

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732

November 21, 2017
REGULAR MEETING
Minutes of Public Portion

OPENING

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

ROLL CALL

Present: Rebecca Kane, Commissioner
Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Ellen Williams, Commissioner
Ray Goddard, Commissioner
Gloria Miller, Chairperson

Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
Thomas Furlong, Director of Financial Operations
Brian Waldron, Auditor - Holman, Fernia, Alison P.C.

Absent: Dolores Francy, Commissioner
John Bonello, Attorney

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

APPROVAL OF MINUTES – *October 24, 2017, Regular Board Meeting and Public Portion.*

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

Aye	(5)	Rugg, Tkoch, Williams, Goddard, Miller
Nay	(0)	
Abstention	(1)	Kane
Absent	(1)	Francy

PRESENTATION OF BILLS

Motion made to approve the November 21, 2017 Bills List by Comm Williams and seconded by Comm Kane. Chair Miller asked for a vote.

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

AUDIT REPORT

ED Dzema introduced Brian Waldron, from Holman, Frenia, Allison, our auditing firm for our year ending 6/30/17. Our CFO, Tom Furlong is here as well. Tonight we will have Brian present not only to the entire board, to everyone that is here so that we have full disclosure. There are state requirements for the audit, we have to make submissions to HUD and the DCA; we have to publish a synopsis in the newspaper and make full disclosure of the full results of the audit. The threshold for the type of audit completed by the firm was raised this year from \$500,000 to \$750,000. We went over the limit because of our FEMA Grant. There were no findings and no management letter was issued. Our reserve increased to 94%. It's typically a goal to keep your operating reserve at 40%, we are more than double in terms of a secure position. Brian – once again, there are no findings; it is a clean opinion, everything is in compliance. We have no recommendations. We thank Tom and the staff for their support with the audit, as we had to look into a lot more than we have had to in the past year. The operating reserve is at a high level and no issues that needed to be brought to attention. The only thing I request of you the board is to sign the affidavit stating you have received a copy of the audit. Comm Goddard – question for Tom, it indicated in the pamphlet that there was a \$203,000 reduction of cash, which I understand we are going to get back in accounts receivable based on a grant for the generator, did we get that back yet? Tom Furlong – we did not, we just made the submission a week or two ago, we should get it back by December 31. Comm Goddard – other than that I just want to compliment the executive director and our staff for an outstanding audit.

CORRESPONDENCE

ED Dzema: There was just one notice regarding the parking lot. Once again these are in the package to let the commissioners know the day to day activity at the authority.

COMMITTEE REPORTS

Comm Rugg: We are still having bingo every Wednesday, we don't always have food. The tenants are having bingo on Sundays with small prizes they bring.

Comm Tkoch: We had a wonderful Halloween party, plenty of food. We are going to have a New Year's Eve Party also. Katz's had a very nice Thanksgiving dinner for the tenants. There was a lot of food. Mark wants to have a tenant Saturday movie night.

Comm Williams: The story telling workshop is monthly and it is open to people of the community. It is for them to tell stories, jokes, write, reminisce. Also the Highlands Historical Society has expressed interest and would like to help promote this. Our next workshop is Monday the 27th. I just want to make a correction – this is not all about the Highlands or the hurricane, it is whatever you want to talk about - it is not heavy or difficult. We have fun and laugh, we bring things in from home, from our scrap books; I think this week I am going to bring in my grandmother's Irish wedding dress. Please join us.

November Vacancy Report: Ptak and JPM have 0 vacancies. Ptak has 9 residents and 127 non-residents on the waiting list. JPM has 12 residents and 61 non-residents on the waiting list.

OFFICERS & STAFF REPORTS

ED Dzema – RAD Update: Excess money that has been going into the operating reserve will be used for the RAD program for more capital improvements on the buildings for both sites.

Mural: for back wall, no activity; Renee left Mr. Kovic several messages for him to please call back so we may meet and discuss the back wall. Joe – did run into him last night – asked him to contact Renee in office to discuss back wall.

Christmas Party: We have a Christmas Party scheduled for December 20, 1:00pm-4:00pm. Neil Dankman has been booked for entertainment.

Board and Staff Meeting/Dinner: Scheduled for December 6, 5:30pm at Angelica’s in Sea Bright.

Website: Our new website is up and running. We had to change our website because of software changes. This is mandatory by the DCA standards; our minutes, budgets, audits, as well as all our contact information is housed on the site.

Capital Report: - As mentioned the generator projects at both sites have been completed and we are expecting \$274,000 back from the state; we will hopefully have it back by the end of the year.

- The UST project is almost completed here, we removed the tank from the old generator, there was a bit of contamination. We have removed the contaminated dirt we should receive a no further action letter from the DEP.

- We are considering adding to the smoking pad, so there is room for another bench. We are looking to add another 6 x 10 section, the estimated cost is \$4000.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS –

FY18-012 – Resolution certifying the local finance board of the State of NJ has reviewed the annual audit report for the fiscal year ending June 30, 2017.

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

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

FY18-013 – Resolution awarding the contract for fire suppression systems inspection, maintenance and repair services through 11/30/19.

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

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

FY18-014 – Resolution appointing a fund commissioner to the New Jersey public housing authority joint insurance fund for 2018.

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

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

FY18-015 – Resolution to approve a merit payment to the staff.

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

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

PUBLIC PORTION

Billy Wuelfing, apt. 509 – I thought the generator was supposed to power all the apartments. EDDzema – That was never the intent. It was to power all the hallways, the emergency services, the downstairs common areas and the HVAC. Whatever extra benefit we were able to receive from the way they wired it was going to be a benefit to us. We never believed we had the capacity to handle all the apartments.

Nancy Gainer Berry, apt. 303 – This is my husband Joseph Berry. We received a letter from Mr. Bonello that I guess is not here tonight which I needed to discuss something with him along with Renee that she knows about. I did call the police department about a letter that we did receive against us. I spoke to the police officer, he said my apartment was never signaled out, it was the whole floor. I was wondering why we were the only ones that were singled out and got this letter. Renee knows what I am talking about and it was never happening. I was totally upset about it, I would like it taken out of our records. EDDzema – I have a little bit of information on this from AttyBonello. I guess there is reasonable intent to believe that there is smoking going on in your apartment.

Nancy Gainer Berry – I would like that paper removed from my file.

Vickie Marks, apt. 311 – I know for a fact that Nancy does not smoke tobacco anymore and I know for a fact she has never smoked marijuana. There is a smell on my floor of cigarettes and marijuana on occasion and it is on our end, but it is not Nancy.

Chair Miller closed the public portion.

EXECUTIVE SESSION

No executive session needed.

ADJOURNMENT

Motion made by Comm Goddard to adjourn meeting, and it was seconded by Comm Kane. All in favor.


Chair Miller closed the public meeting at 7:45 PM.

Motion to adopt November 21, 2017 Regular Board Meeting, Public Portion Minutes moved by Commissioner Goddard and seconded by Commissioner Williams.

Roll Call for Adoption of November 21, 2017 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Kane			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 23rd day of January, 2018.



Douglas Dzema
Executive Director