

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**August 29, 2017
REGULAR MEETING
Minutes of Public Portion**

OPENING

Ray Goddard called the meeting to order at 7:10PM.

ROLL CALL

Present: Rebecca Kane, Commissioner
Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Dolores Francy, Commissioner
Ellen Williams, Commissioner
Ray Goddard, Commissioner-ViceChair

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

Absent: Gloria Miller, Chairperson

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

APPROVAL OF MINUTES – June 20, 2017, Regular Board Meeting, Public Portion.

Motion made to adopt the minutes by Comm Rugg and seconded by Comm Tkoch.
VChair Goddard asked for a vote.

Aye	(5)	Rugg, Tkoch, Francy, Williams, Goddard
Nay	(0)	
Abstention	(1)	Kane
Absent	(1)	Miller

PRESENTATION OF BILLS

Motion made to ratify the voice vote and approve the July Bills List and approve the August Bills List by Comm Kane and seconded by Comm Williams. VChair Goddard asked for a vote.

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

CORRESPONDENCE

-ED Dzema: The notices in the package are self-explanatory, we give them out to the board so they understand the activity that has gone on here.

COMMITTEE REPORTS

August Vacancy Report: 0 vacancies at Ptak and JPM. 11 residents on the Ptak waiting list and 108 non-residents. 6 residents on the JPM waiting list and 55 non-residents.

Comm Rugg – we still have bingo, some drop out for the summer so we are expecting they will be back in the fall. We no longer have food.

Comm Williams -- The oral history workshop went very well. We just had the second one and are having the third one in September – 25th at 10:00am. People share fun memories, we write, we talk, we laugh. It is a combination of the residents and people from town.

Comm Tkoch – we had our anniversary dinner in June, it was nice. I have mentioned this before, everyone should have a bath chair; it is real important. We would like flowers instead of vegetables in the pots out back next year.

OFFICERS & STAFF REPORTS

ED Dzema --

RAD Program – We will not be hearing back on the FHLB application which we submitted for more money, until November/December. We did accept financial proposals as additional cash is needed for the RAD program, for capital improvements. 13 proposals were sent out, we received response from only one – Investors Bank.

Capital Report -

Ptak - The new generator is up and running and has a great deal of power. It goes on once a week for testing. We also have a new one up and running at JPM.

- UST project will be talked about when we get to resolutions.

- The canopy out on the rear patio needs to and will be replaced. We are accepting proposals for that now.

- We have a minor leak on the roof, the contractor is scheduled to come to repair it.

JPM – Fire alarms are in each of the three buildings and are independently monitored with three separate alarms. They are run by copper wiring which we are eliminating and moving to a radio system.

Cable television service – The VChair has been speaking about a digital antenna, Renee has been trying to reach the cable company to see if they will give us a discount. **Renee** – Tom had been trying to reach Comcast with no success. The mayor gave us a contact, Mr. Clifton at Comcast to direct our inquiry to. Tom has had no response from him. The mayor once again reached out to Mr. Clifton for us and Tom did hear back from him today. He was passing our information on to their business department for follow up.

VChair – this is something we have to pursue, we have to keep on them and we should not take NO for an answer.

Employee matter – one of our employees, John Hemenway is going out on medical leave that will keep him away for a number of weeks. We have a part time maintenance

man from the Keansburg Housing Authority that we will bring on board to work half days to support Joe Cusumano.

Carpets – will be cleaned in the common areas, Wednesday and Thursday of this week.

Back Wall – we have a proposal from Jim Kovic, for cleaning/painting the back wall that the board has not seen and we will discuss.

NJAHRA Conference – the board received information on the Conference, please let Renee know if you are interested.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS –

FY18-001 – Resolution authorizing the designated signatories for Investors Bank for the Highlands Housing Authority.

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

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

FY18-002 – Resolution approving and authorizing the write-offs of selected designated uncollectible rents due on vacated units.

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

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

FY18-003 – Resolution authorizing the hiring of a part time custodian.

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

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

FY18-004 – Resolution ratifying the award of the contract for automatic door operator maintenance and repair services through 7/31/19.

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

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

FY18-005 -- Resolution authorizing the extension of the contract with Atlas Elevator, Inc. for elevator maintenance and repair services through September 30, 2019.

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

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

FY18-006 – Resolution awarding the contract for the underground storage tank removal at Ptak Towers to Engineered Environmental Incorporated in the amount of \$6,750.00

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

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

FY18-007 – Resolution authorizing the extension of the contract for auditing services FYE 6/30/17.

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

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

FY18-008 – Resolution authorizing the payment of the application fee to Investors Bank for the RAD Program Financing for Capital Improvement.

Motion was made by Comm Kane and seconded by Comm Goddard. Page 4 of 5

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

PUBLIC PORTION

Jackie White, apt. 102 – The Oral History Workshop was very enjoyable, everyone was telling a story.

Joe Mohr, apt. 302 -- What is going on with the smoking in this building, people smoking in their units? **Atty** – we are enforcing the no smoking rule, we have to catch tenants in the act. We recently evicted 2 tenants from their apartments for smoking. Report any

incidents to Renee and she will start putting together a case. **Joe** – also in front of the building we have a lot of dogs walking up and down the sidewalk and their owners do not clean up after them. Something needs to be done about it. ED Dzema – we will enforce that people clean up after their dogs.

Billy Wuelfing, apt. 509 – Yes, big dogs are out there, that shouldn't be allowed.

Ray Goddard closed the public portion.

EXECUTIVE SESSION

Motion made by Comm Rugg to move to Executive Session for litigation over applicant with oversized dog, and it was seconded by Comm Kane. All in favor.

ADJOURNMENT

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


VChair Goddard closed the public meeting at 7:40 PM.

Motion to adopt August 29, 2017 Regular Board Meeting, Public Portion Minutes moved by Commissioner Kane and seconded by Commissioner Williams.

Roll Call for Adoption of August 29, 2017 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Kane	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 19th, day of September, 2017.



 Douglas Dzema
 Executive Director

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**August 29, 2017
REGULAR MEETING
Minutes of Executive Session**

OPENING

VChair Goddard opened Executive Session at 7:45PM.

ROLL CALL

Present: Rebecca Kane, Commissioner
Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Dolores Francy, Commissioner
Ellen Williams, Commissioner
Ray Goddard, Commissioner

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

Absent: Gloria Miller, Chairperson

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

DISCUSSION

-Applicant: Renee told board they have an applicant that wants to bring a therapy dog in to Ptak with her, which is a great dane. After discussion including attorney, board agrees this dog is too large for the size of the Ptak apartments and building common areas. Also may intimidate the tenants as many of them are scared of large dogs. Tenants will encounter the dog in passing in the hallways, lobby, laundry room and elevator.

ADJOURNMENT

VChair Goddard closed Executive Session at 8:00pm. All in favor.

Motion to adopt August 29, 2017 Regular Board Meeting, Executive Session Minutes moved by Commissioner Kane and seconded by Commissioner Williams.

Roll Call for Adoption of August 29, 2017 Executive Session Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Kane	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 19th day of September, 2017.



Douglas Dzema
Executive Director

In accordance with the motion to enter executive session, these minutes may not be disclosed to the public due to the confidentiality of the subject matter.