

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**

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

**March 25, 2014  
REGULAR MEETING  
Minutes of Public Portion**

**OPENING**

Chair Miller called the meeting to order at 7:00 PM. and proceeded with the salutation of the flag and the Pledge of Allegiance.

**ROLL CALL**

Present: Gloria Miller, Chairperson  
Mae Rugg, Commissioner  
Richard O'Neil, Commissioner  
Dolores Francy, Commissioner

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

Absent: Rebecca Kane, Commissioner  
Daniel Conrad, Commissioner  
Ida Tkoch, Commissioner  
Jill Homefield, Deputy Executive Director

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

**APPROVAL OF MINUTES**

***December 17, 2013 Regular Board Meeting, Public Portion & Executive Session***

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

Aye	(3)	Rugg, Francy, Miller
Nay	(0)	
Abstention	(1)	O'Neil
Absent	(3)	Kane, Conrad, Tkoch

***February 26, 2014 Regular Board Meeting, Public Portion & Executive Session***

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

Aye	(3)	Rugg, O'Neil, Miller
Nay	(0)	
Abstention	(1)	Francy
Absent	(3)	Kane, Conrad, Tkoch

**PRESENTATION OF BILLS**

Motion made to approve the March 25, 2014 Bills List by Comm O'Neil and seconded by Comm Francy. Chair Miller asked for a vote.

Aye	(4)	Rugg, O'Neil, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Kane, Conrad, Tkoch

**CORRESPONDENCE**

ED Dzema noted there are four Resident Notices in the package: Dog Sweep (there were no hits), Annual Inspections (beginning on March 31st) and 2 on the Hot Water Heaters (now installed). We are now waiting on proposals for a mixing a new mixing valve - need 3 proposals, the base proposal is \$9700.

**COMMITTEE REPORTS**

Comm Francy read the vacancy report for March. There is 0 vacancy at Ptak and there are 0 at JPM. There are 7 residents on the Ptak waiting list and 18 non-residents. There are 8 residents on the waiting list at JPM and 42 non-residents.

Comm Rugg reported that the Highlands Elementary had a nice breakfast for the building. Maureen McClinton came in and played music on St. Patrick's Day. Bingo had a corned beef dinner.

**OFFICERS & STAFF REPORTS**

ED Dzema gave update on:

-Under contract to have the brick facade pointing work done with CCL Contracting, 6 to 8 areas will be done once the weather breaks.

-Later this evening we will consider whether or not the board is interested perusing a community development block grant application.

-At JPM the concrete sidewalks and steps faired pretty badly this winter -- we are going to solicit proposals to replace the concrete that is problematic.

-We had a public meeting a 5:30pm in this room to close out the annual and 5 year plan.

-The resident surveys were due March 14th, we will bring in and share the results.

-There has been a raccoon(s) sighting. The feeding of the stray cats may cause them to come around. John Hazen took a call from the Department of Health. A memo was read from John Hazen informing tenants on a conversation with the Department of Health and Environmental Protection and the NJ Division of Fish and Wildlife and they first advised the residents to stop leaving food for any and all animals.

-We want to talk about whether the board would consider using a plot of land for the residents to plant a vegetable garden. It is a project that could be positive - sense of community. We will wait for a proposal from the organization that may have money left over (they grew the raised garden at St. Marks).

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – None to report.

**RESOLUTIONS**

**FY13-034**– Resolution to approve the submission of the FY2014 Capital Fund Program annual statement and CFP 5-year action plan for 2014-2018 to HUD.

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

Aye	(4)	Rugg, O’Neil, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Kane, Conrad, Tkoch

**FY13-035**– Resolution to approve CDBG Application

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

Aye	(4)	Rugg, O’Neil, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Kane, Conrad, Tkoch

**FY13-036**– Resolution to approve Personnel Policy overtime and compensatory time off revision.

Motion was made by Comm O'Neil and seconded by Comm Rugg.

Aye	(4)	Rugg, O'Neil, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Kane, Conrad, Tkoch

**FY13-037**– Resolution approving an award of contract for bed bug exterminating and control services.

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

Aye	(4)	Rugg, O'Neil, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Kane, Conrad, Tkoch

**FY13-038**– Resolution authorizing award of a contract for exterminating and pest control services.

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

Aye	(4)	Rugg, O'Neil, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Kane, Conrad, Tkoch

**FY13-039**– Resolution for salary adjustment.

This is one that we have to go into Executive Session for and then the board may come back into public session following the Executive Session.

### **PUBLIC PORTION**

Pat Black, apt. 219 - Asked when the railings were going to be fixed outside her daughters apartment at JPM. This is being fixed tomorrow, March 27, 2014.

Chair Miller closed Public Portion.

**EXECUTIVE SESSION**

Motion made by Comm O'Neil to move to Executive Session, and it was seconded by Comm Rugg. All in favor.

**RECONVENED PUBLIC SESSION**

**FY13-039**– Resolution authorizing stipends to maintenance workers for snow removal.

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

Aye	(4)	Rugg, O'Neil, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Kane, Conrad, Tkoch

**FY13-040**– Resolution temporarily increasing the hours of Thomas Falkowski.

Motion was made by Chair Miller and seconded by Comm Francy.

Aye	(4)	Rugg, O'Neil, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Kane, Conrad, Tkoch

**FY13-041**– Resolution temporarily increasing the salary of Renee DeMarco.

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

Aye	(4)	Rugg, O'Neil, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Kane, Conrad, Tkoch

**ADJOURNMENT**

Motion made by Comm Rugg to close the public session, and it was seconded by Comm Francy. All in favor. Chair Miller closed the public meeting at 8:35 PM.

Motion to adopt March 25, 2014 Regular Board Meeting, Public Portion Minutes moved by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_.

**Roll Call For Adoption of March 25, 2014 Regular Board Meeting Minutes**

	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>	<b>Abstain</b>
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 29<sup>th</sup> day of April, 2014.

\_\_\_\_\_  
 Douglas Dzema  
 Executive Director