

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**February 26, 2014
REGULAR MEETING
Minutes of Public Portion**

OPENING

Chair Miller called the meeting to order at 7:00 PM. and proceeded with the salutation of the flag and the Pledge of Allegiance.

ROLL CALL

Present: Gloria Miller, Chairperson
Rebecca Kane, Commissioner
Mae Rugg, Commissioner
Daniel Conrad, Commissioner
Richard O'Neil, Commissioner

Also Present: Douglas G. Dzema, Executive Director
John Bonello, Esq.
Renee DeMarco, Resident Services

Absent: Jill Homefield, Deputy Executive Director
Ida Tkoch, Commissioner
Dolores Francy, Commissioner

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

APPROVAL OF MINUTES

We will not have the approval of minutes.

PRESENTATION OF BILLS

Motion made to ratify the January 24, 2014 and approve the February 26, 2014 Bills List by Comm Kane and seconded by Comm Rugg. Chair Miller asked for a vote.

Aye	(5)	Kane, Rugg, Conrad, O'Neil, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Tkoch, Francy

CORRESPONDENCE

ED Dzema noted there are four Resident Notices in the package about plumbing, snow removal, painting and the annual plan.

COMMITTEE REPORTS

Comm Conrad read the vacancy report for February. There is 1 vacancy at Ptak and there are 0 at JPM. There are 4 residents on the Ptak waiting list and 17 non-residents. There are 8 residents on the waiting list at JPM and 36 non-residents.

Comm Rugg reported that they are still having Bingo. They tried to having some of the members make the food but it didn't go over well, so they went back to making it themselves.

OFFICERS & STAFF REPORTS

ED Dzema gave update on:

-The PHA Plan-2014 Capital Fund Program Plan. A number of you participated in the meeting. It is an annual and 5 year plan. We do not need to submit the full 5 year plan to HUD every year because we are 550 or less units. The draft plan was considered by the residents, we did add metal doors to the boiler room to the plan - these were not on the plan initially, we found that as a deficit in the boiler room. Plan can be re-evaluated and moved around at any time under HUD regulations. The plan is now ready for public review and has been publicly advertised. There is a copy in the office for your review. It is open to the public, not just residents. In addition we will entertain any comments and bring them back to the board at the March 25, 2014 meeting. The board will then consider adopting the plan and we will then send it to HUD. HUD has 75 days to review so it is back for the beginning of our fiscal year, July 1, 2014. This is just an update, no approval is needed from the board at this time.

-Regarding the RAD program, we did submit our plan to HUD as of Nov. 25, 2013. There were only 60,000 vouchers available. We were not in the first 60,000. We knew that but it was important to get our plan in. If HUD appropriates additional vouchers, say another 40,000 vouchers; we would be included in that round. We are on the higher end of the list. Right now they have not put more vouchers on the table.

-We submitted a 404 mitigation plan. That had to do with Superstorm Sandy and the funds that we made an application for - for mitigation work which is about the generator

here at Ptak and up at JPM; which we told you in the preliminary stages we were approved. That is true. There are a lot of processes to step through and it is being developed as we go. We do not have a timeline for you. Highlands Housing Authority is still listed with both projects.

-Generator Situation - we had a power outage last week and the generator failed. The battery died. We do have a semi-annual contract to have the generator serviced and the generator does go on test mode every week. The battery just failed but has been replaced. We apologize for any inconvenience this may have caused and this certainly was a concern for us. The power was out for 3 hours. Hopefully that will not happen again in the future. It would be nice to replace the generators with brand new ones; the mitigation plan is looking better and better, we hope it comes to fruition.

-The budget process for the board is beginning. We are a July 1st housing authority. We will begin preparing the paperwork. We do not have pro-rated numbers yet from HUD. We have an idea of what the may be so we will shoot a little lower. We will schedule a finance meeting by the end of next week/beginning of the following week so we can move forward with that.

-The Housing Authority sent out a Resident Survey. It went out to all residents of Ptak and JPM and it went out as an anonymous survey. It was sent out and goes back to the consultant that prepared it. They are expected back March 14. What is important is there are many areas for you to write in your own feeling or thoughts or if you want to be more specific and would like to give more comments.

