

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
January 26, 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.
Res DeMarco- Reading of Meeting Notice.

ROLL CALL

Present: Rebecca Wells, Commissioner
Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Ellen Williams, Commissioner
Dolores Francy, Commissioner
Gloria Miller, Chairperson
Absent: Ray Goddard, 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 – December 22, 2020 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	(4)	Rugg, Tkoch, Francy, Miller
Nay	(0)	
Abstention	(2)	Wells, Williams
Absent	(1)	Goddard

PRESENTATION OF BILLS

Motion made to approve the January 26, 2021 Bills List by Comm Wells and seconded by
Comm Francy. Chair Miller asked for a vote.

Aye	(6)	Wells, Rugg, Tkoch, Williams, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Goddard

CORRESPONDENCE

ED Dzema – We have 2 lists that have been prepared on a monthly basis, there are 5 new entries on the COVID – 19 list and I am going to ask Renee to speak about COVID list. **ResDeMarco** – The Methodist Church is ending their ongoing distributions. They will have 2 more deliveries, then their food pantry will be open to our tenants on a weekly basis in Atlantic Highlands. Also, if a tenant does have an emergency, where they cannot get to the food pantry; they have no food/they need food, Steve will make a delivery. He just can’t continue to support us without Ryan and his mother – they have been doing so for almost a year now. **ChairMiller** – We should send them a thank you. **Comm Williams** – Valerie at OLPH should provide Renee with a list of the deliveries she makes to the building so they could be added to the list. **ResDeMarco** – I did mention to Steve that Valerie/OLPH does deliver to us, but I was not aware of the details. He said he was going to reach out to her and see if he could work with her to see if he could ensure deliveries would get to all the tenants that United Methodist was delivering to. **ED Dzema** – we will do a Resolution for next meeting to thank all the recent COVID distributions. The regular Notice list had a few notices including about the laundry rooms which have been renovated.

COMMITTEE REPORTS

Comm Williams – I am keeping in touch with principal Dan at the school, waiting for them to reopen. What is the happening with the SCAN program? **ResDeMarco** – Helen from SCAN is still meeting with our tenants individually, outside the building to assist them. We do distribute/post her notices; although we are not aware of who contacts her/takes advantage of the programs such as the free transportation they offer. **Comm Tkoch** – everything is good. We still miss the community room. The new laundry room is nice; it needs a smaller table though. **Renee – January Report:** 0 vacancies at Ptak and JPM. At Ptak: 10 residents and 68 non-residents on the waiting list. At JPM: 2 residents and 22 non-residents on the waiting list.

OFFICERS & STAFF REPORTS

ED Dzema – We have a vacancy in our finance department, our bookkeeper position is open. Eileen was with us for a short time, she left us for a full time job. We have been conducting interviews. Tom Furlong has been filling in. We continue to follow CDC and HUD guidelines for COVID-19. The COVID-19 vaccines are out there. **ResDeMarco** – we have made many calls: Monmouth County Health Department, NJ Health Department, HUD, Long Branch Housing Authority (we heard they were receiving the vaccination), CVS, Walgreens, Shop Rite Pharmacy, etc.; trying to get assistance with vaccinations for the tenants. We have either left messages, been told there are none available or been told to keep calling back. We will keep trying.

ED Dzema - Capital Report – at PTAK and JPM we have just renovated the laundry rooms and the new vendor installed the new washers and dryers. The old service contractor would not remove their equipment and we had to tear out the machines and they are being stored in the community rooms at each site. The vendor has realized we have removed their equipment and is now coming to pick them up. At Ptak – the roof has been coated in preparation for the T-Mobile install. Installation of a gas and electric line as well as a generator are currently installed in the back; for the T-Mobile antenna on roof installation. A new air conditioner unit is being installed for the common areas (hallways/lobbies) for the upcoming season. At JPM - replaced the domestic hot water holding tank; may look at water treatment plan for future. All three fire panels (for the A, B and C bldg.) are being hard wired to Emergency panel to run off the generator. Repair to foundation wall/rear steps of unit B-7. -Agreed we will hold February meeting at 7:00pm.

OLD BUSINESS – None

NEW BUSINESS – None

RESOLUTIONS

FY21-017– Resolution authorizing the extension of the contract for computer repair services with Intrep Solutions to November 30, 2021.

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

Aye	(6)	Wells, Rugg, Tkoch, Williams, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Goddard

FY21-018 – Resolution awarding the extension of the contract for dog sweeping services through December 31, 2022.

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

Aye	(6)	Wells, Rugg, Tkoch, Williams, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Goddard

PUBLIC PORTION –

Chair Miller closed the public portion.

ADJOURNMENT - Chair Miller closed the public meeting at 7:40PM.

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

Motion to adopt January 26, 2021 Regular Board Meeting, Public Portion Minutes

moved by Commissioner Francy and seconded by Commissioner Tkoch .

Roll Call for Adoption of January 26, 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 23rd, day of February 2021.



Douglas Dzema
Executive Director