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>	<b>Abstain</b>
Commissioner Kane	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 27<sup>th</sup>, day of March, 2018.

  
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 Douglas Deema  
 Executive Director