-Memo passed out to the board from Christine Smolder, our qualified purchasing agent-certified by the state. This is regarding the ability to go out for 2 year vendor contracts that can be renewed twice at 1 year intervals, for a total of 4 years. We currently go out for a 1 year contract with the ability to renew for 1 year. Perth Amboy uses it and we like it because we are short on staff and sometime you get better deals from a procurement stand point because they know they are getting a 2 or 4 yr deal. John, comments? (Atty responded, if you are allowed to do this -- 1 yr is too short and you could avoid going out again we should do it.) The reason I am looking for guidance from the board tonight is we have 2 RFP's drawn up like that for the Highlands and if you are satisfied with that concept and pursuing that we can certainly do that; but if for some reason you want to change it we can go back to the 1 an 1 if you would like. We do have an out clause and can default if we are not happy. (Comm Kane - we might as well do it as we can default.) Review at end of 2 years. We have an out clause. It saves on advertising, leg work. May get better deal. It is important we decide as we have to advertise it this way. Board agreed to 2 and 2.

-Commended staff while Jill's been away. Things are going relatively well, thank you for doing a fantastic job.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS

FY13-029 – Resolution renewing a contract for painting services to JG Painting & Contracting Company through February 2015.

Motion was made by Comm O'Neil and seconded by Comm Conrad.

Aye	(5)	Kane, Rugg, O'Neil, Conrad, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Tkoch, Francy

FY13-030 – Resolution renewing a contract for fire pump inspection, maintenance and repair services to Allied Fire & Safety Equipment Company, Inc. through February 2015.

Motion was made by Comm O'Neil and seconded by Comm Kane.

Aye	(5)	Kane, Rugg, O'Neil, Conrad, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Tkoch, Francy

FY13-031 – Resolution renewing a contract for electrical repair services to AMP Electric through February 2015.

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

Aye	(5)	Kane, Rugg, O'Neil, Conrad, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Tkoch, Francy

FY13-032 – Resolution approving the "Disposition of Obsolete Equipment."

Motion was made by Comm O'Neil and seconded by Comm Conrad.

Aye	(5)	Kane, Rugg, O'Neil, Conrad, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Tkoch, Francy

FY13-033 - Resolution extending the legal services agreement on a month to month basis.

Motion was made by Comm Kane and seconded by Comm Conrad

Aye	(5)	Kane, Rugg, O'Neil, Conrad, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Tkoch, Francy

PUBLIC PORTION

Gerdana Young, apt. 309 - Complained that she takes showers all times of the night and that she is legally blind. The water either goes really hot and she has to jump out of the way or it goes really cold. She would like to try to get it regulated. ED Dzema commented that if you are taking a shower either early in the morning or late at night there is the potential for the water in the pipeline to be cold as it hasn't had a chance to be circulated by anyone's use including either you or any of your neighbors and it will take a longer time to heat up. If this is not your issue, if it is a intermittent cold and hot, I would ask you to call maintenance staff to look at it. It could be the diverter, it could be the mixing valve, it could be anything. Have you mentioned it to maintenance? Gerdana said she hasn't.

Donna Torres, apt. 308 - Complained that the hot water is always very very hot, scalding hot. I think it needs to be lowered a little bit. ED Dzema - Joe, lets look at both units.

Vicki Cooke, apt. 208 - The staff has been doing a hell of a job the last couple of weeks (applause) and I wasn't going to bring it up, but there has been a noticeable sense of peace in the building.

Dwight Welch, apt. 208 – This art class and the art people that are coming here, this is really a tremendous deal. The residents really enjoy the art. As you can see our art work, the pieces here, they are for sale so you should buy them while you can -- while they are still cheap (laughter).

John Rahm, apt. 402 - the staff did a great job with the snow removal.

DZ Dzema made a public service announcement -- the new hot water heaters are here and we expect to have the installed next week. We will send a notice out to prior to installment. It may cost you a couple of hours without hot water, it should be quick. You will be notified.

Chair Miller closed Public Portion.

EXECUTIVE SESSION

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

ADJOURNMENT

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

Motion to adopt February 26, 2014 Regular Board Meeting, Public Portion Minutes
 moved by Commissioner _____ and seconded by Commissioner
 _____.

Roll Call For Adoption of February 26, 2014 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Kane				
Commissioner Rugg				
Commissioner Conrad				
Commissioner Tkoch				
Commissioner O'Neil				
Commissioner Francy				
Chairperson Miller				

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 25th day of March, 2014.

 Douglas Dzema
 Executive Director