

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**

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

**April 19, 2016  
REGULAR MEETING  
Minutes of Public Portion**

**OPENING**

ED Dzema called the meeting to order at 7:00 PM.

**ROLL CALL**

Present: Rebecca Kane, Commissioner  
Mae Rugg, Commissioner  
Ida Tkoch, Commissioner  
Dolores Francy, Commissioner

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

Absent: Gloria Miller, Chairperson  
Mae Rugg, Commissioner  
Richard O'Neil, Commissioner  
Ellen Williams, Commissioner

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

**APPROVAL OF MINUTES**

***March 22 Regular Board Meeting, Public Portion and Regular Board Meeting,  
Executive Session.***

Motion made to adopt the minutes by Commissioner **Kane** and seconded by  
Commissioner **Francy**. **ED Dzema** asked for a vote.

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

## **PRESENTATION OF BILLS**

Motion made to approve the April 19, 2016 Bills List by Commissioner **Rugg** and seconded by Commissioner **Kane**. **ED Dzema** asked for a vote.

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

## **CORRESPONDENCE**

**ED Dzema** - Notices that go out to the tenants during the month are included in the board package so the board knows what is going on in the building. This month there were Notices regarding smoking violations, annual inspections and the bed bug dog sweep.

## **COMMITTEE REPORTS**

**Renee** read the vacancy report for April. There are 0 vacancies at Ptak and JPM. There are 6 residents on the Ptak waiting list and 83 non-residents. There are 2 residents on the JPM waiting list and 41 non-residents.

**Comm Rugg** – Eleanor Carlson’s 100<sup>th</sup> Birthday Party was fantastic, I would like to thank all the tenants, the commissioners and the board for making it a great party. There was great food and she received great gifts. **ED Dzema** – the borough will be presenting a proclamation to Eleanor for her 100<sup>th</sup> Birthday tomorrow evening.

**Comm Tkoch** – the Highlands Fire Department did a great presentation for the tenants on what to do in the case of a fire or an emergency evacuation.

## **OFFICERS & STAFF REPORTS**

### **ED Dzema:**

-There are new email addresses for the staff, a handout will be given to the commissioners with these new addresses.

### **Capital Report**

-The bids for the generator replacement at Ptak and JPM came in too high. The proposal will be revised and re-bid and are due back May 10. In addition we have asked FEMA for more money for the project.

-The Ptak outdoor front entrance ceiling was replaced and new LED light fixtures have been installed.

-The Ptak public bathroom work is ongoing.

- At JPM not only is the generator being replaced, a site survey has been completed for the RAD program.

**RAD Update**

- We speak to HUD every month and report our progress.
- We have a financial plan, we had to submit a waiver request to HUD as their regulations only allow an 18 year payout; we are looking for a 12 year payout.

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – None to report.

**RESOLUTIONS -**

**FY16-022** – Resolution ratifying the hiring of a part time custodian.

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

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

**FY16-023** – Resolution authorizing the renewal of the contract for exterminating and pest control services.

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

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

**FY16-024** – Resolution authorizing the renewal of the contract for bed bug exterminating and control services.

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

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

**PUBLIC PORTION**

**Patrick Murray, apt. 221** – Are the fire extinguishers in the hallway checked? Can they be used by the tenants? **Renee/John** – They are current/inspected, they are not for tenant use - they are for fire/police department use. **ED Dzema** – we look further at the fire extinguisher use and decide if there should be one in every apartment. **Comm Kane** – would like to see a small fire extinguisher in every apartment.

ED Dzema closed Public Portion.

Motion for adjournment made by Comm **Rugg** and it was seconded by Comm **Kane**. All in favor.

**ADJOURNMENT**


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

Motion to adopt the April 19, 2016 Regular Board Meeting, Public Portion Minutes moved by Commissioner     Kane     and seconded by Commissioner     Tkoch    .

**Roll Call for Adoption of April 19, 2016 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 24<sup>th</sup> day of May, 2016.

  
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Douglas Dzema  
Executive Director