

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**January 26, 2016
REGULAR MEETING
Minutes of Public Portion**

OPENING

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

ROLL CALL

Present: Rebecca Kane, Commissioner
Mae Rugg, Commissioner
Dolores Francy, Commissioner
Ellen Williams, Commissioner
Gloria Miller, Chairperson

Also Present: Douglas Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
John Bonello, Esquire
Thomas Furlong, Director of Financial Operations
David Waldon, Holman Frenia Allison, P.C.
Tyler Donnelly, Holman Frenia Allison, P.C.

Absent: Ida Tkoch, Commissioner
Richard O'Neil, Commissioner

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

APPROVAL OF MINUTES – *November 24, 2015; Regular Board Meeting, Public Portion and Regular Board Meeting, Executive Session*

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

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

PRESENTATION OF BILLS

Motion made to ratify the voice vote of the December 2015 Bills List and approve the January 2016 Bills List by Comm Williams and seconded by Comm Francy. Chair Miller asked for a vote.

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

AUDIT REPORT

ED Dzema introduced Brian Waldon, audit manager and Tyler Donnelly, field agent; from Holman Frenia Allison, our Auditors. Tonight we will have the board as the committee instead of breaking into the subcommittee. There were no findings and no management letter. There were some adjustments to our financial statement, we booked our unfunded pension liability, we just found out about that June, 30, 2015. We had excellent financial results. We always deal in percentages, the threshold for a HUD well run authority is at a 40% level, this year you are at 83% level. This is 23% higher than last year. Brian – the net pension liability being shown on the financial statement is a statewide implantation. This is called GASB68. The liability with continue to adjust every year. This is not shown in the 83%. It will not affect anything the authority has done.

FY16-017 – Resolution certifying the local finance board of the State of NJ has reviewed the annual audit report for the fiscal year ending June 30, 2015.

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

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

CORRESPONDENCE

12 Notices went out by Renee and Pam over a span of almost 3 months.

COMMITTEE REPORTS

Comm Rugg – bingo is still going strong. Bingo would like to have a party for our 100 year old tenant, will the HHA purchase the cake? ED Dzema – yes.

Renee – Vacancy Report - 4 vacancies at Ptak and 1 at JPM. 10 residents on the Ptak waiting list and 95 non-residents. 2 residents on the waiting list at JPM and 29 non-residents. We have applicants lined up to move in, there are vacancies as the units are still being turned over.

OFFICERS & STAFF REPORTS

ED Dzema: Capital Report

Ptak Towers:

- the Fire Pump project is complete.

JPM:

- we are in the process of a site survey, this project is necessary for the RAD program.

Both

- the generator project for Ptak and JPM are running together, the A&E firm is working on the project plans/specs, we plan on being out to bid by the end of this month.

- the RAD program (Rental Assistance Demonstration program) is still continuing to move forward. A RFP went out to hire a Financial Services Consultant to put together a tax credit application together for us.

- the smoke free public housing rule that has been proposed, HUD is considering banning smoking in all public buildings.

Other

- if anyone has interest in the MARC-NAHRO Conference that was in your package, please let us know.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS -

FY16-013 - Resolution ratifying voice vote to approve a merit payment to the staff.

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

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

FY16-014 – Resolution ratifying voice vote to approve the interlocal agreement between the Highlands Housing Authority “HHA” and Perth Amboy Housing Authority “HACPA” for the month of January and approving the interlocal agreement between the Highlands Housing Authority “HHA” and Perth Amboy Housing Authority “HACPA”.

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

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

FY16-015 – Resolution awarding a contract amendment for the replacement of the exterior doors at Ptak Towers.

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

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

FY16-016 – Resolution appointing a fund commissioner to the New Jersey Public Housing Authority Joint Insurance Fund for the year 2016.

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

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

FY16-018 – Resolution rescheduling the February and April 2016 regular commissioner board meetings.

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

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

PUBLIC PORTION

Missy Sloben, apt. 511 – I just want to say the guys did an excellent job with the snow removal.

Myra Wecker, apt. 421 – At Jennie Parker the same, my daughter lives up there she said they did a great job.

Pat Black, apt. 219 – I was wondering if we could have the fire department come here and go over the fire evacuation rules with us?

Donna Torres, apt. 308 – My question is Mae, I just want to check if all tenants will be invited to the birthday party for Eleanor? Yes.

Patricia Hamilton, apt. 415 – this is my first winter here, and the detail the guys gave to getting rid of the snow – in between the cars, clearing the cars for those not able to do so. They worked all night long and were so attentive. I was very impressed/pleased.

EXECUTIVE SESSION

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

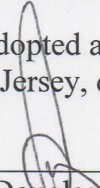
ADJOURNMENT - Chair Miller closed the public meeting at 7:40 PM.

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

Roll Call for Adoption of January 26, 2016 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Kane			X	
Commissioner Rugg	X			
Commissioner Tkoch			X	
Commissioner O'Neil			X	
Commissioner Francy	X			
Commissioner Williams	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 25th, day of February, 2016.



Douglas Dzema
Executive Director