

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**

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

**September 30, 2015  
REGULAR MEETING  
Minutes of Public Portion**

**OPENING**

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

**ROLL CALL**

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

Also Present: Douglas Dzema, Executive Director  
Renee DeMarco, Residential Operations Manager  
John Bonello, Attorney

Absent: Rebecca Kane, Commissioner

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

**APPROVAL OF MINUTES – August 29, 2015; Regular Board Meeting, Public Portion and Regular Board Meeting, Executive Session**

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

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

**PRESENTATION OF BILLS**

Motion made to approve the September 2015 Bills List by Comm O'Neil and seconded by Comm Tkoch. Chair Miller asked for a vote.

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

**CORRESPONDENCE**

Various notices were prepared by Renee and Pamela and went out to the tenants.

**COMMITTEE REPORTS**

Renee read the vacancy report for September. There were 2 vacancies at Ptak and 1 at JPM. There are 10 residents on the Ptak waiting list and 81 non-residents. There was 1 resident on the waiting list at JPM and 31 non-residents.

Comm Rugg – We have been having bingo as usual but today it was early. Today we had birthday cake for Barbara, it was her Birthday – she helps me with bingo. At the resident party we had an excellent time. It was on September 16. The food was good, the entertainer was good – a great time was had by all.

Comm Tkoch - The Highlands community center is going to be opening in October. That means the library is going to open also. The library has been Tara Ryan's project. Volunteers and books in good shape are needed. Atlantic Highlands has donated books. October 8, Flu shots will be distributed in the Community Room.

Renee – Tara Ryan and Kevin Redmond will be coming in on October 15 to give update on the Highlands. – **Cancelled.**

**OFFICERS & STAFF REPORTS**

ED Dzema:

- We have been speaking to you over the last number of months about the new program that HUD is offering called RAD, Rental Assistance Demonstration program, and we have had Requests for Proposals out on the street to hire various professional over the last number of months and we are making progress. We plan on awarding a contract for legal services at the upcoming board meeting. We met with some of the city council; Tim Hill, Becky Kane, Tara Ryan, in addition to myself, John Bonello, Tom Furlong and Renee and Bill Snyder who works for us; on the 21<sup>st</sup>. We need them to be supportive, if they are not we will not move forward. Feedback was healthy. Next step will be to meet with the city council to discuss the pilot in lieu of taxes.

Capital Report –

-At Ptak Towers the Fire Pump project is moving on, the pre-construction meeting took place September 21, the contractor is preparing submittals.

- There has been a change in the generator plans for Ptak. We have to raise the generator to a certain level/height due to the Flood plain/FEMA. Therefore, the new generator will now need to be moved outside, it will not remain in the boiler room.

- Security cameras have been upgraded/added in addition to new monitors/DVR players at both Ptak and JPM.
- We are looking to award the RFP for new toilet partitions in the public bathrooms here at Ptak tonight.
- We are waiting for one more proposal for a new canopy outside the back entrance here at Ptak, we are looking to award that next month.
- At JPM a generator is going to be installed as well and that will be outside.
- We submitted the application for the Ross grant, to be considered. I believe their decisions are made, we should hear back in the next couple of weeks.

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – None to report.

**RESOLUTIONS** -

**FY16-003**– Resolution to renew membership in the New Jersey Public Housing Authority Joint Insurance Fund.

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	(2)	Kane

**FY16-004** – Resolution awarding the contract for the replacement of the toilet partitions at Ptak Towers.

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

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

**FY16-005** – Resolution authorizing the award of the contract for elevator maintenance and repair services.

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

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

**FY16-006** – Resolution increasing the bid threshold to \$40,000.00.

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

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

**FY16-007** – Resolution revising the Public Housing Admissions & Occupancy Policy and Lease Flat Rents of the Highlands Housing Authority.

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

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

**PUBLIC PORTION**

**John Rahm, apt. 302** – the sidewalks out front have wide joints, are uneven. **ED Dzema** – I will have our construction inspector inspect them.

**Vickie Cooke, apt. 208** – a couple neighbors and I were talking about getting some exercise tapes in the community room and possibly doing yoga? Would there be a problem with that? **ED Dzema** – John would there be a problem with this? **Atty Bonello** – No. **ED Dzema** - We can certainly purchase some tapes. **V. Cooke** - There is a lady who specializes in arthritis for seniors. I will look into it. At the very least I would like to get some tapes. Second thing - another resident and I were talking about having a pumpkin carving contest at the end of the month. Could you help us purchase pumpkins? **ED Dzema** – I think we could handle that. **V. Cooke** – Talk to Renee? **ED Dzema** – Yes, please.

**Dwight Welch, apt. 203** – we have another hurricane coming, what are the rules going to be this time, as far as using this room as an emergency standpoint. **ED Dzema** - you have a good point with that, Becky Kane is meeting with local OEM team tonight and I expect to speak with her first thing tomorrow. The borough has our plan. Between tomorrow/Friday we will call a resident meeting, Doug Sabey will be here to run it. **D. Welch** - some of us are diabetic, we need the refrigerator for medicine. People from town come to use the room, it has always been used for emergencies before.

**Royal Clark, apt. 317** – I want to commend a few people who work here, Renee as well as John the maintenance man who is fairly new and Joe although he is an old timer. I want buy John a soft glove to use when he knocks on my door though. With the weather that is coming, although I know it is a sore subject to many, we need some type of protection as many do not have cars to huddle in, in the winter. Some form of protection

to the smoking bench possibly? **ED Dzema** – there has been consideration given to that by this board. There was consideration given to building a shelter where they sit now, outside the carport. The problem was that we have restrictions based on local ordinances of the zoning board in terms of setback. **R. Clark** – What about by the shed? It has to be 25 feet off the building. **ED Dzema** - It had been considered and presented to the zoning board in the past.

**John Rahm, apt. 302** – where is the generator being placed outside? **ED Dzema** – we know it has to be placed outside, exactly where it is going we don't know. It will be larger than the one we had, it will provide more electricity than the one we had. The old one will be dismantled and removed. This project is being worked on daily, including the specifications, it will take months.

**EXECUTIVE SESSION**

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

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

Motion to adopt September 30, 2015 Regular Board Meeting, Public Portion Minutes moved by Commissioner O'Neil and seconded by Commissioner Rugg.

**Roll Call for Adoption of September 30, 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 27<sup>th</sup>, day of October, 2015.

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 Douglas Dzema  
 Executive Director