

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**January 24, 2017
REGULAR MEETING
Minutes of Public Portion**

OPENING

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

ROLL CALL

Present: Mae Rugg, Commissioner
Dolores Francy, Commissioner
Ellen Williams, Commissioner
Ray Goddard, Commissioner
Gloria Miller, Chairperson

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

Absent: Rebecca Kane, Commissioner
Ida Tkoch, Commissioner
John Bonello, Attorney

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

APPROVAL OF MINUTES – *November 22, 2016 Regular Board Meeting, and Public Portion.*

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

Aye	(4)	Rugg, Francy, Williams, Miller
Nay	(0)	
Abstention	(1)	Goddard
Absent	(2)	Kane, Tkoch

PRESENTATION OF BILLS

Comm Goddard questioned the sewer bill. Said we should look into this and request a lower rate as we are only one bedroom apartments. **ED Dzema** – we will look into this.

Motion made to ratify the voice vote of the December 2016 Bills List and approve the January 2017 Bills List by Comm Goddard and seconded by Comm Francy. Chair Miller asked for a vote.

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

CORRESPONDENCE

-ED Dzema: There are a number of notices that have been generated by the staff for the residents. These are just for the commissioners information.

COMMITTEE REPORTS

Comm Rugg – Barbara Hartsgrove prepared for the Christmas bingo. Vickie Marks organized the New Year’s Day Bingo. I ordered Pizza for the week after. There are lights out on the bingo board. A representative from Beacon of Life has been attending Bingo and giving away prizes. Beacon of Life had a bus trip to their facility, a lot of tenants signed up for the trip, although they did not show up for it.

Renee read the vacancy report for January. There are 0 vacancies at Ptak and JPM. There are 5 residents on the Ptak waiting list and 95 non-residents. There are 4 residents on the JPM waiting list and 50 non-residents.

OFFICERS & STAFF REPORTS

ED Dzema –

-Fire Safety training took place Dec. 5. We thank Charlie Wells, Deputy Fire Marshall, Highlands Fire Department; he came out to give the fire safety presentation and an overview on how to use the new fire extinguishers which have been installed in all apartments.

-Comcast/cable update. We are told there will not be any FIOS in the area. **Renee** - Tom has made many calls to Comcast and is getting the run around. We are waiting to hear if back if they will offer a discount/how much of a discount/options available, if all tenants sign on individually (residential department); and what services/discount is available, if management signs a building contract (commercial department).

-**RAD Program Update:** PNC has pulled back their proposal, we do not have an investor at this time. The capital improvements needs that we have to effectuate both here and at Jennie Parker cost money, so we need a loan. Federal Home Loan Bank will be an option for us, this is a grant not a loan. 4 % Tax credits are also an option. No matter what the funding source is, it will not affect the tenants residency.

-A curb cut was requested for in front of the building. The borough has looked at this for us. The work to do this would be extensive as the street has to be milled and paved per requirements of the ADA. The estimated cost is \$30,000 plus. The borough will get back to us if they willing to pay for all or some of this; we do not have the money to do this.

-JPM's generator is scheduled for the gas line and electric line hook ups the week of Jan. 23 and start up for the week of Jan. 30.

-The HUD non-smoking policy is on hold due to the new administration taking over. They will be assessing what programs exist and which ones need to move forward.

OLD BUSINESS – Comm Williams - I had a conversation with Maureen Welch of the Highlands Arts Council regarding an Arts Program. **Renee** - I will follow up by contacting the borough and the Arts Council to see what has progressed.

NEW BUSINESS – None to report.

RESOLUTIONS -

FY17-019 – Resolution ratifying the voice vote appointing a fund commissioner to the New Jersey Public Housing Authority Joint Insurance fund for fund year 2017.

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

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

FY17-020 – Resolution ratifying the voice vote to approve a merit payment to the staff.

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

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

PUBLIC PORTION

Al Dodd, apt. 420 – the curb cut is needed as it is a safety issue. People park out front and the law is not enforced here. They sit right in the front; then the bus or other transportation cannot get in front for pick ups. Cars should not be left out front if they are not just picking up. Signs need to be put up. **Renee** – the curb is yellow and signs exist. **ED Dzema** – we will take a look at the curb and signs, also send out notices to create awareness.

Louise Smith, apt. 205 – I just want to let you know that I am very happy here and the staff in nice. The staff always takes care of me, just wanted to let you know.

Gloria Miller closed the public portion.

EXECUTIVE SESSION

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

ADJOURNMENT

Motion made by Comm Francy to move adjourn meeting, and it was seconded by Comm Williams. All in favor.

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

Motion to adopt January 24, 2017 Regular Board Meeting, Public Portion Minutes moved by Commissioner Goddard and seconded by Commissioner Rugg .

Roll Call for Adoption of March 22, 2017 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Kane	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 22nd, day of March, 2017.



Douglas Dzema
Executive Director