

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
March 30, 2021
REGULAR MEETING
Minutes of Public Portion

Meeting was conducted via Zoom. Meeting ID and Password were posted on the Highlands Housing Authority website for public access to the meeting.

OPENING

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

ROLL CALL

Present: Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Ellen Williams, Commissioner
Dolores Francy, Commissioner
Gloria Miller, Chairperson
Rebecca Wells, Commissioner
Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
John Bonello, Esq.

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

APPROVAL OF MINUTES – February 23, 2021 Regular Board Meeting, Public Portion

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

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

PRESENTATION OF BILLS

Motion made to approve the March 30, 2021 Bills List by Comm Rugg and seconded by Comm Williams. Chair Miller asked for a vote.

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

CORRESPONDENCE

ED Dzema – Just the normal monthly meeting data you receive.

COMMITTEE REPORTS

Comm Tkoch – we are all complaining about not being able to use the downstairs bathroom and the community room which we all miss so much.

Comm Rugg – I have been sending books over.

Comm Williams – As far as the programming goes when we are allowed to go back in I will talk to Renee about scheduling the storytelling again. I will reach out to Dan whenever that can happen, as he expressed interest that we continue with our program once the protocols allow.

Renee – March Vacancy Report: Ptak and JPM have 0 vacancies. At Ptak: 6 residents and 61 non-residents on the waiting list. At JPM: 2 residents and 15 non-residents on the waiting list.

OFFICERS & STAFF REPORTS

ED Dzema – Moving into the COVID-19 activity and update, we do have the monthly activity report that Renee prepares it demonstrates the continued food delivery and right now it is every other week by OLPH food pantry. What we have since the last meeting is highlighted in yellow, it has been winding down. The Highlands Fire Department and Rec Center delivered St. Patrick' Day Dinners for the residents to the building. What we had discussed at the last meeting was sending thank you letters to the entities that supported us over the last number of months. The board decided to wait until this meeting as we knew this month things were pretty much winding down. We have been conducting wellness calls and the recent checklist helped us put together a list to provide to the mayor/borough to accommodate for vaccinations in Freehold. We are working on the final RAD closeout. The initial conversion began in 2018. We received a grant from the Federal Home Loan Bank for \$911,000 and it was all for the use of capital work. The problem with that grant is that it is established as a loan and becomes a grant when you meet all the criteria. We have received \$640,000. We are now working on getting the remainder which will be the official close. We have at this time put out a RFP for a new exterminator. Our current exterminator, whose contract has 3 components: pest control, dog sweep and bed bug exterminating; has passed away. We have made contact with the company and they have missed services. **Atty Bonello** – the contract allows the authority to terminate for any reason with a 30 day notice and we said it was because we were not able to have contact with anyone responsible to perform. **ED Dzema** – your financial disclosures will be out shortly. The borough has contacted Renee to let her know this. **Chair Miller** – I am still working on the updating of our terms. **ED Dzema** – We need to

schedule a meeting for the finance committee, preferably the week of the 12th. The meeting will be Doug, Tom, Renee, Gloria, Becky and Dolores; Wednesday, April 14 at 3:00pm. We will send out the 3 budget worksheets. Our next board meeting is on April 27 at 7:00pm.

OLD BUSINESS – None

NEW BUSINESS – **Comm Tkoch** – are we going to do anything about the bumpy parking lot in the back? A lot of people are complaining about it. **ED Dzema** – there is a depression there now because of the work done by the antenna company. Unfortunately, that is part of the process as the ground has to settle and that takes time; they have assured us they will take care of any issues once it does settle.

RESOLUTIONS

FY21-021– Resolution awarding the contract for boiler and water heater maintenance and repair services to Central Boiler Repair Services Inc. from 4/1/21 to 3/31/23.

Motion was made by Comm Tkoch and seconded by Comm Wells. Chair Miller asked for a vote.

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

FY21-022 – Resolution to approve sending thank you letters to the organizations/individuals that donated to Jennie Parker Manor and PTAK Towers Tenants during the COVID-19 pandemic.

Motion was made by Comm Williams and seconded by Comm Tkoch. Chair Miller asked for a vote.

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

PUBLIC PORTION –

Chair Miller closed the public portion.

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

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


Motion to adopt March 30, 2021 Regular Board Meeting, Public Portion Minutes

moved by Commissioner Williams and seconded by Commissioner Francy.

Roll Call for Adoption of March 30, 2021 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Wells			X	
Commissioner Rugg	X			
Commissioner Tkoch	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 27th day of April, 2021.



Douglas Dzema
Executive Director