

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
March 28, 2022
REGULAR MEETING
Minutes of Public Portion

OPENING

EDDzema called the meeting to order at 7:00PM, Pledge of Allegiance and Reading of Meeting Notice.

ROLL CALL

Present: Rebecca Wells, Commissioner
Ida Tkoch, Commissioner
Dolores Francy, Commissioner
Ellen Williams, Commissioner
Nancy Messina, Commissioner
Lori Hohenleitner, Commissioner
Absent: Gloria Miller, Chairperson
Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
Tom Furlong, Director Financial Operations
John Bonello, Esq.

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

APPROVAL OF MINUTES – *February 22, 2022 Regular Board Meeting, Public Portion*

Motion made to adopt the minutes by Comm Messina and seconded by
Comm Francy. EDDzema asked for a vote.

Aye	(5)	Tkoch, Francy, Williams, Messina, Hohenleitner
Nay	(0)	
Abstention	(1)	Wells
Absent	(1)	Miller

PRESENTATION OF BILLS

Motion made to approve the March 2022 Bills List by Comm Wells and seconded by Comm
Francy. EDDzema asked for a vote.

Aye	(6)	Wells, Tkoch, Francy, Williams, Messina, Hohenleitner
Nay	(0)	
Abstention	(0)	
Absent	(1)	Miller

CORRESPONDENCE

EDDzema – This is a general Notice that covers all the general Notices that were sent out to the residents as well as all the COVID distributions that were done the past month.

COMMITTEE REPORTS

Comm Tkoch – the building is staying nice and clean; we make it into the community room every night. The outside is looking good. They are getting ready to plant some flowers. As usual the guys are great.

Renee – March: 0 vacancies at Ptak and JPM. At Ptak: 4 residents and 63 non-residents on the waiting list. At JPM: 3 residents and 14 non-residents on the waiting list.

OFFICERS & STAFF REPORTS

EDDzema – as far as the COVID update, we are meeting live again. From an administrative standpoint we are still having difficulty hiring a Custodian. Over the last three weeks we had 2 what we thought were viable opportunities and neither worked out. Renee will step up on advertising. Regarding our site work and paving the parking lot, the contractor has informed us that the asphalt plant is still closed and he will schedule with us once it re-opens; April/May. We just contracted to have a new firewall installed; which is very important now with all the cybersecurity issues. This will give us an extra layer of protection and will lower our insurance deductible. We took possession of a new lawn tractor / snow plow; it is stationed at JPM. We made a lot of wonderful improvements with the RAD program at both sites and some things will still need to be done in the future. One of these things is the porches at JPM. These is an issue as they are starting to separate from the building. We have replaced one as a proto-type and we can't do them all at the same time due to money. We would like to replace 2 a year, starting with the worst being done first. The NJNAHRO / MARC NAHRO Conference is May 1-4 at the Hard Rock in Atlantic City.

OLD BUSINESS – None

NEW BUSINESS – None

RESOLUTIONS

EDDzema -We are introducing the budget tonight for the FYE 2023 and upon your vote, we will send it to the DCA for their review/comments and then we bring it back to the board for adoption; at a future meeting. We did have a Finance Committee meeting at which we discussed year end results and the budget for FYE 2023; Tom went through every line item on the budget. Highlights include: the operating subsidy increased 2.9% this year, our dwelling rents went down 4%, overall revenue is up 1%. \$94,000 will be will be set aside into the repair and replacement account for future repairs when needed. Our reserve level is 86%. **Tom Furlong** – 4 years ago we converted to RAD and we took out almost all our reserves, but we get an increase in our rent every year which is important. We have since built the reserves up to \$500,000 and we have about \$600,000 in our R & R that we can use for future capital improvements. RAD was a great decision, we are in good financial shape.

FY22-021 – Resolution to approve the introduction of the operating budget for the Housing Authority of the Borough of Highlands for fiscal year ending June 30, 2023.

Motion was made by Comm Wells and seconded by Comm Messina.

EDDzema asked for a vote.

Aye	(6)	Wells, Tkoch, Francy, Williams, Messina, Hohenleitner
Nay	(0)	
Abstention	(0)	
Absent	(1)	Miller

FY22-022 – Resolution awarding the contract for fire and security alarm systems inspection, maintenance and repair services to Silent Companion Corp. from 4/1/22 through 3/31/24.

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

EDDzema asked for a vote.

Aye	(6)	Wells, Tkoch, Francy, Williams, Messina, Hohenleitner
Nay	(0)	
Abstention	(0)	
Absent	(1)	Miller

PUBLIC PORTION - None

Billy Wuelfing, apt. 509 – I was just wondering when the masks were going to come off, when is the furniture coming back out and are we having any parties this year? **EDDzema** - Staff is not required to wear masks in common areas, if they are dealing with residents one on one they are required to wear one. We are not ready to bring the furniture back quite yet, I hope to have an answer on that very soon. We will take our lead from the commissioners regarding a party, we will see how things are going; maybe we can have something outdoors.

Comm Tkoch, apt. 408 – Can we get the outside of our apartment windows cleaned, they are very dirty? **Billy Wuelfing** mine are foggy. **EDDzema** – that happens as windows age, they are still in good condition, we will not be replacing them anytime soon.

Joe Mohr, apt. 302 – Out in the parking lot back here, you have cars flying in and out! Me and my aide were almost hit last Friday. I think the people who drive should get a letter about speeding – they don't stop when they are coming in or out of these driveways, they don't look; I was almost hit twice!

Renee – let me know who it is and I will follow up with them.

ED Dzema closed the public portion.

EXECUTIVE SESSION – None

ADJOURNMENT - ED Dzema closed the public meeting at 7:50PM.


Motion made by Comm Wells to adjourn meeting, and seconded by Comm Messina All in favor.

Motion to adopt March 28, 2022 Regular Board Meeting, Public Portion Minutes moved by Commissioner Messina and seconded by Commissioner Francy .

Roll Call for Adoption of March 28, 2022 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Wells			X	
Commissioner Tkoch	X			
Commissioner Francy	X			
Commissioner Williams			X	
Commissioner Messina	X			
Commissioner Hohenleitner	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 24th day of May, 2022.



Douglas Dzema
Executive Director