

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**June 24, 2014
REGULAR MEETING
Minutes of Public Portion**

OPENING

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

ROLL CALL

Present: Gloria Miller, Chairperson
Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Richard O'Neil, Commissioner
Dolores Francy, Commissioner

Also Present: Douglas G. Dzema, Executive Director
John Bonello, Esq.
Renee DeMarco, Resident Services

Absent: Rebecca Kane, Commissioner
Daniel Conrad, Commissioner
Jill Homefield, Deputy Executive Director

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

APPROVAL OF MINUTES

May 20, 2014 Regular Board Meeting, Annual, Public Portion & Executive Session

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

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

PRESENTATION OF BILLS

Motion made to approve the June 24, 2014 Bills List by Comm O'Neil and seconded by Comm Francy. Chair Miller asked for a vote.

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

CORRESPONDENCE

ED Dzema noted there were a few correspondences that went out: one regarding the tenant garden survey, one regarding Chute Master – the laundry room and trash chutes were cleaned out, one regarding the bed bug dog sweep and I would like to comment that we ended up not going into 4 units, but there were no bed bugs tracked. Then there were three notices that referred to the resident survey/annual resident gathering, and you have the action plan. The action plan is a result of the resident survey and the committee meeting where there were a certain number of items that were considered as a request from the residents from Ptak and JPM. This past Friday at the meeting, which grew to about 60 residents, we went over these items; and one of the items that was not on the list that we anticipated doing later on -- were the computers. John Hazen is looking into the feasibility of putting 2 computers in, he is doing a review on this. This was the 28th year anniversary of the building. The celebration after the meeting went very well.

COMMITTEE REPORTS

Comm Rugg reported that Barbara has been providing the food for Bingo as Comm Rugg has a bad shoulder and leg that need to be taken care of.

Comm O'Neil read the vacancy report for June. There are 0 vacancies at Ptak and there are 0 at JPM. There are 7 residents on the Ptak waiting list and 30 non-residents. There are 9 residents on the waiting list at JPM and 42 non-residents.

OFFICERS & STAFF REPORTS

ED Dzema gave update on:

-For the RAD Program (rental assistance demonstration) program, we placed an application, ultimately this would be a conversion of public housing to section 8; with this the funding is a little more stable/higher and would allow us to do more renovations to the building/bring more money in. We did get our application in on time, although we were not one of the 60,000 which was all Congress allocated at that time. Now they lifted the cap to 185,000. It goes from the Senate to the House so this looks good for us for next year and we should make this cut. We will remain on hold with the leveraging/energy piece, with that one company; as the RAD program would trump that as it is a lot stronger program.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS

FY13-052 – Resolution authorizing the extension of the contract for plumbing services through September 30, 2014.

Motion was made by Comm O’Neil and seconded by Comm Rugg.

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

FY13-053 – Resolution rescinding resolution FY13-051, authorizing the extension of the contract for automatic door operator maintenance and repair services.

Motion was made by Comm O’Neil and seconded by Comm Francy.

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

FY13-054 – Resolution authorizing award of a contract for concrete sidewalk repairs at Jennie Parker Manor.

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

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

FY13-055 – Resolution authorizing the purchase of an F350 pickup truck through state contract.

Motion was made by Comm O’Neil and seconded by Comm Francy.

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

FY13-056 – Resolution to appoint Investors Bank as the Authority’s Depository and authorize the designated signatories.

Motion was made by Comm O’Neil and seconded by Comm Francy.

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

FY13-057 – Resolution ratifying the approval of the annual notice for FY2014.

Motion was made by Comm O’Neil and seconded by Comm Tkoch.

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

Public hearing for the 2015 budget only

ED Dzema reported that the Department of Community affairs returned our budget back for 2015 that begins July 1, and there were no comments/no suggestions for changes recommended by the state. It is opened up to the floor to listen to any thoughts or questions about the budget that has been introduced and adopted by this board, and now that it has come back from the state it has to be adopted one last time before the final submission. Any questions?

Public hearing is closed

FY13-058 – Resolution adopting the annual budget for FY2014.

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

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

PUBLIC PORTION

-Vicki Cooke, Apt. 208 - Carla Braswell has authorized a booth for the Highlands Art League, meaning anyone that wants to sell art or crafts will be allowed to do so. If you are a resident of Ptak you do not have to pay any fee. This is at the Farmers Market on Saturdays, talk to Lois or Mary (Art Council - Tuesday) if you are interested.

-Donna Torres, Apt. 308 – Doug you said something about the bed bug man not going into 4 apartments, I don’t understand what you said? Renee – We had 3 sick tenants and 1 that would not wake up so he did not enter their apartments. Oh, okay because I don’t think he came into my apartment, I could be wrong. Renee – No, he did go into your apartment.

Chair Miller closed Public Portion.

EXECUTIVE SESSION

Motion made by Comm O’Neil to move to Executive Session, and it was seconded by Comm Francy. All in favor.

ADJOURNMENT

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

Motion to adopt June 24, 2014 Regular Board Meeting, Public Portion Minutes moved by
 Commissioner Rugg and seconded by Commissioner
Tkoch.

Roll Call For Adoption of June 24, 2014 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Kane				✓
Commissioner Rugg	✓			
Commissioner Conrad			✓	
Commissioner Tkoch	✓			
Commissioner O'Neil			✓	
Commissioner Francy	✓			
Chairperson Miller	✓			

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 22th day of July, 2014.

 Douglas Dzema
 Executive Director