

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**

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

**September 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  
Ida Tkoch, Commissioner  
Richard O'Neil, Commissioner  
Dolores Francy, Commissioner

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

Absent: Daniel Conrad, Commissioner

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

**APPROVAL OF MINUTES**

***July 23, 2013, Regular Board Meeting, Public Portion***

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

Aye	(5)	Rugg, Tkoch, O'Neil, Francy, Miller
Nay	(0)	
Abstention	(1)	Kane
Absent	(1)	Conrad

## **PRESENTATION OF BILLS**

Motion made to approve the July 23, 2013 Bills List by Comm O'Neil and seconded by Comm Kane. Chair Miller asked for a vote.

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

**CORRESPONDENCE** – None.

## **COMMITTEE REPORTS**

Dep ED Homefield read the vacancy report for September. There are 2 vacancies at Ptak and there are 0 at JPM. There are 9 residents on the Ptak waiting list and 60 non-residents. There are 10 residents on the waiting list at JPM and 45 non-residents.

Comm Rugg reported that there would not be a Bingo tomorrow as Mr. Hartsgrove was going to have surgery and Comm Rugg would like a break.

## **OFFICERS & STAFF REPORTS**

ED Dzema reported that the HUD Labor Standard review is being conducted this coming week by Gary Kinsel. This is the first such review.

He reported that he had researched the question from the last meeting regarding fire extinguishers in every unit. The State Administrative Code only requires extinguishers in buildings with fewer than three dwelling units.

The annual audit will be conducted sometime in October.

Capital Report:

- Working on an Energy Performance Contract but have placed this on hold as we will be considering the RAD program.
- The Board will be ratifying a contract later in the meeting for concrete work that was done by CCL, and they are also taking care of six soffets.
- FEMA request we submitted to HUD is still out there. We did ask for a generator for both locations.
- We are having generator issues with our generator here at Ptak. FM Generator and our HVAC contractor are working on the exhaust issue.
- This past week, we submitted an application for a CDBG (Community Development Block Grant) which is competitive. This year we applied to replace sanitary piping under three buildings at JPM. We asked for \$22-24K.

Dep ED Homefield reported that the quarterly dog sweep was done today and that no live bed bugs or live eggs were detected.

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – None to report.

**RESOLUTIONS**

**FY13-012** – Resolution ratifying approval of a policy for Ptak Community Room use by Borough and other organizations in the wake of Hurricane Sandy.

Motion was made by Comm Kane and seconded by Comm O’Neil.

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

**FY13-013** – Resolution to award a Consulting Contract to Execu-Tech Inc. to perform an initial assessment to determine the feasibility of submitting an application for the “RAD” Rental Assistance Demonstration program.

Motion was made by Comm O’Neil and seconded by Comm Francy.

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

**FY13-014** – Resolution awarding a contract for Elevator Maintenance and Repair Services.

Motion was made by Comm O’Neil and seconded by Comm Kane.

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

**FY13-015** – Resolution ratifying award for Concrete Sidewalk and Brick Repair work.

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

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

### **PUBLIC PORTION**

Butch Welch, apt. 208 – Advised the Board that the second hand smoke in the building is getting worse. He asked the smokers to be more considerate.

Nancy Berry, apt. 303 – Stated that there has been discussion about a possible dress code in regard to pajama bottoms. She feels it is okay. Comm Rugg noted that there have been complaints.

Victoria Marks, apt. 313 – Wanted to know why Bingo had to be cancelled. She wanted to know if they could have a Bingo even though the others were not going to be available to run it. Dep ED Homefield advised that she would see what she could do to accommodate the tenants and would get back to her.

Joe Miller, apt. 406 – Asked if the Board would acquire some type of shelter for the smoking area. Chair Miller agreed to take this under advisement.

Vickie Cooke, apt. 208 – Pointed out the art work on the wall and asked tenants to please join the art group. Dep ED Homefield added that this program has been quite successful and also encouraged participation.

### **EXECUTIVE SESSION**

Motion made by Comm O'Neil to move to Executive Session, and it was seconded by Comm Kane. All in favor.

### **ADJOURNMENT**

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

Motion to adopt September 17, 2013 Regular Board Meeting, Public Portion Minutes moved by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_.

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

	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>	<b>Abstain</b>
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 22<sup>nd</sup> day of October, 2013.