

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**

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

**July 22, 2014  
REGULAR MEETING  
Minutes of Public Portion**

**OPENING**

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

**ROLL CALL**

Present: Gloria Miller, Chairperson  
Rebecca Kane, Commissioner  
Mae Rugg, Commissioner  
Ida Tkoch, Commissioner  
Dolores Franczy, Commissioner

Also Present: Douglas G. Dzema, Executive Director  
John Bonello, Esq.  
Renee DeMarco, Resident Services

Absent: Richard O'Neil, Commissioner  
Daniel Conrad, Commissioner  
Jill Homefield, Deputy Executive Director

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

**APPROVAL OF MINUTES**

***June 24, 2014 Regular Board Meeting Public Portion & Executive Session***

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

Aye	(5)	Rugg, Tkoch, Franczy, Miller
Nay	(0)	
Abstention	(1)	Kane
Absent	(2)	Conrad, O'Neil

## **PRESENTATION OF BILLS**

Motion made to approve the July 22, 2014 Bills List by Comm Kane and seconded by Comm Francy. Chair Miller asked for a vote.

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

## **CORRESPONDENCE**

ED Dzema noted there were two pieces of correspondence that went out one is in regards to the emergency plumbing repair that was June 26<sup>th</sup> and one in terms of the staff evaluations that were successfully completed.

## **COMMITTEE REPORTS**

Comm Rugg reported that we are still having Bingo, Barbara has been doing all the cooking – she is here, thank you Barbara. Comm Tkoch reported that Katz's invited the town people (which included all of Ptak Towers) over for a nice hot buffet.

ED Dzema read the vacancy report for July. There is 1 vacancy at Ptak and there are 0 at JPM. There are 8 residents on the Ptak waiting list and 38 non-residents. There are 9 residents on the waiting list at JPM and 42 non-residents.

## **OFFICERS & STAFF REPORTS**

ED Dzema gave update on:

-Evacuation Plan - Renee recently met with Dave Parker and Paul Murphy from the Fire Department, as they wanted an update to know where the evacuation plan stood. Doug Sabey helped us put together draft to bring to Paul and Dave to get some comments back from them in terms of our plan. Once acceptable to the borough, we will bring back to the board for adoption, then incorporate into the lease.

-Capital update/404 mitigation money were funds from Superstorm Sandy. We asked for money to replace the generator at Ptak and to put one over at JPM. We were awarded \$75,000 as a max. This is still not done, the process should be completed by September 2014, we have a letter stating the money is set aside for the Highlands Housing Authority for the generator.

-2015 Community Block Development Grant Application is out there, we have put an application out for the re-pointing of the building. The application is submitted. We are making a presentation on August 27, asking for \$150,000. We project the job to be about \$165,000, (we would put up another \$15,000).

-We are still working on the computers the residents asked for in the community room. The board is looking at a plan to put in two computers.

-John Hemenway is out with an injured limb and will be back on August 4<sup>th</sup>. We had a maintenance man here from Perth Amboy for two days while Joe Cusumano was at a training class in Philadelphia. Joe has been on call for 2 months straight – while John has been out, Thank you.

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – None to report.

**RESOLUTIONS**

**FY14-001** – Resolution authorizing the extension of the contract for elevator maintenance and repair services.

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

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

**FY14-002** – Resolution authorizing award of a contract for automatic door operator maintenance and repair services.

Motion was made by Comm Kane and seconded by Tkoch.

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

**FY14-003** – Resolution to award a contract to Tenmast Software for the annual support agreement.

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

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

ED Dzema – the board is now going to consider a personnel item that typically would have been conducted in Executive Session. The employee was contacted and chose to have any action or conversation in public per the RICE Notice - which we are going to do now. This is pertaining to an employee that has been out since January 6, 2014; her sick and annual accrued vacation time was exhausted on June 18, at which time she applied for short term disability. Our attorneys, Bruce Padula and John Bonello advised the authority Chair, to send a letter to employee inquiring of her intentions of continued employment and her condition. An email was received from employee stating she was going on disability, she was planning to return to work, but she was unsure exactly when. Attys Padula and Bonello recommended sending employee another letter asking her to tie down her anticipated date to return to work. She already received a six month leave of absence which is provided by our personnel policy and that ended as of July 6, 2014. If she requires any additional leave of absence she must put in a request to the authority, and it can be granted at the executive directors discretion. I will extend her leave until August 31, 2014 and I would like the board to consider waiving the medical requirement for the months of July and August and ask the employee to pay her share that she would have paid had she been employed which comes to \$486.00 per month.

Motion made by Comm Kane and seconded by Comm Francy. Chair Miller asked for a vote.

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

**Public hearing is closed**

**PUBLIC PORTION**

-Vicki Cooke, Apt. 208 – Is it possible to get our windows washed? I understand there is a key involved in getting the window open. ED Dzema – we have to hire a window washer and a lift is needed. Joe wants to wash the back wall – we need a lift for that also. We will look into doing both at the same time.

-Dwight Welch, Apt. 203 – We ran into a problem with smoking on the front sidewalk. We need a clarification. People feel the sidewalk is public property and people can do as they please. According to the rules there is no smoking on the property, other than on the smoking bench? ED Dzema – The side walk is public property, people can smoke there. The benches out front are the housing authority property, smoking is not allowed there.

Chair Miller closed Public Portion.

**EXECUTIVE SESSION**

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

**RECONVENED PUBLIC SESSION**

**FY14-004** – Resolution to establish the position of receptionist/administrative assistant-part-time and abolish the position of IT/computer administrator.

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

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

**ADJOURNMENT**

Chair Miller closed the public meeting at 8:40 PM.

Motion to adopt July 22, 2014 Regular Board Meeting, Public Portion Minutes moved by Commissioner Kane and seconded by Commissioner Francy.

**Roll Call For Adoption of July 22, 2014 Regular Board Meeting Minutes**

	Ayes	Nays	Absent	Abstain
Commissioner Kane	✓			
Commissioner Rugg	✓			
Commissioner Conrad			✓	
Commissioner Tkoch	✓			
Commissioner O’Neil			✓	
Commissioner Francy	✓			
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 28<sup>th</sup> day of August, 2014.

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Douglas Dzema  
Executive Director