

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**

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

**February 3, 2015  
REGULAR MEETING  
Minutes of Public Portion**

**OPENING**

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

**ROLL CALL**

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

Also Present: Douglas G. Dzema, Executive Director  
Renee DeMarco, Residential Operations Manager  
Thomas Furlong, Director of Financial Operations  
Rodney Haines, CPA – Holman Fernia Allison, P.C.

Absent: Rebecca Kane, Commissioner

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

**APPROVAL OF MINUTES**

***December 8, 2014 Regular Board Meeting, Public Portion***

Motion made to adopt the minutes by Comm Rugg 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

## **PRESENTATION OF BILLS**

Motion made to approve the January 2015 Bills List by Comm O'Neil 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

## **CORRESPONDENCE**

### **Results of the truck bid**

#### **Bidders – Name/Address**

#### **Offer to Purchase**

-Johnny U's Towing and Auto Repair  
10 North Street, Highlands, NJ 07732

\$750.00

-Jersey One Auto Sales  
495-497 Tonnele Avenue, Jersey City, NJ 07307

\$862.00

\*-RS Auto Sales  
211 E. Blackwell Street, Dover, NJ 07801

\$2011.00

\*Bid accepted

ED Dzema noted that other correspondence we have are regarding the floor cleaning and the laundry room.

## **COMMITTEE REPORTS**

Comm Rugg reported that they are still having Bingo. Comm Tkoch invited the Mayor to come see the community room.

Renee read the vacancy report for January. There is 1 vacancy at Ptak and there are 0 at JPM. There are 8 residents on the Ptak waiting list and 54 non-residents. There are 4 residents on the waiting list at JPM and 19 non-residents.

## **OFFICERS & STAFF REPORTS**

ED Dzema gave update on:

- On the 404 mitigation plan we do have our application pending for the generator money, we are keeping our fingers crossed we will be successful there.
- On the evacuation plan, Renee met David Parker and Charlie Wells. Renee explained that during the meeting which Joe Cusumano also helped with input, they explained the additional power that will be generated to the building if/when a new generator is installed and determined where the rallying points in/around the building would be. A tenant meeting will be held once the plan is completed.

-In regards to the stairwell doors/maintenance shop doors, the contract has been awarded and the contractor is currently preparing the product and we expect to have the doors replaced in the next few months.

-We had a fire in the laundry room at Jennie Parker Manor on January 15. It was a clothes dryer fire. The cause of the fire was a malfunction in/around the heating element. The origin of the fire was something that was left in there and burned. It was around \$10,000-\$12,000 damage, we are fully insured. Clean up has begun, we are waiting for a final painting estimate and hope to have the room back in service in 1 to 2 weeks.

- For the laundry room at Ptak we have previously spoke about putting in a larger washing machine and dryer, we are waiting on a proposal for these. We also spoke in the past about the pros and cons of a change machine. This company has offered an alternative - a machine that you can feed green cash into, it is a card machine. You will be issued a card which may be recharged with bills that you may recharge rather than carrying pockets full of change. It will stop the people from outside from using the machines also as only you will have a card.

-We have a conflict for the next board meeting as Mr. Bonello cannot make it. Would the board consider rescheduling it? Either 3/19, 3/12, 3/11? March 11 – Motion to make the change made by Comm O’Neil, Seconded by Comm Williams. All in favor: Aye.

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – Comm Williams-At the gathering we had a discussion and there was some interest in having the pool table and piano looked at, is this possible for the future? Motion made by Comm William to look into refurbishing player piano and pool table, Seconded by Comm O’Neil. All in Favor: Aye.

**RESOLUTIONS**

**FY14-023** – Resolution approving the disposition of obsolete equipment.

Motion was made by Comm O’Neil and seconded by Comm Francy.

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

**FY14-024** – Resolution to approve the interlocal agreement between the Highlands Housing Authority “HHA” and Perth Amboy Housing Authority “HACPA”.

Motion was made by Comm O’Neil and seconded by Comm Tkoch.

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

**FY14-025** – Resolution to approve the preparation of the Highlands Housing Authority annual and five year plan commencing July 1, 2015.

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

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

ED Dzema introduced Rodney Haines, from Holman Frenia Allison, the auditor that had been hired to go through our books and our workings. Every year there are certain requirements that we have to complete for HUD and the Department of Community Affairs. Rodney will point out pages in the audit that are important for the board members to be comfortable with in order to sign the resolution identifying they have reviewed and understand the report. Chair Miller and Comm Francy met with Tom Furlong and Mr. Haines earlier this evening and went through the audit particulars. The highlight of the audit is that we had no findings. We are at a 60% reserve level, up 9% from last year. CPA Rodney Haines gave an overview of the report, and reported they received cooperation from management in providing the information needed. Nothing came to their attention that needed to be put into the report, they are running a very well run operation here.

**FY14-026** – Resolution certifying the local finance board of the state of New Jersey reviewed the annual audit report for the fiscal year ending June 30, 2014.

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	(1)	Kane

**FY14-027** - Resolution awarding the contract for the engineering services to replace the existing fire pump, controller and other piping and instrumentation at Ptak Towers.

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

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

**FY14-028** – Resolution approving an award of contract for Green Physical Needs Assessment and Energy Audit and Physical Condition Assessment.

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

**FY14-029** – Resolution awarding the contract for bed bug dog sweeping services.

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

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

**PUBLIC PORTION**

Gabe Tauro, apt. 319 - Early in the morning the sidewalks are pretty clean but when you come to the driveway, there is no salt. Also the mats in the hallway are not large enough. The salt is getting all over the floor and in the elevators.

Pat Black, apt. 219 - Did you say Jennie Parker laundry room will take just a week to repair? ED Dzema – it will take a week or two. Between the insurance company, the contractors and getting the dryers delivered it will take a week or two.

John Rahm, apt. 402 – The lobby, I come down and there is salt all over.

Chair Miller closed Public Portion.

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

**ADJOURNMENT**

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

**EXECUTIVE SESSION**

Motion to adopt February 3, 2015 Regular Board Meeting, Public Portion Minutes moved by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_.

**Roll Call for Adoption of February 3, 2015 Regular Board Meeting Minutes**

	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>	<b>Abstain</b>
Commissioner Kane				
Commissioner Rugg				
Commissioner Tkoch				
Commissioner O'Neil				
Commissioner Francy				
Commissioner Williams				
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 11<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
Douglas Dzema  
Executive Director