

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**March 11, 2015
REGULAR MEETING
Minutes of Public Portion**

OPENING

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

ROLL CALL

Present: Gloria Miller, Chairperson
Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Richard O'Neil, Commissioner
Dolores Francy, Commissioner
Ellen Williams, Commissioner

Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
Thomas Furlong, Director of Financial Operations

Absent: Rebecca Kane, Commissioner

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

APPROVAL OF MINUTES

February 3, 2015 Regular Board Meeting, Public Portion and Executive Session

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

Aye	(5)	Rugg, Tkoch, Francy, Williams, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Kane, O'Neil

PRESENTATION OF BILLS

Motion made to approve the March 2015 Bills List by Comm Francy and seconded by Comm Williams. Chair Miller asked for a vote.

Aye	(5)	Rugg, Tkoch, Francy, Williams, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Kane, O'Neil

CORRESPONDENCE

-ED Dzema: Various notices were handed out during the month. Chair Miller asked about status of computers? ED Dzema: they are up and running, they are free and have a time limit. There is a fire wall prohibiting access to certain sites, we are looking for a fire wall that will give us more access to the internet. Renee DeMarco: our computer tech is waiting for a price quote on a new fire wall, will install after he gets that and we approve it.

COMMITTEE REPORTS

Comm Rugg reported that Bingo is going well, I want to thank Donna for calling and Patrick for helping out. Today they had a St. Patrick's Day meal, all green.

Comm Tkoch thanked us for new carpets in lobby.

Renee read the vacancy report for February. There is 1 vacancy at Ptak and there are 0 at JPM. There are 8 residents on the Ptak waiting list and 55 non-residents. There are 3 residents on the waiting list at JPM and 19 non-residents.

OFFICERS & STAFF REPORTS

ED Dzema gave update:

-As you know we had a fire in the laundry room at Jennie Parker Manor, the laundry room is up, running/open and the dryer was replaced. In addition we are upgrading size on a washer and dryer here, as well as working on the card machines to convert your cash to a card. We have signed off on the proposal for Ptak, we are waiting on the proposal for JPM, they want to do it all at the same time, this is on its way.

-The pool table and the player piano refurbishment is something that Renee and Pam have been looking at for some time. They have been through a number of vendors for the player piano - 4 vendors for the player piano and one is scheduled to come out tomorrow. In addition we have 4 or 5 people to come out to look at the pool table - we have had several no show/cancellations, the weather? The problem with the piano - is it is a player piano and its true value?? Is it worth fixing?

- Comm Rugg: can we do something about the bingo board it is getting worse? Renee responded that she just asked Barbara today – do any repairs need to be made to the board -- as we had a call into the company for another reason. Barbara confirmed it was fine. We will call back and schedule an appointment.

- Comm Tkoch: how about getting someone out to teach us about the computers? ED Dzema: first we need to get the new fire wall installed to let us access the wanted sites, then we can work on that.

-There is a lot of concrete heaving as over the last couple of months it has been very cold. Doug Sabey has been out as well as the maintenance staff and we will be replacing some concrete as well as curbing as soon as the weather breaks at both JPM and Ptak. Please be careful until then, this is a normal occurrence after the winter. Once the weather breaks we will be on this.

-On the 404 mitigation plan we had been successful with the emergency generator for Ptak; and now for JPM. We have an RFP out for the A&E firms that we will be hiring. Here at Ptak we will be replacing the generator, at JPM where we currently have no generator we will now be getting one; we will be able to keep the C building running, this is where the community center and laundry room are. The new mantra from FEMA, who is providing the money, is they want the tenants to stay in place, not to have to run to a shelter.

-We are continuing to work on the evacuation plan. Renee: we are having Doug Sabey incorporate some of the fire departments requested information into the plan, then we will be ready to move on – setting up a meeting including the fire department/tenants.

-We did hand out a Commissioner Questionnaire for you the board to review, Tom Furlong is here to answer some questions as this questionnaire is needed from all of you to complete our budget. Tom Furlong: the budget process starts now and is due to the Department of Community Affairs May 1. The state expanded their budget submission requirements this year. All authorities have to report this information. A number of questions relate to the commissioners, the questionnaire is designed to answer these questions. I would like the questionnaires back the 1st week of April.

- Renee has been working on getting our website updated and it is up and running – she is now able to maintain it, and will post all the minutes along with a list of other items; which are all state required.

- There is Finance Committee meeting at 4:30pm on March 30. It is Gloria, Dolores and Becky.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS

FY14-030 – Resolution ratifying the contract renewal on a month to month basis for fire pump inspection, maintenance and repair services.

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

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

PUBLIC PORTION

Patrick Murray, apt. 221 - You can’t get on to AOL, Facebook. ED Dzema – we understand that, it is because it is an overbearing firewall and that is going to be corrected.

Veronica Stahle, apt. 217 – Do we currently have a cleaning person? ED Dzema – not at this time. VS - Are you looking for someone? ED Dzema – not at this time, we are evaluating our options. Joe and John have been helping cover this position.

Richard Gelsomine, apt. 515 – The smoking in the building is out of control. It violates the state laws, the federal laws, there are penalties and fines for smoking in HUD buildings. Nothing seems to get done about it. Give the people a place in the building to smoke. People don’t go outside when it is cold. It violates the air quality. Laws are being broken. It is against the law to smoke in this building. Atty – Your lease prohibits smoking. In the past we have enforced it and we can prove it. It is a process but we have evicted people who have smoked and refused to comply with the regulations. If you do know for a fact people are smoking report it to Renee, she will give them warnings to stop – if they don’t she will enforce the lease which will result eventually in an eviction. You have to know who is smoking and you have to prove they are smoking, if that is the case we enforce the lease provision.

Chair Miller closed Public Portion.

Motion made by Comm Francy to adjourn the meeting and it was seconded by Comm Rugg. All in favor.

ADJOURNMENT

Chair Miller closed the public meeting at 7:35 PM.

Motion to adopt March 11, 2015 Regular Board Meeting, Public Portion Minutes moved by Commissioner Williams and seconded by Commissioner Tkoch.

Roll Call for Adoption of March 11, 2015 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 28th day of April, 2015.

 Douglas Dzema
 Executive Director