

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**July 26, 2016
REGULAR MEETING
Minutes of Public Portion**

OPENING

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

ROLL CALL

Present: Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Rebecca Kane, Commissioner
Dolores Francy, Commissioner
Ellen Williams, Commissioner
Gloria Miller, Chairperson

Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
John Bonello, Attorney
Douglas Sabey, Construction Inspector
Charlie Wells, Deputy Fire Marshall

Absent: Richard O'Neil, Commissioner

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

APPROVAL OF MINUTES – *June 28, 2016 Regular Board Meeting, and Public Portion and Executive Session.*

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

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

PRESENTATION OF BILLS

Motion made to approve the July 26, 2016 Bills List by Comm Rugg and seconded by Comm Williams. Chair Miller asked for a vote.

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

ED Dzema: over the last several months we have discussed the possibility of having fire extinguishers installed in everyone's apartments. We have invited Charlie Wells, Highland's Deputy Fire Marshall and our Construction Inspector, Doug Sabey; to speak about the extinguishers. It is not mandatory to have one in each apartment. We want to work with the borough and their recommendations on this. **Doug Sabey:** We can install a portable extinguisher in the individual apartments. There are currently portable units throughout the building in the common areas. If there is a fire in your apartment, we want you to get out to a safe area. **Charlie Wells:** Our recommendation is to put a fire extinguisher in every apartment. If there is a fire in your apartment we would still tell you to secure the door and get out of the apartment. We don't want you to put your safety in jeopardy and attempt to fight the fire. **ED Dzema -** We will reach out to our insurance company and get what their position is on this.

CORRESPONDENCE

-ED Dzema: We have one notice out to the residents regarding getting toilet tank serial numbers as there is a recall.

COMMITTEE REPORTS

Comm Rugg – at Bingo we had Italian last week. This week are having salads and cupcakes.

Renee read the vacancy report for July. There are 0 vacancies at Ptak and there are 0 at JPM. There are 5 residents on the Ptak waiting list and 93 non-residents. There are 2 residents on the Ptak waiting list and 45 non-residents.

OFFICERS & STAFF REPORTS

ED Dzema –

-The HUD smoking ban final rule is due out the end of September.

-RAD Program:

-We are continuing negotiations with PNC Bank. We are getting close to receiving proposals on an interest rate to borrow money to do construction at both sites. We are waiting on the bank and HUD approval.

-Security:

-We have someone here from our security company that is going to be meeting with commissioners later to speak about the security that is ongoing in the building.

-We have also implemented other additional security upgrades in the building.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS -

FY17-001 - Resolution approving and authorizing the write-off of selected designated uncollectible rents due on vacated units.

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

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

FY17-002 – Resolution to award a contract for fiscal audit services for the years ended June 30, 2016 and June 30, 2017.

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

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

FY17-003 – Resolution awarding the contract for the engineering services to remodel the kitchens at Jennie Parker Manor.

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

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

FY17-004 – Resolution awarding the contract for the engineering services for exterior repairs at Jennie Parker Manor and Ptak Towers.

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

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

FY17-005 – Resolution awarding the contract for the engineering services to replace the boilers and roof exhaust fans at Ptak Towers and to replace the boilers, thermostats and sewer lines at Jennie Parker Manor.

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

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

FY17-006 – Resolution awarding the contract for the engineering to replace the interior doors and lighting fixtures at Ptak Towers and to replace the windows, hand rails and lighting fixtures and to repair the foundation at Jennie Parker Manor.

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

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

FY17-007 – Resolution approving an award of contract for phase II environmental review at Ptak Towers and Jennie Parker Manor.

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

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

PUBLIC PORTION

Victoria Marks, apt. 311- regarding the security personnel, I would like to know why, is it permanent or temporary, is it a serious situation? Also, why is it not 24/7 throughout the building? Atty Bonello – It would be best classified as a temporary option, due to a

couple of events that occurred. They were brought in for building safety and are not here for long term.

Chair Miller closed the public portion.

EXECUTIVE SESSION

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

ADJOURNMENT


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

Motion to adopt July 26, 2016 Regular Board Meeting, Public Portion Minutes moved by Commissioner Rugg and seconded by Commissioner Francy.

Roll Call for Adoption of July 26, 2016 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Kane			X	
Commissioner Rugg	X			
Commissioner Tkoch	X			
Commissioner O'Neil	X			
Commissioner Francy	X			
Commissioner Williams	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 27th, day of September, 2016.



Douglas Dzema
Executive Director