

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**November 24, 2015
REGULAR MEETING
Minutes of Public Portion**

OPENING

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

ROLL CALL

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

Also Present: Douglas Dzema, Executive Director
Renee DeMarco, Residential Operations Manager

Absent: Richard O'Neil, Commissioner
Ellen Williams, Commissioner

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

APPROVAL OF MINUTES – *October 27, 2015; Regular Board Meeting, Public Portion and Regular Board Meeting, Executive Session*

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

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

PRESENTATION OF BILLS

Motion made to approve the November 2015 Bills List by Comm Kane and seconded by Comm Rugg. Chair Miller asked for a vote.

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

CORRESPONDENCE

Notices went out regarding inspections at JPM and Ptak that were taking place in regards to our environmental survey, and a notice went out at JPM regarding an emergency repair to the sewer line in Building B.

COMMITTEE REPORTS

Comm Rugg – Tomorrow Bingo is at 1pm since a lot of people are cooking. We had a nice time at the dinner Katz's gave for us.

Comm Tkoch – I would like to see more people join the clubs, the Highlands Seniors/the Historical Society.

Renee – Vacancy Report, November. 1 vacancy at Ptak and 3 at JPM. 9 residents on the Ptak waiting list and 87 non-residents. 2 residents on the waiting list at JPM and 22 non-residents.

OFFICERS & STAFF REPORTS

ED Dzema: Capital Report

Ptak Towers:

- the Fire Pump project equipment is being shipped from the manufacturer December 8, installation will begin once the equipment arrives.
- the A&E firm is currently working on the project plans/specification for the generator project; we don't expect them until January.
- new toilet partitions have been ordered and will be installed in the public men's and women's restrooms this month.
- a new rear entrance canopy has been contracted for.

JPM:

- same A&E has been contracted for generator project at JPM.
- we have received proposals to install a 4 ft. high chain link fence to isolate the area in the courtyard where the lawn cannot be maintained (earth is exposed); for resident children safety purposes.
- we received proposals to do a site survey of the property, necessary for the zoning permit for the generator.

Other

- Staff/Board Holiday Dinner, December 17, 6pm – is this date/time good for the board?
- A Risk Management Consultant from the JIF (our insurance company) came to visit our site and make recommendations; to avoid any hazards.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS -

FY16-010 - Resolution awarding the contract for the land surveying services at Jennie Parker Manor.

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

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

FY16-011 – Resolution awarding the contract for the installation of a chain link fence at Jennie Parker Manor.

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

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

FY16-012 – Resolution by the commissioners of the Housing Authority of the Borough of Highlands authorizing the submission of the Highlands Housing Authority 2015 Annual Plan and an amendment to the five year plan for conversion to project based vouchers under the rental assistance demonstration (RAD).

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

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

PUBLIC PORTION

John Rahm, apt. 402 – We need more/extra lights out front so people can see. **ED** – the lights that we have are erected by code over the exits. We will take a look at it.

Dawn Hartsgrove – I stated last month about being homeless. I have paperwork for the board. I am still living behind the store-I belong to a program, go to therapy every week, group meeting twice a week. I don't know what else I have to do to get a place to live.

Vickie Cooke, apt. 208 – Donna and I went to a care givers seminar last week, took a

class with a yoga instructor. Would love to get this going. **ED** – she did call Renee and wanted to give us a per person cost. **VC** – I would like to ask what were the recommendations that the JIF inspector made for safety? **ED** - He spoke about a no smoking policy/HUD is considering new legislation banning smoking in all public buildings. We need to keep up JPM fire escape regulations. Recommended we keep snow logs, and keeping up to date with Joe's power industrial truck training. **VC** – The request I have is for someone to look at the back ramp. **RD** – It was inspected, no siting's. **VC** – The ship counselor is coming? **RD** – yes on December 1.

Carol Hartsgrove - Mr. Dzema I applied for housing and had an investigation. Nothing is right. Who do I go to above you? **ED** – As far as the Housing Authorities policies our decision is final – you should go to HUD. **Daniel Hartsgrove** – It was told to me that you were the one that stopped this. I was told you took Kristina off her job and you handled it. **ED** – I am not sure where you received your information, which is not correct. We are standing by Ms. Penta Duffy's decision. We are not going to try this case in public.

EXECUTIVE SESSION

Motion made by Comm Rugg to move to Executive Session, and it was seconded by Comm Tkoch. All in favor.

ADJOURNMENT - Chair Miller closed the public meeting at 7:25 PM.

Motion to adopt November 24th, 2015 Regular Board Meeting, Public Portion Minutes moved by Commissioner Rugg and seconded by Commissioner Kane.

Roll Call for Adoption of November 24, 2015 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
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 26th, day of January 26th, 2016.

Douglas Dzema
Executive Director