

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

Ptak Towers

215 Shore Drive, Highlands, NJ 07732

April 23, 2019

REGULAR MEETING

Minutes of Public Portion

OPENING

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

ROLL CALL

Present:

Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Dolores Francy, Commissioner
Ellen Williams, Commissioner
Ray Goddard, Commissioner
Gloria Miller, Chairperson

Absent:

Rebecca Wells, Commissioner

Also Present:

Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
Thomas Furlong, Director Financial Operations
John Bonello, Attorney

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

APPROVAL OF MINUTES – *March 26, 2019 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)	Rugg, Tkoch, Francy Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Wells

PRESENTATION OF BILLS

Motion made to approve the March 2019 Bills List made by Comm Goddard and seconded by Comm Francy. Chair Miller asked for a vote.

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

CORRESPONDENCE

ED Dzema – There were three resident notices and one in particular spoke of the Fire Procedures meeting that occurred on April 11. The Highlands Fire Department came to speak on procedures for fire emergencies. They do this yearly - it was a well-attended event.

COMMITTEE REPORTS

Comm Rugg – the only thing I can say about bingo is that Donna is coming back to call.

Comm Tkoch – when you get flowers Mark has volunteered to plant them. The Memorial Day parade is downtown on May 25. Communion is bought to the building on Sunday's by St. Agnes. Please let me know if anyone is interested, I will contact them.

Comm Williams – The day of my workshop has changed to Thursday as Tuesday's weren't good for a few people's schedule. Our inter-generational school program is taking place at the school with first and second graders. Next year we will work with the older students. May 2 will be our planning meeting, we will go to the school 10:00am – 1:30pm with lunch on May 28 and June 5.

Renee - March Vacancy Report: 0 vacancies at Ptak and JPM. At Ptak we have 6 residents and 79 non-residents on the waiting list. At JPM we have 6 residents and 39 non-residents on the waiting list.

OFFICERS & STAFF REPORTS

ED Dzema – We have Tom Furlong our CFO here. He will go over our audit and introduce our budget in a few minutes.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS

FY19-026 – Resolution awarding the contract for the asbestos safety monitoring services at Jennie Parker Manor.

Motion was made by Comm Williams seconded by Comm Francy.

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

FY19-027 – Resolution ratifying the approval of the annual notice for FY2020.

Motion was made by Comm Goddard seconded by Comm Francy.

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

FY19-028 – Resolution to approve the fiscal audit of the year ended June 30, 2018.

ED Dzema – Finance committee met on April 16 to review the audit. They had an in-depth look at both the audit and the budget at which we will give you a compressed overview. We had a new auditor this year, Frank McConnell from PA. All the board members have to sign the resolution, agree that they did receive a copy of the audit and that they reviewed the pages that discussed if there were any findings that concerned the housing authority. The signed affidavit is published in the newspaper. The affidavit, synopsis and audit are sent to the DCA and to the HUD field office for their review. There are no findings or recommendations. On the financial side, our net reserve went from \$200,186 last year to \$382,027, we increased our reserve \$181,000 – which left us an operating reserve of 74%. HUD would like you at 40% level of your reserve, 20% or below is dangerous. This is a one-time deal because of the RAD conversion and some of dollars will be used to offset the renovation work we will do to the buildings. **Tom Furlong** – the auditor gives 2 opinions. The first is an opinion of the financial statements where all housing authorities have to report its future health benefit costs. This is for employees with the authority for over 25 years for retirement purposes. The state was supposed to come out with the report in 2018 and did not until April this year. The auditor needed this number for our report by March 31. As a result, he stated he found no issues with the financials; but gave a modified opinion as we did not have the numbers. It is a good audit, there are no findings.

Motion was made by Comm Goddard seconded by Comm Williams.

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

FY19-029 – Resolution to approve the introduction of the operating budget for the Housing Authority of the Borough of Highlands for fiscal year ending June 30, 2020.

ED Dzema – The finance committee did review this as well as the year end results as of 6/30/18, the 8 month report ending 2/28/19 and the proposed budget for year end 6/30/2020. This is only an introduction. It is sent to the Department of Community Affairs. Then it comes back here for the board to consider at a public meeting. Two things to point out in the budget: it is a 78% operating reserve and there is a \$37,000

surplus. We are recommending the staff receive a 3% increase. Comm Goddard recommended an employee incentive plan that we are looking into. **Tom Furlong** - This will be the second year under the new program. We are looking at a 4% increase in revenues. We have some expenses that went up due to the new program and an increase in insurance. **Comm Goddard** - Financially the housing authority is in excellent condition and shape. This is due to the entire staff and it wasn't always this way.

Motion was made by Comm Goddard seconded by Comm Francy.

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

FY19-030 – Resolution awarding the contract for the heating system upgrades at Jennie Parker Manor to Central Coiler Repair Co., Inc. in the amount of \$244,000.00.

Motion was made by Comm Goddard seconded by Comm Francy.

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

FY19-031 – Resolution awarding the CCTV System Expansion at Ptak Towers.
Resolution awarding the contract for the lighting upgrades at Jennie Parker Manor and Ptak Towers to VA Electrical Contractor LLC in the amount of \$44,000.00.

Motion was made by Comm Williams seconded by Comm Francy.

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

PUBLIC PORTION - None to report.

Chair Miller closed the public portion.

EXECUTIVE SESSION /ADJOURNMENT

-Chair Miller closed the public meeting at 7:30PM.


Motion made by Comm Goddard to move to Executive Session and adjourn meeting, and seconded by Comm Francy. All in favor.

Motion to adopt April 23, 2019 Regular Board Meeting, Public Portion Minutes moved by Commissioner Williams and seconded by Commissioner Francy.

Roll Call for Adoption of April 23, 2019 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
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 28th, day of May 2019.



Douglas Dzema
Executive Director