

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**  
**Ptak Towers**  
**215 Shore Drive, Highlands, NJ 07732**  
**November 27, 2018**  
**REGULAR MEETING**  
**Minutes of Public Portion**

**OPENING**

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

**ROLL CALL**

Present: Rebecca Wells, Commissioner  
Mae Rugg, 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

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

**Chair Miller** – I want to start by saying how festive the room looks. **ED Dzema** – Thank you to all that helped decorate.

**APPROVAL OF MINUTES – *October 23, 2018 Regular Board Meeting, Public Portion and Regular Board Meeting, Executive Session.***

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

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

**PRESENTATION OF BILLS**

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

Aye (7) Kane, Rugg, Tkoch, Francy, Williams, Goddard, Miller  
Nays (0)  
Abstention (0)  
Absent (0)

**CORRESPONDENCE** – none.

**COMMITTEE REPORTS**

**Comm Rugg** – We are still having Bingo.

**Comm Williams** – The storytelling/creative writing workshop did meet last week and we are going to meet again before the holidays. The Highlands Arts Council is advertising us so we are now getting community members. One community member is bringing pastries and coffee to our next meeting. I want to thank Mary Sommer for bringing one of her paintings down for the group to interpret. Jackie is taking classes with her.

**Comm Tkoch** – We had the pumpkin decorating party, it was very nice. One of the charities I donate to is the Veterans. From that donation I received a paper that shows tenants how to obtain benefits and get transportation from here. Bad news, tenants are keeping the carts in their apartment. They need to bring them back down to the community room when they are through using them. We decorate in the lobby on each floor. Someone took plants and other items. Katz is coming on Sunday. Then we have the Highlands Community Singers and the Carolers coming.

**Renee** – We also have the Girl Scouts coming for Holiday Festivities. They have not confirmed what they will be doing – they mentioned caroling and bingo.

November Vacancy Report: 0 vacancies at Ptak and JPM. 7 residents on the Ptak waiting list and 141 non-residents. 6 residents on the JPM waiting list and 80 non-residents.

**OFFICERS & STAFF REPORTS**

**ED Dzema** – We are still negotiating with T-Mobile for the roof antenna. The RAD program is moving forward. I will have a better report for the commissioners for the December meeting. Our tenant Christmas Party is scheduled for Tuesday, December 4 at 1:00pm; with Clifford for entertainment.

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – **Comm Williams** – I understand the generator did not go on when the electric went out. Renee said it was low on oil. **Renee** – the generator does a test run every week. Up until this storm the generator had been fine based on the weekly tests. The contractor did come out and take care of the problem. We will continue to watch it.

**RESOLUTIONS**

**FY19-010** – Resolution to approve a merit payment to the staff.

Motion was made by Comm Goddard seconded by Comm Francy.

Aye (7) Kane, Rugg, Tkoch, Francy, Williams, Goddard, Miller  
Nay (0)  
Abstention (0)  
Absent (0)

**FY19-011** – Resolution authorizing the extension of the contract for computer repair services.

Motion was made by Comm Williams seconded by Comm Francy.

Aye (7) Kane, Rugg, Tkoch, Francy, Williams, Goddard, Miller  
Nay (0)  
Abstention (0)  
Absent (0)

**FY19-012** – Resolution authorizing the creation and implementation of defiant trespasser list (or “ban list”).

Motion was made by Comm Williams seconded by Comm Kane.

Aye (7) Kane, Rugg, Tkoch, Francy, Williams, Goddard, Miller  
Nay (0)  
Abstention (0)  
Absent (0)

**PUBLIC PORTION** –

**Gerdana Young, apt. 309** – I am questioning about the T-Mobile tower, is it going up?

**ED Dzema** – We are in negotiations to finalize the contract.

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 Francy. All in favor.

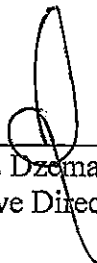
-Chair Miller closed the public meeting at 7:30PM.

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

**Roll Call for Adoption of November 27, 2018 Regular Board Meeting Minutes**

|                       | <b>Ayes</b> | <b>Nays</b> | <b>Absent</b> | <b>Abstain</b> |
|-----------------------|-------------|-------------|---------------|----------------|
| 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 on the 22<sup>nd</sup>, day of January 2019.

  
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Douglas Dzema  
Executive Director