

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
September 23, 2019

REGULAR MEETING
Minutes of Public Portion

OPENING

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

ROLL CALL

Present: Gloria Miller, Chairperson
Ida Tkoch, Commissioner
Dolores Francy, Commissioner
Ellen Williams, Commissioner
Ray Goddard, Commissioner

Absent: Rebecca Wells, Commissioner
Mae Rugg, 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 – *August 27, 2019 Regular Board Meeting, Public Portion and Executive Session.*

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

Aye	(5)	Wells, Tkoch, Francy, Williams, Goddard
Nay	(0)	
Abstention	(0)	
Absent	(2)	Miller, Rugg,

PRESENTATION OF BILLS

Motion made to approve the September 23, 2019 Bills List made by Comm Goddard and seconded by Comm Williams. Chair Miller asked for a vote.

Aye	(5)	Tkoch, Francy, Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Rugg

CORRESPONDENCE

ED Dzema – There are a number of Notices that pertain to the RAD program and to the Bulk pick up.

COMMITTEE REPORTS

Comm Williams – Every month we meet, the next meeting is this Thursday. We also invite community residents to come. The Highlands Arts Council used to promote things more. I need to find out who is now in charge so they can get this notice out for us. We plan to work with the school again with the intergenerational program, I am talking with the principal to schedule dates.

Comm Tkoch – There are all kinds of activities going on: Oktoberfest, the Farmer’s Market, the Boo Brew (a beer festival), and the Howl-O-Ween Costume Contest where you bring your pets dressed and the Zombie Parade. Another thing I do is go to the library, the SCAT bus will take you right there. They are showing Rocketman on the 27th. Agatha Christie’s Black Coffee is playing at the Navesink Arts Center in Atlantic Highlands on the 29th, \$17 for seniors. If anyone wants to go, call me. Bingo is now on Sunday and Wednesday.

Comm Francy – A Voters Registration table is set up at the Farmer’s Market. They also have absentee ballots there.

Renee – September Vacancy Report: 0 vacancies at Ptak and JPM. At Ptak we have 9 residents and 75 non-residents on the waiting list. At JPM we have 5 residents and 49 non-residents on the waiting list.

Comm Tkoch – what is the weight allowed for dogs? **Renee** – 25lbs.

OFFICERS & STAFF REPORTS

ED Dzema – My report will be covered with the resolutions.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS

FY20-015 - Resolution to award a contract for fiscal audit services for the year ended June 30th, 2019

Motion was made by Comm Williams seconded by Comm Goddard.

Aye	(5)	Tkoch, Francy, Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Rugg

FY20-016 - Resolution approving and authorizing the write-off of selected designated uncollectible tenant balances due on vacated units.

Motion was made by Comm Goddard seconded by Comm Tkoch.

Aye (5) Tkoch, Francy, Williams, Goddard, Miller
Nay (0)
Abstention (0)
Absent (2) Wells, Rugg

FY20-017 – Resolution awarding the contract for flooring replacement of the 4th and 5th floors of Ptak Towers to J Morano Contracting LLC for \$24,000.00.

Motion was made by Comm Williams seconded by Comm Goddard.

Aye (5) Tkoch, Francy, Williams, Goddard, Miller
Nay (0)
Abstention (0)
Absent (2) Wells, Rugg

FY20-018 - Resolution awarding the contract for corridor painting of the 4th and 5th floors of Ptak Towers to Balanikas Painting for \$3,900.00.

Motion was made by Comm Goddard seconded by Comm Williams.

Aye (5) Tkoch, Francy, Williams, Goddard, Miller
Nay (0)
Abstention (0)
Absent (2) Wells, Rugg

FY20-019 - Resolution rescinding resolution FY20-003 authorizing the extension of the contract for automatic door operator maintenance and repair services.

Motion was made by Comm Williams seconded by Comm Goddard.

Aye (5) Tkoch, Francy, Williams, Goddard, Miller
Nay (0)
Abstention (0)
Absent (2) Wells, Rugg

FY20-020 – Resolution amending resolution FY20-005 for drainage improvement at Jennie Parker Manor from \$14,500.00 to \$12,500.00.

Motion was made by Comm Goddard seconded by Comm Francy.

Aye (5) Tkoch, Francy, Williams, Goddard, Miller
Nay (0)
Abstention (0)
Absent (2) Wells, Rugg

FY20-021 – Resolution awarding the contract for handrail replacements of the 4th and 5th floors of Ptak Towers to Adirondack Contracting for \$9,980.00.

Motion was made by Comm Williams seconded by Comm Francy.

Aye	(5)	Tkoch, Francy, Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Rugg

FY20-022 – Resolution awarding the contract for the boiler replacement at Ptak Towers Phase II to Central Boiler Repair Co., Inc. for \$49,800.00.

Motion was made by Comm Francy seconded by Comm Williams.

Aye	(5)	Tkoch, Francy, Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Rugg

FY20-023 - Resolution amending resolution FY20-006 for handrail replacements at Jennie Parker Manor from \$16,000.00 to \$13,900.00.

Motion was made by Comm Goddard seconded by Comm Francy.

Aye	(5)	Tkoch, Francy, Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Rugg

FY20-024 – Resolution to approve payment to employee’s for the management incentive program.

Motion was made by Comm Goddard seconded by Comm Francy.

Aye	(5)	Tkoch, Francy, Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Rugg

FY20-025 - Resolution Authorizing Revising House Rules (lease addendum) # 30.

Motion was made by Comm Williams seconded by Comm Goddard.

Aye	(4)	Tkoch, Francy, Goddard, Miller
Nay	(0)	
Abstention	(1)	Williams
Absent	(2)	Wells, Rugg

FY20-026 - Resolution awarding the contract for automatic door operator maintenance and repair services through 9/30/21.

Motion was made by Comm Francy seconded by Comm Williams.

Aye (5) Tkoch, Francy, Williams, Goddard, Miller
Nay (0)
Abstention (0)
Absent (2) Wells, Rugg

PUBLIC PORTION - No comments.

Chair Miller closed the public portion.

ADJOURNMENT- Chair Miller closed the public meeting at 7:35PM.

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

Motion to adopt September 23, 2019 Regular Board Meeting, Public Portion Minutes moved by Commissioner Williams and seconded by Commissioner Francy.

Roll Call for Adoption of September 23, 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 29th, day of October, 2019.

Douglas Dzema
Executive Director