

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**

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

**September 23, 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  
Richard O'Neil, Commissioner

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

Absent: Daniel Conrad, Commissioner  
Dolores Francy, Commissioner  
Jill Homefield, Deputy Executive Director

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

**APPROVAL OF MINUTES**

***August 28, 2014 Regular Board Meeting Public Portion & Executive Session***

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

Aye	(4)	Kane, Rugg, Tkoch, Miller
Nay	(0)	
Abstention	(1)	O'Neil
Absent	(2)	Conrad, Francy

## **PRESENTATION OF BILLS**

Motion made to approve the September 23, 2014 Bills List by Comm Kane and seconded by Comm Tkoch. Chair Miller asked for a vote.

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

## **CORRESPONDENCE**

ED Dzema noted there were a number of employee notices that have gone out. Made introduction of our new employee Pamela Carbone, Administrative Assistant / Receptionist, for which a notice went out. In addition notices went out for the flu/pneumonia shot clinic, the fire alarm test, a parking notice, the bulk pick up notice, the bed bug dog sweep notice, and there was one that went out regarding the farmers market vouchers.

## **COMMITTEE REPORTS**

Comm Rugg reported that Bingo is still going well. Card playing may be started. Comm Tkoch reported that the Highland Seniors are meeting again on Thursdays at the VFW from 12-3, once a month.

Renee read the vacancy report for September. There is 1 vacancy at Ptak and 1 at JPM. There are 5 residents on the Ptak waiting list and 48 non-residents. There are 9 residents on the waiting list at JPM and 45 non-residents.

## **OFFICERS & STAFF REPORTS**

ED Dzema gave update on:

-Three new Dumpsters in the process of being purchased.

-The RFP for Computer Services is back out as we only received one response initially. PAHA is supporting the computers in the meantime, there have been no glitches.

-We received a request from the borough to use the Community Room as a "warming center" over the course of the winter. We will contact Tim Hill for additional information.

-For "tenant private use" of Community Room there is no strict policy currently in place. How does the board want to move for when a tenant wants to reserve the room for private use – invitation only (no un-invited tenants allowed in to event/to enter room)? Should it be allowed, should there be a fee required to reserve room? Until further notice policy remains as is, this will not be allowed.

-A request we had at the last meeting was to refurbish the community room. Before the next meeting we are proposing is to paint the room and put up cork boards. There were more items on the list, we will continue to work on the rest. We will purchase two new carts for the tenants to use that will remain in the community room, if you would like to purchase your own we will provide you with the information – there are quantity discounts if several of you purchase together.

-Capital report – we continue to have a problem with the brick pointing on the building. We did a minor amount of work and continue to have more problems. We did place a grant application to the Community Development Block and we were not funded. Therefore, we will break the job up continue to do it section by section. We also funded replacing the fire pump in this building, which we will be doing relatively soon. We do have the generator funded here and at JPM – we are working on getting the money from FEMA through the 404 mitigation program. We are still working on the evacuation plan, David Parker is in the process of reviewing it. The stairwell/exit doors will be replaced on the ground level of Ptak. The generator that will be going in over JPM will be a gas generator that will be a standby for the central boiler plan so the boiler will be on the generator as well as the community center and the building alarm systems.

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – None to report.

### **RESOLUTIONS**

**FY14-013** – Resolution authorizing a change to the admission and occupancy policy.

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

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

### **PUBLIC PORTION**

Al Dodd, Apt. 420 - When you were talking about the windows, were you talking about washing? Because if you were, it wouldn’t be worth to wash them before you did the pointing work, they would get all dusted up and it would be a waste.

Gabe Tauro, Apt. 319 – I was wondering why the streets here are so dirty, why can’t the borough clean the streets? Comm Kane commented the borough’s street sweeper is broken/unrepairable and we hope to be up and running by October.

**Public portion is closed**

**EXECUTIVE SESSION** – none

**ADJOURNMENT** - Motion made by Comm O’Neil to adjourn the meeting, and it was seconded by Comm Kane. All in favor

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

Motion to adopt September 23, 2014 Regular Board Meeting, Public Portion Minutes moved by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_.

**Roll Call For Adoption of September 23, 2014 Regular Board Meeting Minutes**

	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>	<b>Abstain</b>
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 28<sup>th</sup>, day of October, 2014.

\_\_\_\_\_  
Douglas Dzema  
Executive Director