

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**March 22, 2016
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
Ida Tkoch, Commissioner
Ellen Williams, Commissioner

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

Absent: Mae Rugg, Commissioner
Richard O'Neil, Commissioner
Dolores Francy, Commissioner

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

APPROVAL OF MINUTES

February 25 Regular Board Meeting, Public Portion and Regular Board Meeting, Executive Session; and March 14 Special Board Meeting, Public Portion.

Motion made to adopt the minutes by Commissioner **Kane** and seconded by Commissioner **Williams**. **Chair Miller** asked for a vote.

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

PRESENTATION OF BILLS

Motion made to approve the March 22, 2016 Bills List by Commissioner **Williams** and seconded by Commissioner **Francy**. **Chair Miller** asked for a vote.

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

CORRESPONDENCE

ED Dzema - Two resident notices went out, one regarding the annual inspections and one on the bed bug sweep.

COMMITTEE REPORTS

Renee read the vacancy report for March. There are 0 vacancies at Ptak and JPM. There are 7 residents on the Ptak waiting list and 88 non-residents. There are 3 residents on the waiting list at JPM and 36 non-residents.

Comm Tkoch – would like to have bus trips again. Son Mark offered services to do computer classes. **Comm Williams** – any news on the Art Program? **Comm Kane** – will check on status of students/Computer Classes with Carolyn Broullon, and a notice going out to residents to see who is interested/put together a committee for the trips would be an idea. **Renee** – waiting to hear back from Arnie Fuog/Lois Bajor on date for starting Art Program again. Will contact Carolyn Broullon to see if she has made any progress working with Henry Hudson High School to have students work with Ptak - giving computer classes. Highlands Fire Department will be here Tuesday, 7:00pm to give Fire Safety Presentation.

OFFICERS & STAFF REPORTS

ED Dzema:

- Nothing new from HUD on the smoking policy.
- Tom and I have been working on the RAD RFP for financing.

Capital Report

- The bids for the generator replacement at Ptak and JPM came in too high and will be revised and re-bid.
- For the CCTV security cameras at Ptak we are looking at a plan to add 2 additional cameras on floors 2 through 5.
- In the Ptak public bathrooms the ceramic tile is going to be redone.
- The Ptak front entrance way ceiling tile will be replaced, new LED lighting has been installed.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS -

FY16-020 – Resolution authorizing submission of the asset management budget “AMP” to the U.S. Department of HUD.

Motion was made by Comm **Williams** and seconded by Comm **Tkoch**.

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

FY16-021 – Resolution authorizing submission of the FY2016/2017 budget to the state of New Jersey Department of Community Affairs.

Motion was made by Comm **Williams** and seconded by Comm **Kane**.

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

PUBLIC PORTION

Jacqueline White, apt. 517 – Commented on what a good job the maintenance men do.

Chair Miller closed Public Portion.

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

ADJOURNMENT

Chair Miller closed the public meeting at 7:25PM.

EXECUTIVE SESSION

Motion to adopt March 22, 2016 Regular Board Meeting, Public Portion Minutes moved by Commissioner Kane and seconded by Commissioner Francy .

Roll Call for Adoption of March 22, 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 19th day of April, 2016.

 Douglas Dzema
 Executive Director