

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732

October 24, 2017
REGULAR MEETING
Minutes of Public Portion

OPENING

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

ROLL CALL

Present: Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Ellen Williams, Commissioner
Ray Goddard, Commissioner
Gloria Miller, Chairperson

Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
John Bonello, Attorney

Absent: Rebecca Kane, Commissioner
Dolores Francy, Commissioner

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

APPROVAL OF MINUTES – *September 19, 2017, Regular Board Meeting and Public Portion*

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

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

PRESENTATION OF BILLS

Motion made to approve the October 24, 2017 Bills List by Comm Goddard and seconded by Comm Williams. Chair Miller asked for a vote.

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

CORRESPONDENCE

ED Dzema: We have various resident correspondence that went out.

COMMITTEE REPORTS

Comm Rugg: We are still playing bingo. We don't always have food. There are about 12 people that attend. The tenants had 2 Sunday bingos with prizes.

Comm Williams: We had an oral history/story telling workshop on Monday. It is a lot of fun: stories about the neighborhood, growing up, really about anything. Our next workshop is next Monday, November 27, at 10:00am. The Highlands Historical Society is interested.

Comm Tkoch: Did you notice the flowers and the pavers, they look so nice. The carpets were cleaned last month but they weren't done right, they look awful. Renee – the stains were treated the best they could be. It is the age of the carpets, the wear and tear.

October Vacaney Report: Ptak and JPM have 0 vacancies. Ptak has 9 residents and 118 non-residents on the waiting list. JPM has 6 residents and 58 non-residents on the waiting list.

OFFICERS & STAFF REPORTS

ED Dzema – **RAD Update**: Still waiting to hear back from FHLB, which we expect to sometime in November. Our RAD application pivots on receiving the funding from this application. On the agenda for the board tonight we have an application for a loan, which is also a part of the RAD component. We would use that for capital improvements.

Budget: We expect the auditors have completed our audit and will make a presentation at the November meeting.

Capital Report: Ptak - The generator project is completed. We are preparing the documentation to present to the state to get reimbursement for our funds.

- On the USIT project, we did remove the tank. It was found to have a hole in the bottom of the tank. Five soil samples were taken, one came up hot. This means is a limited amount of clean up. Now they will have to schedule the removal.

- The canopy over the rear patio will be replaced. It is an agenda item to be considered by the board tonight. JPM – The generator project - same as Ptak.

Mural: for back wall, no activity. We will follow up on that. We would not proceed with that until the spring anyway. Renee/Joe – Joe has reached out to Mr. Kovic three times to come back and meet with us. He has not responded.

OLD BUSINESS – None to report.

NEW BUSINESS – Comm Goddard – A week ago we had the Highlands' borough council candidates that are running for election here. All five showed up. They all Demonstrated a sincere interest in our interests and the things that concern us. One of the candidates is working on the Comcast/cable issue with us.

Comm Williams – thanked Renee and Joe for the tour of JPM, it was very informative. One of the items that does need to be addressed is the renovation of the community room. This does need to be done in the future, and there is a problem with the water coming in the window. Renovations really can't begin until the water issue is resolved.

Comm Rugg – Orianna Nolan, as a part of her confirmation community service project, held bingo for all tenants. She had refreshments and prizes, she did a good job. Also the senior citizen's would like to hold their monthly meetings here. Renee – I was waiting to receive the request from the borough before discussing this. They may like to hold their monthly meetings here, it would give our tenants that do not have transportation to participate.

Comm Tkoch – we are having a Halloween Party here next week. All tenants are invited.

RESOLUTIONS –

FY18-010 – Resolution awarding the contract for the canopy replacement at Ptak Towers to F&S Awning & Blind Company in the amount of \$3,950.00.

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

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

FY18-011 – Resolution to authorize the Executive Director to execute the term sheet with Investors Bank for a \$500,000 loan for the housing authority's RAD conversion.

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

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

PUBLIC PORTION

Larry Wallace, apt. 206 – I have a question about that canopy, is that one canopy for \$4000? EDDzema – yes, for over the back patio. LWallace – that is a lot of money, isn't it? EDDzema – not relatively speaking. We advertised and published, we sent the RFP out to a number of entities. The firm that we hired we have used in the past, their prices are very competitive. We do not believe it is expensive based on our experience.

Toni Chirachella, apt. 501 – The elevator floors need to be scrubbed. If they won't clean maybe you should consider replacing the tiles. EDDzema - We will look at it.

Gerdana Young, apt. 309 - It is not fair that we have to stand out in the rain/snow/sleet/hail at the smoking area. You should look into this. EDDzema – We have approached the borough on this in the past. We do not have enough property in that area to install a shelter. The board went to the council and were told no.

Pat Phillips, apt. 216 - I realize that smoking is not politically correct, there are a lot of sitting areas for the non-smokers. What can you come up with that would be fair, giving more space for the smokers? AttyBonello – no smoking is allowed on property except the designated area. This is HUD regulation.

Chair Miller closed the public portion.

EXECUTIVE SESSION

No executive session needed.

ADJOURNMENT

Motion made by Comm Goddard to adjourn meeting, and it was seconded by Comm Williams. All in favor.


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

Motion to adopt October 24, 2017 Regular Board Meeting, Public Portion Minutes moved by Commissioner Goddard and seconded by Commissioner Rugg.

Roll Call for Adoption of October 24, 2017 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Kane				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 21st, day of November, 2017.



 Douglas Ozema
 Executive Director