

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**April 25, 2017
REGULAR MEETING
Minutes of Public Portion**

OPENING

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

ROLL CALL

Present: Mac Rugg, Commissioner
Ida Tkoch, Commissioner
Dolores Francy, Commissioner
Ellen Williams, Commissioner
Ray Goddard, Commissioner
Gloria Miller, Chairperson

Also Present: Douglas G. Dzema, Executive Director
Rence DeMarco, Residential Operations Manager
John Bonello, Attorney
Thomas Furlong, Director of Financial Operations

Absent: Rebecca Kane, Commissioner

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

APPROVAL OF MINUTES – *March 22, 2017, Regular Board Meeting, Public Portion and Regular Board Meeting, Executive Session.*

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)	Francy
Absent	(1)	Kane

PRESENTATION OF BILLS

Motion made to approve the April, 25, 2017 Bills List by Comm Williams and seconded by Comm Goddard. Chair Miller asked for a vote.

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

CORRESPONDENCE

-ED Dzema: We have included correspondence that went out to the tenants over the past month to keep you updated. We did receive a note from an anonymous tenant. It is regarding the use of the computers in the community and saying that we are treating smokers cruelly and unjust as there is no shelter. We are unable to build a shelter due to the proximity of the smoking area to the building and the property line; borough zoning regulations. The net nanny will remain on the computers.

COMMITTEE REPORTS

Comm Rugg – Bingo board is not working (a service call will be made). The bingo players want to change bingo to Thursday's.

Comm Tkoch – Not enough people are attending the Yoga or Art Workshop (a notice was delivered to every tenant, and flyers hung). It is great to have the speed sign out in front of the building. The hall carpets need to be cleaned (we are scheduling a service to clean the carpets).

April Vacancy report: 0 vacancies at Ptak and JPM. 6 residents on the Ptak waiting list and 93 non-residents. 5 residents on the JPM waiting list and 54 non-residents.

OFFICERS & STAFF REPORTS

ED Dzema –

-RAD Program – HUD is putting pressure on HA's that have not closed, to come up with a firm plan. The Federal Home Loan Bank application is being published, results will be out in November, we have asked HUD for an extension.

-Non-Smoking Policy – HUD wide program has to be implemented in the next 18 months. This will be enforced, it is a mandatory requirement; no exceptions.

-Sewer charges – Comm Goddard spoke about us contesting our sewer bill. We wrote a letter to the borough administrator, came back as a no. Comm Goddard would be willing to attend a borough council meeting where it is on the agenda.

-June board meeting has been changed to June 20.

OLD BUSINESS –

Renee - Highlands Arts Council held at a Finger Painting workshop on April 20, 1:00pm - 4:00pm in the community room. 2 tenants attended. Comm Williams will conduct the next workshop May 23; on oral history, telling your life story.

NEW BUSINESS – None to report.

RESOLUTIONS -

FY17-026 – Resolution awarding the contract for legal services to Manna & Bonello for \$5,400.00 through May 31, 2018.

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

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

Budget discussion – ED Dzema and Tom Furlong, CFO, introduced the budget for FYE June 2018. It will be sent to DCA for comments/approval once the following Resolution is passed. Once we receive it back approved by the DCA we will bring it back for adoption.

FY17-027 – Resolution authorizing submission of the FY2017/2018 Budget to the State of New Jersey Department of Community Affairs.

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

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

FY17-028 – Resolution authorizing submission of the asset management budget “AMP” to the U.S. Department of HUD.

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

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

PUBLIC PORTION

Veronica Staehle, apt. 219 – How is the backyard progressing? Will we be able to have a garden this year? ED Dzema, the weather has not been co-operating, hopefully the generator project should be done in 2/3 weeks. Provided they are able to restore the soil, you should be able to have a garden.

Gloria Miller closed the public portion.

EXECUTIVE SESSION

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

ADJOURNMENT

Motion made by Comm Tkoch to move adjourn meeting, and it was seconded by Comm Rugg. All in favor.


Chair Miller closed the public meeting at 7:50 PM.

Motion to adopt April 25, 2017 Regular Board Meeting, Public Portion Minutes moved by Commissioner Goddard and seconded by Commissioner Francy.

Roll Call for Adoption of April 25, 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 24th, day of May, 2017.



Douglas Dzema
Executive Director