

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
July 27, 2021
REGULAR MEETING
Minutes of Public Portion

OPENING

Chair Miller called the meeting to order at 7:00PM, Reading of the Meeting Notice and Pledge of Allegiance.

ROLL CALL

Present: Rebecca Wells, Commissioner
Ida Tkoch, Commissioner
Ellen Williams, Commissioner
Dolores Francy, Commissioner
Nancy Messina, Commissioner
Gloria Miller, Chairperson
Absent: Mae Rugg, Commissioner
Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
John Bonello, Esquire

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

APPROVAL OF MINUTES – *June 30, 2021 Regular Board Meeting, Public Portion*

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

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

PRESENTATION OF BILLS

Motion made to approve the July 27, 2021 Bills List by Comm Francy and seconded by Comm Tkoch. Chair Miller asked for a vote.

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

CORRESPONDENCE

ED Dzema –The list in your package reflects Notices that have gone out to the residents this month.
Renee – One that stands out is that we are doing our annual inspections that have not been done in some time as we skipped a year due to COVID; there may be some extra work on our end due to the missed year. **Chair Miller** – we do have a new employee we would like to introduce, Chris Cronin – our new maintenance personnel.

COMMITTEE REPORTS

Comm Williams – I will talk with Renee for when we can have activities and meet here again.

Renee – July Vacancy Report: Ptak and JPM have 0 vacancies. At Ptak: 3 residents and 61 non-residents on the waiting list. At JPM: 2 residents and 14 non-residents on the waiting list.

OFFICERS & STAFF REPORT –

ED Dzema – Welcome back everyone. We are monitoring the COVID-19 evolution daily. We have the Community Room and the back patio open for the residents. We continue to follow up on the Delta variant which is scary. At 3pm today the CDC rescinded what they originally said about the indoor wearing of masks for those that are vaccinated and now they are saying although you are vaccinated you should wear a mask. They never released public buildings from wearing a mask in terms of common areas. Effective immediately we WILL be wearing masks in the building in the common areas. We are not going to have public gatherings yet in the Community Room, other than this meeting. We are going to keep the public bathrooms closed. We still do not have a custodian; we have been trying to hire one for months. **W. Wuelfing** – Are there going to be any chairs in the lobby soon, will we have a holiday party? **ED Dzema** – at this time we are not going to be putting the furniture back in the lobbies to prevent gathering indoors. Right now the weather is nice, you may sit outdoors where there are benches and chairs set up. We will wait to see how COVID evolves before we restore the furniture in the lobbies. Our goal is to have a party, of course we would like to have a Thanksgiving or Christmas Party; we have to deal with science first; we will make decisions as we go along.

OLD BUSINESS – None

NEW BUSINESS – None

RESOLUTIONS

FY22-001 – Resolution awarding the contract for CCTV maintenance and repair services to Coskey Electronic Systems, LLC.

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

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

FY22-002 - Resolution authorizing award of a contract for auditing services to Novogradac & Company, LLC.

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

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

FY22-003 - Resolution authorizing the extension of the contract for flooring repair services.

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

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

PUBLIC PORTION –

R. Stahle, apt. 217- twice we have been asked to move our cars out of the parking lot and I haven't noticed any work that has been done. Are you going to re-pave? **R. DeMarco** – the last time the back wall and the drain were cleaned and the prior time patch work was done to the lot. An RFP will be going out for additional work to be done to the lot. **ED Dzema** – our architect has assessed the lot for the work that needs to be done. Some locations of the lot are in worst shape than others and need more work done. We are waiting for a cost estimate for what we need it terms of the bidding as we only have so much money to do the work.

Chair Miller introduced the new Commissioner: **Commissioner Nancy Messina.**

Chair Miller closed the public portion.

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


Motion made by Comm Messina to adjourn meeting, and seconded by Comm Wells. All in favor.
Motion to adopt the July 27, 2021 Regular Board Meeting, Public Portion Minutes

moved by Commissioner Messina and seconded by Commissioner Williams.

Roll Call for Adoption of July 27, 2021 Regular Board Meeting Minutes

| | Ayes | Nays | Absent | Abstain |
|-----------------------|-------------|-------------|---------------|----------------|
| Commissioner Wells | | | X | |
| Commissioner Rugg | X | | | |
| Commissioner Tkoch | | | X | |
| Commissioner Francy | | | X | |
| Commissioner Williams | X | | | |
| Commissioner Messina | 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 17th day of August, 2021.



 Douglas Dzema
 Executive Director