

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**September 27, 2016
REGULAR MEETING
Minutes of Public Portion**

OPENING

Douglas Dzema called the meeting to order at 7:00PM.

ROLL CALL

Present: Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Richard O'Neil, Commissioner
Dolores Francy, Commissioner
Ellen Williams, Commissioner

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

Absent: Gloria Miller, Chairperson
Rebecca Kane, Commissioner

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

APPROVAL OF MINUTES – July 26, 2016 Regular Board Meeting, and Public Portion and Executive Session.

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

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

PRESENTATION OF BILLS

Motion to ratify the voice vote approving the August Bills List Summary and to approve the September 27, 2016 Bills List Summary by Comm Williams and seconded by Comm Francy. ED Dzema asked for a vote.

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

CORRESPONDENCE

-ED Dzema: We have a copy of the seven correspondence that have gone out over the course of the month. One is actually current, it is gentle yoga for beginners that will take place tomorrow in this room at 9:00am.

COMMITTEE REPORTS

Renee read the vacancy report for September. There are 0 vacancies at Ptak and there are 0 at JPM. There are 7 residents on the Ptak waiting list and 92 non-residents. There are 2 residents on the JPM waiting list and 44 non-residents.

Comm Rugg – Bingo is still going strong. 4 members cooked last week. This week we will have birthday cake for the birthday's taking place the rest of the year and beef stew. Comm Tkoch – the carpeting in the building is getting bad, I would like to see new carpeting. ED Dzema – we just received proposals for painting the hallways. Comm Tkoch – are we going to have our annual anniversary party? ED Dzema - how about combing it and having a holiday party? We will look at dates.

OFFICERS & STAFF REPORTS

ED Dzema –

-RAD Program:

-We are moving a lot closer to this program coming to fruition. We received a proposal from PNC Bank to do the financing, the money is to do the rehab work at both sites. We are also working on our cooperation agreement right now. The closing looks likely to be the first quarter of next year.

-Capital Report:

-We awarded a generator contract for a new generator here at Ptak and a generator at JPM.

-We will hire a contractor tonight if the board sees fit to re-tile the public and staff bathrooms here at Ptak.

-The board will consider a contract tonight to install portable fire extinguishers both at Ptak and at JPM as previously discussed; and recommended by the Highlands Fire Department.

-We hired an architect in conjunction with RAD for renovation work. Once the money is available we want to have the plans drawn up and be ready to move forward to hire contractors to do the work.

-We ended the security guard 9/15/16.

OLD BUSINESS – Comm Williams – did we ever find another art instructor? Renee – no. Comm Williams – I will contact the Art Helps Council on this. Comm Tkoch – people need to stop giving out their jobs to family and friends to come and go as they please. Comm Williams – was there ever a need for the computer instructor? Comm Tkoch – Mark was going to do that. Renee – we did not have enough tenant interest.

NEW BUSINESS – None to report.

RESOLUTIONS -

FY17-008 - Resolution adopting personnel policies and procedure amendments.

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

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

FY17-009 – Resolution awarding the contract for supplying and installing portable fire extinguishers at Jennie Parker Manor and Ptak Towers.

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

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

FY17-010 – Resolution awarding the contract for ceramic tile upgrade in Ptak Towers.

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

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

PUBLIC PORTION

Evelyn Bankes, apt. 405 – when are you going to hire a new custodian? **Renee** – we are in the process of setting up interviews right now.

ED Dzema closed the public portion.

EXECUTIVE SESSION

No Executive Session needed – ED Dzema confirmed no Executive Session was need with Atty Bonello.

ADJOURNMENT

Motion made by Comm Rugg to move adjourn meeting, and it was seconded by Comm Tkoch. All in favor.

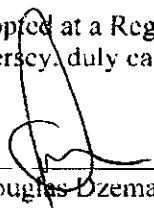
ED Dzema closed the public meeting at 7:30 PM.

Motion to adopt September 27, 2016 Regular Board Meeting, Public Portion Minutes moved by Commissioner O'Neil and seconded by Commissioner Francy.

Roll Call for Adoption of September 27, 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 October, 2016.



Douglas Dzema
Executive Director