

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**  
**Ptak Towers**  
**215 Shore Drive, Highlands, NJ 07732**

**May 26, 2020**  
**REGULAR MEETING**  
**Minutes of Public Portion**

**OPENING**

Chair Miller called the meeting to order at 1:25PM, Reading of Meeting Notice.

**ROLL CALL**

Present: Rebecca Wells, Commissioner  
Ida Tkoch, Commissioner  
Dolores Francy, Commissioner  
Ellen Williams, Commissioner  
Mae Rugg, Commissioner  
Ray Goddard, Commissioner  
Gloria Miller, Chairperson

Also Present: Douglas G. Dzema, Executive Director  
Renee DeMarco, Residential Operations Manager  
John Bonello, Esq.  
Thomas Furlong, Director of Financial Operations  
Aaron Greene, Computer Systems Administrator

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

**APPROVAL OF MINUTES – February 25, 2020 Regular Board Meeting, Public Portion and Executive Session.**

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

Aye	(7)	Wells, Rugg, Tkoch, Francy Williams, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

**PRESENTATION OF BILLS**

Motion made ratify March, April and to approve the May 2020 Bills List made by Comm Goddard and seconded by Comm Rugg. Chair Miller asked for a vote.

Aye	(7)	Wells, Rugg, Tkoch, Francy Williams, Goddard, Miller
Nay	(0)	
Abstention	(0)	
Absent	(0)	

## **CORRESPONDENCE**

**ED Dzema** – Update on our Covid efforts, as there were extensive notices to the residents to keep them in tune with what has been going on with the Covid issue. Covid Notices are posted on our Website. You received a list of all the Notices that went out. Notices covered our staying in touch with the OEM and CDC, closing of the community room, asking tenants not to gather in groups, in addition to many others. There are many signs posted in the building. Maintenance is keeping the building clean. Routine work orders are suspended, we are only performing emergency work orders. The furniture has been removed from the lobby. We ordered tenants to wear masks. We have distributed masks. We have had many donations to the building. We have installed mail slots in each building for the tenants to drop off paperwork. All resident needs are being handled. We are doing a wellness call to each tenant every week. We also filed a FEMA application which will cover the cost which we getting involved with; masks, etc. We also have to work on a get back to work plan. We are not sure on what future safety measures may have to be implemented.

## **COMMITTEE REPORTS**

**Comm Williams** – The intergenerational program had to be cancelled. The principal and I will connect in the fall and see how we can bring it back. I haven't been able to run the group at Ptak. Regarding our Committee's – I was interested in what the committees are. I think it would be good for us to go over the committee lists and review what each committee's responsibility is.

**Renee - May Vacancy Report:** 0 vacancies at Ptak and JPM. At Ptak: 8 residents and 56 non-residents on the waiting list. At JPM: 4 residents and 32 non-residents on the waiting list.

**OFFICERS & STAFF REPORTS** – None to report.

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – **ED Dzema** - our By-Laws haven't been revised since 1993. It would be a good time to bring them up to speed. The By-Laws committee is Comm Goddard and Comm Francy. I could get a draft together then the committee could meet to review.

## **RESOLUTIONS**

**FY20-037** – Ratify resolution authorizing revising house rules (lease addendum) adding house rule for handicapped-accessible unit.

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

Aye (7) Wells, Rugg, Tkoch, Francy, Williams, Goddard, Miller

Nay (0)

Abstention (0)

Absent (0)

**FY20-038** – Resolution approving an award of contract for bed bug exterminating and control services.

Motion was made by Comm Goddard and seconded by Comm Francy.  
Aye (7) Wells, Rugg, Tkoch, Francy, Williams, Goddard, Miller  
Nay (0)  
Abstention (0)  
Absent (0)

**FY20-039** – Resolution authorizing award of a contract for exterminating and pest control services.

Motion was made by Comm Goddard and seconded by Comm Francy.  
Aye (7) Wells, Rugg, Tkoch, Francy, Williams, Goddard, Miller  
Nay (0)  
Abstention (0)  
Absent (0)

**FY20-040** - Resolution to approve the introduction of the operating budget for the Housing Authority of the Borough of Highlands for fiscal year ending June 30, 2021.

**ED Dzema** – Tom Furlong and I met with the Finance Committee in March to discuss the 6/30/21 budget. The committee approved us to move forward and present the budget to the entire board. The budget is being introduced today. If approved today by the board, we will send to the DCA for approval. Once they approve it and return it we will have a public hearing then ask you to adopt it. The budget calls for a surplus in excess of \$54,000. Our revenue is up over 2%, our expenses were only up 1%. Out of our control, the JIF premium is up 9%. All other expenses we have on the budget were increased with according to inflation. **Tom Furlong** – Our reserve is slightly over \$500,000. We do have an additional \$400,000 as a part of the RAD program that we had to put aside to be used for future, reserved for replacement. We also had a rent increase, 2.2%.

Motion was made by Comm Goddard and seconded by Comm Wells.  
Aye (7) Wells, Rugg, Tkoch, Francy, Williams, Goddard, Miller  
Nay (0)  
Abstention (0)  
Absent (0)

**FY20-041** - Resolution awarding the contract for the engineering services for the entry stoop and building B structural repairs at Jennie Parker Manor to Habitech Architecture, LLC for \$7,500.00.

Motion was made by Comm Wells and seconded by Comm Tkoch.  
Aye (7) Wells, Rugg, Tkoch, Francy, Williams, Goddard, Miller  
Nay (0)  
Abstention (0)  
Absent (0)

**FY20-042** - Resolution awarding the contract for legal services to Manna & Bonello for \$5,400.00 through May 31, 2021.

Motion was made by Comm Goddard and seconded by Comm Francy.  
 Aye (7) Wells, Rugg, Tkoch, Francy, Williams, Goddard, Miller  
 Nay (0)  
 Abstention (0)  
 Absent (0)

**PUBLIC PORTION – None**

Chair Miller closed the public portion.

**EXECUTIVE SESSION – None**

**ADJOURNMENT** - Chair Miller closed the public meeting at 2:15PM.

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

Motion to adopt May 26, 2020 Regular Board Meeting, Public Portion Minutes

moved by Commissioner Williams and seconded by Commissioner  
Goddard.

**Roll Call for Adoption of May 26, 2020 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 24<sup>th</sup>, day of June, 2020.

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 Douglas Dzema  
 Executive Director