

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**

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

**May 22, 2018  
REGULAR MEETING  
Minutes of Public Portion**

**OPENING**

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

**ROLL CALL**

Present: Rebecca Kane, Commissioner  
Ida Tkoch, Commissioner  
Ellen Williams, Commissioner  
Ray Goddard, Commissioner  
Gloria Miller, Chairperson

Also Present: Douglas G. Dzema, Executive Director  
Thomas Furlong, Chief Financial Officer  
Renee DeMarco, Residential Operations Manager

Absent: Mae Rugg, Commissioner  
Dolores Francy, Commissioner

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

**APPROVAL OF MINUTES – *April 24, 2018 Regular Board Meeting, Public Portion and Regular Board Meeting, Executive Session.***

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

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

**PRESENTATION OF BILLS**

Motion made to approve the May 22, 2018 Bills List by Comm Williams and seconded by Comm Goddard. Chair Miller asked for a vote.

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

### **CORRESPONDENCE**

ED Dzema: There were two Notices that went out to the residents, one regarding the RAD program and one about exterminating.

### **COMMITTEE REPORTS**

Comm Williams – We are still continuing the “Storytelling Real and Imagined” every month. On April 26 a number of us went and met with the Highlands Historical Society to share what the group was doing and to invite their members to join our group. Next year we will try to identify the parents with children at JPM and try to engage them to get involved with the calendar contest.

Comm Tkoch – some of the tenants want their thermostats checked in the living room as they say they are not working properly. We also need more chairs in the back yard. Saturday is the Memorial Day parade in town. After the parade Katz’s is having a town wide picnic in their parking lot. On Sunday my son Mark is having a Memorial Day Party in the community room/back patio.

May Vacancy Report: 0 vacancies at Ptak and JPM. 8 residents on the Ptak waiting list and 133 non-residents. 7 residents on the JPM waiting list and 70 non-residents.

### **OFFICERS & STAFF REPORTS**

**ED Dzema –**

A RAD meeting took place on May 14. Both developments were invited. It was opened as a public meeting as four commissioners were in attendance. Attendance by the tenants was excellent. Bill Snyder, our consultant did a power point presentation. We walked through the entire process and spoke about the work items that are going to be corrected in the next number of months and/or years. We are projecting a closing in the middle of June, as our new fiscal year starts July 1.

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – None to report.

**RESOLUTIONS** –

**FY18-021** – Resolution ratifying the approval of the annual notice for FY 2019.

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

**FY18-022** – Resolution to approve the operating budget FY 2019.

ED Dzema – We will hear from our CFO Tom Furlong in a few minutes. Thank you to the finance committee that came out to meet prior to the RAD meeting to go discuss the upcoming budget. We would like to introduce it tonight. With the RAD conversion we do expect approximately an 18% up kick financially in terms of our cash flow. Our reserve is at 78%, HUD asks that you at least acquire a 40% reserve.

Comm Goddard – The Finance Committee met and strongly agrees that they need to recognize the members of staff for the job that they have been doing and have done, particularly as it pertains to RAD. The Finance Committee feels they wanted to show their appreciation with a more healthy increase - a typical increase would be 2% we strongly recommend the staff get a 3.5% increase this year.

Tom Furlong – 5 or 6 years ago we were cutting because of the financial situation we were in. It has really turned around the last couple of years and we are going into the RAD program with a couple hundred thousand dollars in our bank account which is really nice and a lot has to do with the staff. In the budget there is a surplus of \$25,000 and we really think that putting a million dollars into both developments with the RAD program is really going to save us some money.

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

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

**PUBLIC PORTION**

Victoria Marks, apt. 311 – At the tenant RAD meeting, Mr. Snyder mentioned there may be a few tenants that have to pay 35% of their income for rent? ED Dzema – Two different issues. We believe we have one person that may have to pay an inflated rent based on their income, which is a private calculation and there is a 3 to 5 year period for that increase to occur. This is because ceiling/flat rents are going away. The 35% is a number that was thrown out by Ben Carson, Secretary of HUD. There has been no action taken by the senate or legislature for this increase. If this would happen it would affect everyone.

Jacqueline White, apt. 102 - I would like to know if I could have a copy of the board meeting minutes, I am losing my hearing? ED Dzema – the minutes from the board meetings are on our web site. You can use the computer right here in the community

room. If you can't use a computer you can go into the office and request them. Just submit a written request so we have it documented.

Larry Wallace, apt. 206 – Is there something called a tenant handbook? ED Dzema – I don't know of one.

Gloria Miller closed the public portion.

**EXECUTIVE SESSION** - not needed.

**ADJOURNMENT**

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

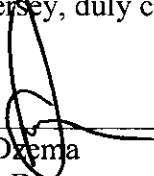
Chair Miller closed the public meeting at 7:30PM.

Motion to adopt May 22, 2018 Regular Board Meeting, Public Portion Minutes moved by Commissioner Goddard and seconded by Commissioner Francy.

**Roll Call for Adoption of May 22, 2018 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 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 26<sup>th</sup>, day of June, 2018.

  
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Douglas Dzema  
Executive Director