

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**August 28, 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
Rebecca Kane, Commissioner
Mae Rugg, Commissioner
Ida Tkoch, Commissioner
Dolores Francy, Commissioner

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

Absent: Richard O'Neil, Commissioner
Daniel Conrad, Commissioner
Jill Homefield, Deputy Executive Director

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

APPROVAL OF MINUTES

July 22, 2014 Regular Board Meeting Public Portion & Executive Session

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

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

PRESENTATION OF BILLS

Motion made to approve the August 28, 2014 Bills List by Comm Kane and seconded by Comm Tkoch. Chair Miller asked for a vote.

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

CORRESPONDENCE

ED Dzema noted there was a notice that went about the brick façade pointing repair. A notice went out regarding the Visit Nurse Association, that they are once again funded to Ptak starting September 18, and returning monthly.

COMMITTEE REPORTS

Comm Rugg reported that we had Bingo last night, 18 people. Comm Rugg thanked John (custodian) the building looks much nicer/cleaner than it has ever looked. He is very helpful to the tenants.

Comm Tkoch has some suggestions for giving the community room a new look: new/repair chairs by television, new carts needed – 3 not 2, the other chairs (table chairs) are also coming apart and new ones are needed. Another bookcase is needed, as well as another art/work table and 3 new laundry carts. Last, maybe paint this room again, a brighter color?

Renee read the vacancy report for August. There is 1 vacancy at Ptak and there are 0 at JPM. There are 7 residents on the Ptak waiting list and 46 non-residents. There are 9 residents on the waiting list at JPM and 43 non-residents.

OFFICERS & STAFF REPORTS

ED Dzema gave update on:

-Emergency/Evacuation Plan – is in the works, Doug Sabey distributed the latest copy to Dave Parker. Waiting for comments from the borough, next we would incorporate their comments into our plan, bring it back to the board for adoption, then come back to the tenants and introduce it to you.

-We prepared/distributed an RFP for a Computer Repair Technician and September 3rd, the proposal is due. We have a phone system contract with Avaya, the Maintenance men handle the Keri system, for the security cameras we will call people in as needed, software/hardware you have an RFP and for the website we are handling it in-house. Everything is currently working smoothly.

-Capital report – on Ptak Towers in addition to the brick façade we made our proposal to the county for the OCD grant. We will know in a few months if we were successful. The 404 mitigation plan stands, we still have \$75,000 promised to us for the generator for Ptak. For the security cameras we currently have in the building we are going to bring someone in to evaluate the system to make recommendations on how we can upgrade the system. At JPM we did a lot of sidewalk/concrete work, replaced a set of stairs as well as some handrails.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS

FY14-005 – Resolution authorizing award of a contract for plumbing repair services.

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

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

FY14-006 – Resolution authorizing award of a contract for audit services for year end 6/30/14 and 6/30/15.

Motion was made by Comm Francy and seconded by Tkoch.

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

FY14-007 – Resolution authorizing implementation of changes to the preference point system.

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

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

FY14-008 – Resolution approving the raising of minimum rent from \$25 to \$50.

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

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

FY14-009 – Resolution approving a \$500 bonus to Joseph Cusumano.

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

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

FY14-010 – Resolution approving an increase in salary and offering medical benefits for Renee DeMarco.

Motion was made by Comm Kane and seconded by Chair Miller.

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

FY14-011 – Resolution authorizing the hiring of a part time receptionist/administrative assistant.

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

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

PUBLIC PORTION

Vickie Cooke, Apt. 208 - Is it possible that the HA could buy carts at a cheaper price (than the tenants could buy them) then we could buy them from the HA? Would you magnetize or cork the wall here in the community room so we can hang our artwork without out putting holes in the wall?

Public portion is closed

Atty Bonello – we now have to discuss a personnel matter that would normally be discussed in closed session. The employee has asked that the matter be discussed in open public session. The employee has been out on extended leave since January this year. Since that time the HA has continued her health benefits to which she has not contributed as required by law. The employee’s attorney has sent the executive director a letter claiming the HA has acted unlawfully. Based upon that threatening litigation and the need to discuss this matter with our attorneys and seek their advice I am now recommending that the HA go into closed session pursuant to the open public meetings lawyer client privilege and pending litigation exceptions.

Would someone make such a motion?

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

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

CLOSED SESSION

RECONVENED PUBLIC SESSION

FY14-012 – Resolution authorizing the authority staff to process an involuntary disability retirement application.

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

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

EXECUTIVE SESSION

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

ADJOURNMENT

Chair Miller closed the public meeting at 7:45 PM.

Motion to adopt August 28, 2014 Regular Board Meeting, Public Portion Minutes moved by Commissioner _____ and seconded by Commissioner _____.

Roll Call For Adoption of August 28, 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 23rd, day of September, 2014.

 Douglas Dzema
 Executive Director