

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

September 28, 2021

REGULAR MEETING
Minutes of Public Portion

OPENING

Chair Miller called the meeting to order at 7:00PM, Reading of the Meeting Notice and Pledge of Allegiance.

ROLL CALL

Present: Ida Tkoch, Commissioner
 Dolores Francy, Commissioner
 Ellen Williams, Commissioner
 Nancy Messina, Commissioner
 Gloria Miller, Chairperson

Absent: Rebecca Wells, Commissioner
 Mae Rugg, Commissioner

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

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

APPROVAL OF MINUTES – *August 17, 2021 Annual and Regular Board Meeting, Public Portion*

Motion made to adopt the minutes by Comm Messina and seconded by
Comm Williams.

Chair Miller asked for a vote.

Aye	(5)	Tkoch, Francy, Williams, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Rugg

PRESENTATION OF BILLS

Motion made to approve the September 28, 2021 Bills List by Comm Williams and seconded
by Comm Messina.

Chair Miller asked for a vote.

Aye	(5)	Tkoch, Francy, Williams, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Rugg

CORRESPONDENCE

ED Dzema – This is one piece that Renee prepares that shows items that have gone out since the last meeting. One of interest is the Highlands Fire Department Elevator training. **Renee** - Highlands Fire Department spent time here doing elevator training with new and current members, great for them to be familiar with our building elevators in case of an emergency. Chris also attended.

COMMITTEE REPORTS

Comm Tkoch - without a custodian the staff has been working so hard. The building looks great; the staff is doing a great job.

Renee – September Vacancy Report: Ptak and JPM have 0 vacancies. At Ptak: 2 residents and 60 non-residents on the waiting list. At JPM: 2 residents and 15 non-residents on the waiting list.

OFFICERS & STAFF REPORT –

ED Dzema – We have been battling finding someone to clean the building. Renee has a proposal from Unison who is our cleaning service in Perth Amboy. They are going to come in and go through the building here and JPM heavily. Then they will give us a proposal to clean biweekly until we find someone permanently. COVID status is status quo. We hope the residents schedule their Covid boosters on their own. You can schedule at Walgreens and CVS. Get advice from your medical professional. We met with the Constitution Bank as our current bank Investors is merging with another bank. Our next meeting is on October 26, 2021 at 7:00pm. The Commissioner training on line is up and running. The memorial / bench dedication to Ray Goddard took place this past Saturday. He was a true professional and a great friend. **Chair Miller** – it was well done, Mayor Broullon was the officiator. His sister spoke, Anna Little sang from FL, Art Gallagher spoke – many attended.

OLD BUSINESS – None

NEW BUSINESS – None

RESOLUTIONS

FY22-010 – Resolution ratifying the hiring of a part time administrative assistant.

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

Chair Miller asked for a vote.

Aye (5) Tkoch, Francy, Williams, Messina, Miller
Nay (0)
Abstention (0)
Absent (2) Wells, Rugg

FY22-011 - Resolution to approve the final leave pay to former part-time administrative assistant.

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

Chair Miller asked for a vote.

Aye (5) Tkoch, Francy, Williams, Messina, Miller
Nay (0)
Abstention (0)
Absent (2) Wells, Rugg

FY22-012 – Resolution to approve a fee not to exceed \$5,500 for a/e services provided by the Housing Authority of the City of Perth Amboy.

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

Chair Miller asked for a vote.

Aye (5) Tkoch, Francy, Williams, Messina, Miller
Nay (0)
Abstention (0)
Absent (2) Wells, Rugg

FY22-013 – Resolution to approve payment to employees for the management incentive program.

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

Chair Miller asked for a vote.

Aye (5) Tkoch, Francy, Williams, Messina, Miller
Nay (0)
Abstention (0)
Absent (2) Wells, Rugg

PUBLIC PORTION –

Billy Wuelfing, apt. 509 – can we get window washers to come and wash the outside windows? Are we going to have a Christmas Party this year? **EDDzema** – possibly in the future, we do not have it scheduled at this time. Also we haven't scheduled a party at this time, there is not plan yet. We will have to discuss this with the commissioners and evaluate it with the COVID status and risk.

Chair Miller closed the public portion.

ADJOURNMENT – Chair Miller closed the public meeting at 7:45PM.

Motion made by Comm Williams to adjourn meeting, and seconded by Comm Messina. All in favor.

Motion to adopt the September 28, 2021 Regular Board Meeting, Public Portion Minutes moved by Commissioner Williams and seconded by Commissioner Messina.

Roll Call for Adoption of September 28, 2021 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Wells	X			
Commissioner Rugg			X	
Commissioner Tkoch	X			
Commissioner Francy	X			
Commissioner Williams	X			
Commissioner Messina	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 26th day of October, 2021.



Douglas Dzema
Executive Director