

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**

**Ptak Towers**

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

**June 24, 2020**

**REGULAR MEETING**

**Minutes of Public Portion**

*Meeting was conducted via Zoom. Meeting ID and Password were posted on the Highlands Housing Authority website for public access to the meeting.*

**OPENING**

Chair Miller called the meeting to order at 1:00PM, Reading of Meeting Notice.

**ROLL CALL**

Present: Rebecca Wells, Commissioner  
Ida Tkoch, Commissioner  
Dolores Francy, Commissioner  
Ellen Williams, Commissioner  
Ray Goddard, Commissioner  
Gloria Miller, Chairperson

Absent: Mae Rugg, Commissioner

Also Present: Douglas G. Dzema, Executive Director  
Renee DeMarco, Residential Operations Manager  
John Bonello, Esq.  
Thomas Furlong, Director of Financial Operations  
Aaron Greene, Computer Systems Administrator

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

**APPROVAL OF MINUTES – May 25, 2020 Annual Meeting and Regular Board Meeting, Public Portion**

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

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

**PRESENTATION OF BILLS**

Motion made ratify March, April and to approve the June 2020 Bills List made by Comm Wells and seconded by Comm Francy. Chair Miller asked for a vote.

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

## **CORRESPONDENCE**

**ED Dzema** – Renee has put together and is keeping a list of all the Notices that have gone out since late February instead of bombarding you with all these Notices. It is important to know how in touch the staff is keeping with the residents at JPM and Ptak. The tenants are getting a wellness check call every week. Covid Report – we are having trouble keeping the front stairwell open. We have reached out to the borough for assistance ordinance wise. The staff has mentioned to the tenants that it is a fire code issue, blocking the stairwells/ramp; although that has not been effective. It is an accessibility and social distancing issue. **Renee** – we have not been any more successful keeping the entry way clear. **EDDzema** – at this time we are preparing a mitigation plan for when the office opens and we are meeting with existing tenants and or clients that are coming in. We are thinking of using the board conference room, designating that as the office for those purposes, set up to provide maximum protection to the staff. Using PPE and the products that we will put in the room; desk with plastic chair, sneeze guard for desk, partition – with good air circulation. The public bathrooms, the community room, the public kitchen will all remain closed. The furniture will remain out of the lobbies. There will be protocol, we are coming up with a written plan for meeting with tenants/applicants, etc. I have regular calls with the staff to make sure the work is getting done. **Comm Tkoch** – I think it would be a good idea to get all tenants tested. What is going on with exterminations? **EDDzema** – we do have an affiliation with the Jewish Renaissance Group in Perth Amboy and we had them come to test our residents and they went door to door. Renee – exterminations will pick up again once the restrictions are lifted, both monthly and bed bug dog sweep. If we have an emergency/infestation we will call them in.

## **COMMITTEE REPORTS**

**Renee - June Vacancy Report:** 0 vacancies at Ptak and JPM. At Ptak: 6 residents and 59 non-residents on the waiting list. At JPM: 5 residents and 29 non-residents on the waiting list.

**Comm Williams** – The intergenerational program is cancelled as the school is closed. We will revisit it in the fall, although may have to revisit it based on if the schools re-open. When the mayor was at our meeting she mentioned focus groups, Renee did you have any contact from her? **Renee** – no I did not. **Comm Williams** I think it is really important to have those to find out what the people in the community, especially Ptak & JPM, are looking for. I don't see OLPH on the distribution list for distribution. Are they bringing food here, I know they do a lot. **Renee** – I don't know. They do not contact me for their distributions. Their food pantry does not contact me for any distributions. I know they were here on weekends in the past, we do not have staff here on weekend so I am not aware of their distribution. **Comm Williams** – I will reach and meet with Valerie Strehl at OLPH to see what they are/will do for us.

**OFFICERS & STAFF REPORTS** – None to report.

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – None to report.

**RESOLUTIONS**

**FY20-043** – Resolution to approve the annual notice for FY2021.

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

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

**FY20-044** - Resolution amending the By-Laws of the Housing Authority of the Borough of Highlands.

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

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

**FY20-045**– Resolution of the Board of Commissioners of the Housing Authority of the Borough of Highlands authorizing the termination and closeout of the annual contribution contact following successful conversion of Ptak Towers and Jennie Parker Manor public housing units to rental assistance demonstration.

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

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

**PUBLIC PORTION** – None

Chair Miller closed the public portion.

**EXECUTIVE SESSION** – None

**ADJOURNMENT** - Chair Miller closed the public meeting at 2:00PM.

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

Motion to adopt June 24, 2020 Regular Board Meeting, Public Portion Minutes

moved by Commissioner Wells and seconded by Commissioner Goddard.

**Roll Call for Adoption of June 24, 2020 Regular Board Meeting Minutes**

	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>	<b>Abstain</b>
Commissioner Wells	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 July, 2020.

  
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Douglas Dzema  
Executive Director