

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**

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

**June 2, 2015  
REGULAR MEETING  
Minutes of Public Portion**

**OPENING**

Gloria Miller called the meeting to order at 7:00 PM.

**ROLL CALL**

Present: Mae Rugg, Commissioner  
Ida Tkoch, Commissioner  
Richard O'Neil, Commissioner  
Gloria Miller, Chairperson

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

Absent: Rebecca Kane, Commissioner  
Dolores Francy, Commissioner  
Ellen Williams, Commissioner

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

**APPROVAL OF MINUTES – April 28, 2015 Regular Board Meeting, Public Portion  
and Regular Board Meeting, Executive Session**

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

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

**PRESENTATION OF BILLS**

Motion made to approve the May 2015 Bills List by Comm O'Neil and seconded by  
Comm Rugg. Chair Miller asked for a vote.

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

### **CORRESPONDENCE**

-ED Dzema: There are 2 resident memos, one to be mentioned specifically is about the laundry room card reader retrofit for here at Ptak. The laundry room washer and dryers have been changed over from coin operated to card operated. Today is the first day you are being charged since they have been changed over, they have been free since last week. Everyone has been given a card with \$5.00 on it from Coinmach. If you do lose your card you can purchase a new one, it will cost \$4.00. JPM is scheduled to follow.

### **COMMITTEE REPORTS**

Comm Rugg – Bingo is still good. We just celebrated Ronnie and my birthdays.

Renee read the vacancy report for June. There are 0 vacancies at Ptak and there is 1 at JPM. There are 7 residents on the Ptak waiting list and 52 non-residents. There is 1 resident on the waiting list at JPM and 25 non-residents.

Comm Tkoch - Can we get some more high backed brown chairs for the back patio?

ED Dzema – We will look into it, as well as buying uniform flower pots instead of a variation of pots.

Comm Rugg – Can we buy new furniture for the 5<sup>th</sup> Floor? It is disgusting and it is too small. ED Dzema – We are looking into it, I will roll this into my report when we talk about the new furniture for the lobby.

R DeMarco – Lois that does the art program is working directly with tenants to set up schedule for computer training.

### **OFFICERS & STAFF REPORTS**

ED Dzema gave update:

Capital Report – For Ptak Towers we did receive \$219,000 for the generator and we have proposals for an A& E firm. We are prepared to make a recommendation as soon as the state signs their contract with us.

- The long awaited evacuation plan is complete and in the KNOX box.
- The stairwell doors are being installed, the contractor began yesterday.
- We are doing sidewalk and curb repairs. They were supposed to begin yesterday, but will begin as soon as the weather breaks. This is at both JPM and Ptak.

- We have an LED light bulb program where we received funding from the state to put in LED light bulbs in everyone's unit at JPM. We are waiting for completion of the order.
- We have begun painting of the first floor corridor. This includes the bathrooms, the laundry room and all doors. In addition to painting the walls in the bathrooms we will be replacing the partitions and upgrading the toilet accessories.
- At JPM we are beginning to replace the concrete that is cracked and unlevel. There are a certain number of windows that are being replaced by Morris Plate Glass.
- Tomorrow, Wednesday, we have fire alarm testing here at Ptak.
- Chute cleaning will take place on the 11<sup>th</sup>. Chutes and laundry room will be closed.
- On the 12<sup>th</sup> there will be fire hose testing. This will be in parking lot.
- New furniture is being ordered for the lobby, in addition to the painting of the first floor/lobby. This furniture will be placed on the opposite side of the lobby to prevent the egress from being blocked, meaning the area right where you walk in the front door and off the elevator, which is a fire code violation. This will allow people doing their laundry to have seating right outside the laundry room and residents will still be able to see out the front if waiting for a pick up.
- There was a resident survey taken for the community room to access what the residents were looking to have in here for entertainment. The piano is back. It was too costly to repair the player portion and there was no guarantee once it was repaired if it would continue to work. It has been tuned. We will monitor if it is being used and if not we may remove it from the room. We are not prepared to move forward with the pool table repair/replacement as with the 38 responses – some said yes to a pool table, some no, some didn't care. Use of the table is very little. With that being said – someone has taken gouges out of the felt so we really aren't ready to move forward, we will discuss further with the board.

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – None to report.

Comm Tkock – are we upgrading the security system? ED Dzema – yes we are, we are combining and centralizing the DVR area instead of having 2 separate areas and are installing 4 to 6 new/additional cameras that Renee has requested.

Comm Rugg – are we having an anniversary party this year? ED Dzema – we do not have anything scheduled yet, and that is because we have been overwhelmed with getting things done around the building. If you think it is something we could do further down the road, - such as an autumn party, would that work? September/October?

**RESOLUTIONS** -

**FY15-039** – Resolution ratifying the approval of the annual notice for FY2016.

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

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

**FY15-040** – Resolution authorizing the award of the contract for boiler and water heater maintenance and repair services.

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

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

**FY15-041** – Resolution authorizing the award of the contract for heating, air conditioning and ventilation maintenance and repair services.

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

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

Public Hearing for the 2015 budget only.

ED Dzema - The State of NJ and the DCA approved our budget for the fiscal year commencing July 1, 2015. It was voted on by the board at the April board meeting and reviewed by the state and returned with no suggestions, amendments or changes. We are opening it up to the floor for any comments and or questions?

Public Session closed.

**FY15-042** – Resolution adopting the annual budget for FY 2016.

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

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

**PUBLIC PORTION**

**Pat Black, apt. 219** – Is there any way that I know that my pull cords work? **ED Dzema** – we have them tested annually.

**Gabe Tauro, apt. 319** – What do we do if we find a card in the washing machine, do we turn it in to you or do we keep it? **Renee** – we would ask that you bring it to the office so we may return it to the proper owner. When we handed out the cards, we did have you sign for it and recorded your card number, in the case that you did lose it we may return it to you. **GT** – when you have individual chairs in the lobby they can move? And the yellow lines on the curbs can't be seen? And the windows in the apartment need to be cleaned. **ED Dzema** – we will need to look into cleaning the windows.

**Ronnie Connie, apt. 503** – can we replace the 5<sup>th</sup> floor furniture? **ED Dzema** – we discussed that earlier.

**John Rahm, apt. 402** – what is being done about the elevators? **Renee** – what is wrong with them? No one has brought any problems to our attention. Atlas was in for monthly maintenance call last week. **JR** – doors close to fast. **RD** - We will have Atlas come out again.

**Ronnie Staehle, apt. 217** – why are we not allowed to have Direct TV with the little mini satellites that you can put on your window sills? Comcast has such a monopoly and they are so expensive and Direct TV would be half the cost? **ED Dzema** – if there was a way we could do that without penetrating the exterior of the building we would consider it. Even an interior attachment is a liability to us.

**EXECUTIVE SESSION**

Motion made by Comm O'Neil to move to Executive Session, and it was seconded by Comm Rugg. All in favor.

**ADJOURNMENT**

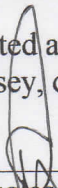
**ED Dzema** closed the public meeting at 7:30 PM.

Motion to adopt June 2, 2015 Regular Board Meeting, Public Portion Minutes moved by Commissioner     Rugg     and seconded by Commissioner     Tkoch    .

**Roll Call for Adoption of June 2, 2015 Regular Board Meeting Minutes**

	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>	<b>Abstain</b>
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 25<sup>th</sup>, day of August, 2015.

  
\_\_\_\_\_  
Douglas Dzema  
Executive Director