

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
December 22, 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 2:15 PM, Pledge of Allegiance and Reading of Meeting Notice.

ROLL CALL

Present: Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Dolores Francy, Commissioner
Ray Goddard, Commissioner
Gloria Miller, Chairperson

Absent: Rebecca Wells, Commissioner
Ellen Williams, Commissioner

Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
Tom Furlong, Director Financial Operations
John Bonello, Esq.
Rich Larsen, CPA/Partner - Novogradac & Company, LLC

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

Chair Miller - At this time I would you like to introduce Mr. Larsen for the audit presentation.

ED Dzema - Tom Furlong is with us as well as Rich Larsen, our auditor. This is his 2nd go around with us since our RAD conversion. He is from Novogradac. We closed the RAD conversion in 2018. RAD is Rich's strong point, he has a lot of experience with RAD, so we look to him for guidance. The are guidelines that we have to follow with the audit, we comply with the state requirements every year. The resolution will be considered today. Every commissioner has received the audit and has to sign the affidavit stating that they have reviewed the audit, the synopsis is advertised in the APP, is also sent to the DCA with the audit and also is then filed with HUD. We are under different funding with RAD under the Project Based Rental Assistance Program, this is a component of Section 8. We have no Audit Findings. We are in a good position financially. **Rich Larsen** - The first report we gave the authority is an unmodified opinion on the financial statements, which is the highest of assurance we can give as an auditor. The second report is required by the state of NJ and is 2 parts. It is required by state law. The 1st part tests the authority's internal control structure. The 2nd part tests the compliance of the authority. The highest level of assurance was given for both parts of the test. There were no findings for either part. Your financials look good/solid, you have adequate reserves and it is a positive report. Financially the authority is in very good shape.

APPROVAL OF MINUTES - November 24, 2020 Regular Board Meeting, Public Portion

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

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

PRESENTATION OF BILLS

Motion made to approve the December 22, 2020 Bills List by Comm Goddard and seconded by
Comm Rugg . Chair Miller asked for a vote.

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

CORRESPONDENCE

ED Dzema - Regarding the 2 lists that have been prepared on a monthly basis, there are about 8 new entries on the COVID - 19 list and I am going to ask Renee to speak about Ryan Flood and that list.
Renee - Ryan was the individual that ran the program for the United Methodist church. He has separated from the church for personal beliefs/reasons and will be looking to do something elsewhere and will let us know when he lands. His most recent personal donation to us was 10 - \$50 Target gift cards to the families up at JPM that he was donating food to when he was doing the church donation. The United Methodist Church will still continue to donate food to our tenants, although we (maintenance staff) will now have to go pick up the food bags in Atlantic Highlands , as well as continue to deliver to each tenant. **ED Dzema** - this may become an issue as we do not have a closed vehicle to pick up the bags (weather) and if any emergencies come up at the site this may be a problem. **Renee** - tomorrow Proving Ground is bringing dinners to the tenants for the staff to deliver to the residents at Ptak Towers. **ED Dzema** - the general distribution list covers general notices such as exterminating and transportation. **Renee** - one of the last notices was from SCAN which is offering free transportation to tenants with under \$24,000 income , and several of our tenants have already taken advantage of this.

COMMITTEE REPORTS

Renee - December Report: 0 vacancies at Ptak and JPM. At Ptak: 10 residents and 66 non-residents on the waiting list. At JPM: 1 resident and 22 non-residents on the waiting list.

Comm Tkoch - everything is running well. We miss the community room. People are keeping their distance. The building is decorated nicely for the holidays.

OFFICERS & STAFF REPORTS

ED Dzema - We have a vacancy in our finance department, our bookkeeper position is open. Eileen was with us for a short time, she left us about a week ago for a full time job. We have been conducting

interviews. The COVID-19 vaccines are out there; it is early though. It is going to take a little bit of time. You can find all the information online. Murphy is setting the mega sites in the state. The CDC is setting the guidelines, then the state breaks it down further. Reach out to your general practitioner for further direction. There is a new stimulus bill out there, \$25 billion for emergency rental assistance. Court is suspended again. The moratorium for evictions was extended until January 31st. The government is nervous once the court comes back into play, evictions will be ramped.

OLD BUSINESS - None

NEW BUSINESS - None

RESOLUTIONS

FY21-013 - Resolution to approve the fiscal audit of the year ended June 30, 2020.

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

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

FY21-014 - Resolution appointing a fund commissioner to the New Jersey Public Housing Authority Joint Insurance Fund for the year 2021.

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

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

FY21-015 - Resolution awarding the contract for the fire alarm panel backup power upgrade at Jennie Parker Manor to Sodon' s Electric for \$13,500.

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

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

FY21-016 - Resolution to approve a merit payment to the staff.

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

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

PUBLIC PORTION -

Chair Miller closed the public portion.

ADJOURNMENT - Chair Miller closed the public meeting at 3:05PM.


Motion made by Comm Francy to adjourn meeting, and seconded by Comm Rugg. All in favor.
 Motion to adopt December 22, 2020 Regular Board Meeting, Public Portion Minutes

moved by Commissioner Tkoch and seconded by Commissioner Francy

Roll Call for Adoption of December 22 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 the 26th day of January 2021.



 Douglas J. DeMa
 Executive Director