

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**

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

**July 24, 2018  
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  
Dolores Francy, Commissioner  
Ellen Williams, Commissioner  
Gloria Miller, Chairperson

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

Absent: Ray Goddard, Commissioner

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

**Chair Miller – I would like to congratulate/thank ED Dzema for we are now a RAD Housing Authority.**

**APPROVAL OF MINUTES – *June 26, 2018 Regular Board Meeting, Public Portion and Regular Board Meeting, Executive Session.***

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

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

## **PRESENTATION OF BILLS**

Motion made to approve the July 24, 2018 Bills List by Comm Francy and seconded by Comm Williams. Chair Miller asked for a vote.

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

## **CORRESPONDENCE**

ED Dzema: There were two Notices to the residents; one on the carpet cleaning and one on the fire alarm testing.

## **COMMITTEE REPORTS**

Comm Williams – We are still going strong with our “storytelling” and MaryAnn Smith will be offering the Art Classes. We will get a notice out to the community and invite the public to come. In the fall we will work on the school project, intergenerational program with the students; combined with the oral history program.

Comm Rugg - We are still having Bingo.

Comm Tkoch – We will wait until Labor Day to have our next party. Our tenant party was wonderful. The entertainer Cliff was great. ED Dzema – we had a nice commissioner attendance; 4 commissioners.

Renee - July Vacancy Report: 0 vacancies at Ptak and JPM. 12 residents on the Ptak waiting list and 133 non-residents. 7 residents on the JPM waiting list and 79 non-residents.

## **OFFICERS & STAFF REPORTS**

**ED Dzema –**

-The RAD closing did take place, the new subsidy started as of July 1. The staff is working to convert all leases to RAD using the new software. Our income will increase 18% across the board with the new RAD program.

-The Board will consider if we will adopt our new budget tonight. We will have a public hearing. We have a \$25,000 surplus in the budget, it is also setting aside \$85,000 a year for capital improvements. In addition, \$500,000 was borrowed from Investors Savings Bank for additional capital improvements. I plan on having our construction inspector, Doug Sabey, attend the next meeting to go over some of the work we plan on doing here at Ptak and at JPM.

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – None to report.

**RESOLUTIONS** --

**FY19-001** – Resolution adopting the annual budget for FY 2019.

Public Hearing for the FY 2019 budget only.

ED Dzema – This budget was introduced to the Board in May. It was sent to the Department of Community Affairs. We received it back with no comments for any changes or corrections. We are opening it up to the floor for any comments and or questions?

Public Hearing closed.

Motion was made by Comm Francy seconded by Comm Tkoch.

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

**FY19-002** – Resolution to authorize the designated signatories for investors bank for the Highlands Housing Authority.

Motion was made by Comm Williams seconded by Comm Francy.

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

**FY19-003** - Resolution authorizing the hiring of a part time custodian.

Motion was made by Comm Francy seconded by Comm Kane.

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

**PUBLIC PORTION**

Gloria Miller closed the public portion.

**EXECUTIVE SESSION /ADJOURNMENT**

Motion made by Comm Tkoch to move to Executive Session and adjourn meeting, and seconded by Comm Williams. All in favor.


-Chair Miller closed the public meeting at 7:20PM.

Motion to adopt July 24, 2018 Regular Board Meeting, Public Portion Minutes and the Regular meeting Executive Session moved by Commissioner Williams and seconded by Commissioner Francy.

**Roll Call for Adoption of July 24, 2018 Regular Board Meeting Minutes**

	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>	<b>Abstain</b>
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 28<sup>th</sup>, day of August, 2018.

  
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Douglas Dzema  
Executive Director