

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers**

215 Shore Drive, Highlands, NJ 07732

May 28, 2019

**REGULAR MEETING
Minutes of Public Portion**

OPENING

Chair Miller called the meeting to order at 6:50PM.

ROLL CALL

Present: Rebecca Wells, Commissioner
Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Dolores Francy, 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

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

APPROVAL OF MINUTES – April 26, 2019 Regular Board Meeting, Public Portion and Executive Session.

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

Aye	(6)	Rugg, Tkoch, Francy Williams, Goddard, Miller
Nay	(0)	
Abstention	(1)	Wells
Absent	(0)	

PRESENTATION OF BILLS

Motion made to approve the May 2019 Bills List made by Comm Goddard and seconded by Comm Wells. Chair Miller asked for a vote.

Aye	(7)	Wells, Rugg, Tkoch, Francy, Williams, Goddard, Miller
Nays	(0)	
Abstention	(0)	
Absent	(0)	

CORRESPONDENCE

ED Dzema – We have four resident notices that went out pertaining to capital improvements: the CO detector replacements, the boiler room system replacement and the sanitary line replacement at buildings C and B; all at Jennie Parker.

COMMITTEE REPORTS

Comm Rugg – Donna came back and now she told me she can't call anymore because she has a pinched nerve. Barbara is bringing desserts.

Comm Tkoch – There was a Memorial Day parade in town this past weekend. There are beautiful flowers planted outside. There is a raccoon that has been out in the back. We need to catch it. There is also supposed to be a fox around here. The tenant party is July 15 at 1pm. Clifford will be entertaining again.

Comm Williams – Today we went to the elementary school for our inter-generational program. Jackie White came. She did a tremendous job today, we also brought her painting. The children really enjoyed it. We have another session scheduled on June 5. We will work with other grades next year. Our regular group will meet June 13, which changed from Tuesday to Thursday.

Renee – April Vacancy Report: 0 vacancies at Ptak and JPM. At Ptak we have 6 residents and 74 non-residents on the waiting list. At JPM we have 7 residents and 43 non-residents on the waiting list.

OFFICERS & STAFF REPORTS

ED Dzema – Capital Improvements: **At Ptak** -- 8 new cameras and a new DVR have been installed and are operational. We are requesting proposals for replacing one boiler. We are waiting for proposals on the A/C equipment for the common areas. The apartment doors are here, we are waiting on submissions on the actual hardware and we will install a sample door to make sure the fit and hardware are proper. Exterior and interior lighting upgrades are waiting to be scheduled. Interior corridor wall painting and interior corridor floor replacement – at this time we will work on the 1st, 2nd and 3rd floors. As we move through the other project and there are excessive funds we will complete the others, floor by floor. **At JPM** – Heating boiler replacement is ongoing. We have the monitor company and the removal company for the asbestos hired. The kitchen upgrades are waiting to be scheduled. The lighting upgrades are comparable to Ptak, waiting to be scheduled. The sanitary lines are being replaced at the A and B buildings. Apartment entry doors are being replaced in the C building.

RAD – we are working on our conversion, getting close to being able to access our money. We had a kick off phone call today, with more to follow.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS

FY19-032 – Resolution authorizing the rejection of all bids for the window replacements at Jennie Parker Manor and authorizing the Authority to re-advertise the project with an amended scope of work.

Motion was made by Comm Williams seconded by Comm Goddard.

Aye	(7)	Wells, Rugg, Tkoch, Francy, Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

FY19-033 – Resolution awarding the contract for the asbestos abatement in the boiler room of Jennie Parker Manor to Ariai Corporation for \$9,000.00.

Motion was made by Comm Wells seconded by Comm Williams.

Aye	(7)	Wells, Rugg, Tkoch, Francy, Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

FY19-034 – Resolution awarding the contract for electrical repair services to Magic Touch Construction Co., Inc. from 6/1/19 to 5/31/21.

Motion was made by Comm Rugg seconded by Comm Williams.

Aye	(7)	Wells, Rugg, Tkoch, Francy, Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

FY19-035 – Resolution awarding the contract for painting services to JG Painting & Contracting LLC from 6/1/19 to 5/31/21.

Motion was made by Comm Wells seconded by Comm Francy.

Aye	(7)	Wells, Rugg, Tkoch, Francy, Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

FY19-036 – Resolution awarding the contract for legal services to Manna & Bonello for \$5,400.00 through May 31, 2020.

Motion was made by Comm Goddard seconded by Comm Wells.

Aye	(7)	Wells, Rugg, Tkoch, Francy, Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

FY19-037 – Resolution awarding the contract for generator maintenance and repair services to FM Generator, Inc. from 6/1/19 to 5/31/21.

Motion was made by Comm Goddard seconded by Comm Francy.

Aye	(7)	Wells, Rugg, Tkoch, Francy, Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

FY19-038 – Resolution awarding the contract for flooring replacement at Ptak Towers to Amboy Floors for \$35,114.80

Motion was made by Comm Williams seconded by Comm Wells.

Aye	(7)	Wells, Rugg, Tkoch, Francy, Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

FY19-039 – Resolution awarding the contract for corridor painting at Ptak Towers to Balanikas Painting for \$3587.00.

Motion was made by Comm Wells seconded by Comm Goddard.

Aye	(7)	Wells, Rugg, Tkoch, Francy, Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

PUBLIC PORTION

William Wuelfing, apt. 509 - are we going to keep the same keys with the new doors?
EDDzema – yes you will, we will keep the same cores. **W. Wuelfing** – for the floors blue ceramic tile would be nice. **EDDzema** – I don't believe we will be using ceramic tiles in the hallways but we will try to pick nice colors that match the walls and the door colors.

Evelyn Bankes, apt. 405 – what was the necessity to get new doors? **EDDzema** – the existing doors are old and we were hoping to warm the look of the hallways. They are fire rated and sound deadening. **E.Bankes** – are they going to stay that color? Do you have an estimate of when the floors and walls will be done on the 3rd and 4th floors? **EDDzema** – we are keeping them the natural color and painting the door jams. I am hoping we will be able to find enough money in the next 12-24 months to complete all floors.

Chair Miller closed the public portion.

EXECUTIVE SESSION /ADJOURNMENT

-Chair Miller closed the public meeting at 7:30PM.


Motion made by Comm Rugg to move to Executive Session and adjourn meeting, and seconded by Comm Francy. All in favor.

Motion to adopt May 28, 2019 Regular Board Meeting, Public Portion Minutes moved by Commissioner Goddard and seconded by Commissioner Francy.

Roll Call for Adoption of May 28, 2019 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Wells	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 18th, day of June, 2019.



 Douglas Dzema
 Executive Director