

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**May 24, 2016
REGULAR MEETING
Minutes of Public Portion**

OPENING

Gloria Miller called the meeting to order at 6:50 PM.

ROLL CALL

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

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

Absent: Ellen Williams, Commissioner

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

APPROVAL OF MINUTES – *April 19, 2016 Regular Board Meeting, Public Portion.*

Motion made to adopt the minutes 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)	O'Neil, Williams

PRESENTATION OF BILLS

Motion made to approve the May 2016 Bills List by Comm Rugg and seconded by Comm Tkoch. Chair Miller asked for a vote.

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

CORRESPONDENCE

-ED Dzema: We have two resident memos, one is an annual notice for exterminating services the second is for miscellaneous items at Ptak Towers.

COMMITTEE REPORTS

Comm Rugg – I attended the Borough meeting where Eleanor Carlson was awarded with a 100 year old plaque.

Comm Tkoch – the flowers planted around the building look great.

Renee read the vacancy report for June. There are 0 vacancies at Ptak and there is 0 at JPM. There are 6 residents on the Ptak waiting list and 87 non-residents. There is 4 residents on the waiting list at JPM and 44 non-residents.

OFFICERS & STAFF REPORTS

ED Dzema – Capital Report:

-We are replacing the generators at both sites with funds from FEMA-we are doing the background check on the low bidder for the job at this time. The architect has given us a project budget for both sites of \$236,000. The low bidder came in over the budget at \$247,500. We have been in contact with the state and FEMA and they have additional funds that they will dedicate to our project, we have made an application for an additional \$5,500. We are waiting for the written contract.

- At the last meeting we discussed installing fire extinguishers in every apartment. I have had Doug Sabey research the statute. According to NJ Multiple Dwelling Code, HUD regulation and NJ fire code, it is not mandatory for our buildings. If installed it would be a 10# bottle, that would have to be inspected annually and the residents would have to be trained on how to use them. Resident's safety is a priority. We will take this to the next step.

RAD Update: we accepted financial proposals yesterday from banks for the financing package for capital improvements at both sites. We received only one proposal from PNC. We keep HUD informed of monthly progress.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS -

FY16-025 – Resolution renewing the contract for legal services.

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

Aye	(6)	Kane, Rugg, Tkoch, Francy, O’Neil, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Williams

FY16-026 – Resolution waiving pet policy for Patricia Butler.

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

Aye	(6)	Kane, Rugg, Tkoch, Francy, O’Neil, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Williams

PUBLIC PORTION

John Rahm, apt. 402 – what is going on with the generators? **ED Dzema** – we received bids for the generators at both Ptak and JPM. We are short money but the state said they will increase the amount of money they are giving us. We will know more about that next month when we get the new contract from the state; at that time the board may consider awarding the contract to the contractor that already bid to do the work.

Ida Tkoch, apt. 408 – there is the smell of smoke in the hallway on the 4th floor.

Donna Torres, apt. 308 – there is also smoking on the 3rd floor. You can see the smoke in the hallway. It is in the lease you cannot smoke. We shouldn’t have to play big brother and tell on our neighbors. This is the policy. It is neighbor against neighbor because of smoking. **ED Dzema** – IIUD has a proposed bill that would make smoking illegal in every building no matter what.

Chair Miller closed the public portion.

EXECUTIVE SESSION

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

ADJOURNMENT

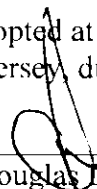
Chair Miller closed the public meeting at 7:15 PM.

Motion to adopt May 24, 2016 Regular Board Meeting, Public Portion Minutes moved by Commissioner Kane and seconded by Commissioner Francy .

Roll Call for Adoption of May 24, 2016 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 28th, day of June, 2016.



Douglas Dzema
Executive Director