

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**

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

**October 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  
Richard O'Neil, Commissioner  
Dolores Francy, Commissioner

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

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

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

**Chair Miller** – We did receive a communication from Comm Conrad and he has resigned from the board effective immediately, due to his work schedule.

Chair Miller asked for a motion to accept Comm Conrad's resignation and to forward it to the Borough of the Highland, Mayor and Council: Motion made by Comm Tkoch and seconded by Comm Francy.

Chair Miller asked for a vote.

Aye	(5)	Kane, Rugg, Tkoch, Francy, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	O'Neil

**APPROVAL OF MINUTES**

***September 23, 2014 Regular Board Meeting Public Portion***

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

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

**PRESENTATION OF BILLS**

Motion made to approve the October 28, 2014 Bills List 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	(1)	O'Neil

**EXECUTIVE SESSION**

**Motion to go into Executive Session** for several reasons including possible litigation - to seek attorney/client advice concerning proposed action on agenda tonight also in relation to a notice of complaint previously filed by Ms. Homefield.

Motion made by Comm Kane and seconded by Comm Francy. All in favor.

**RECONVENE PUBLIC SESSION**

**RESOLUTION FY14-018** - Resolution abolishing the position of deputy executive director.

Motion was made by Comm O'Neil and seconded by Comm Kane.

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

**CORRESPONDENCE**

ED Dzema noted there were a number of notices that the commissioners have received: exterminating, the community room, bed bug dog sweeps and work orders. Renee gave

an update on the bed bug status: At Ptak we have **NO** apartments with bed bugs. At JPM there are 2 apartments being treated: 1 had active bed bugs and 1 just alerted. Both are in their second phase of treatment.

### **COMMITTEE REPORTS**

-Comm Rugg reported that the tenants are bothering her about Bingo being cancelled for the few weeks, they want it to continue. With the community room being painted and Barbara's husband is ill, Bingo was cancelled. Renee reported it was not her decision to cancel, the room was only closed the days of painting/floor cleaning. It is entirely up Barbara and Mae, if Bingo will take place. After discussion it will continue.

-ED Dzema reported that the money to do the work in the community room came from the money that was saved by the work/efficiencies of the maintenance staff, administration as well as the savings on staff.

-Comm Kane mentioned that the residents have concerns about not being able to pick up packages at the Highlands Post Office, they have to go to Rumson Post Office - she noted that this is being addressed by the council.

-Renee read the vacancy report for October. There are 0 vacancies at Ptak and JPM. There are 5 residents on the Ptak waiting list and 45 non-residents. There are 4 residents on the waiting list at JPM and 39 non-residents.

### **OFFICERS & STAFF REPORTS**

ED Dzema spoke about:

-The on-going capital improvements: valve needs replacing, we will get that done quickly/the fire pump needs to be replaced, it is at the end of its service life, we will get the bid out on that.

-We received comments back from David Parker on the evacuation plan, we are waiting for comments back from the fire department so we may consolidate all comments into the plan. We will then invite the fire department out to introduce the plan and have them walk us through a fire evacuation drill. This will be done on an annual basis.

-We did accept 2 bids for the stairwell doors/maintenance shop doors/doors that come down from the hallways/ we are negotiating now with these contractors.

-For the community room we did buy new carts, and we are working on getting new furniture.

- For JPM we are working on the Smart Start program, a green program, for free LED lights bulbs – the application is going in.

-The HA has to maintain a website, it is a state regulation (minutes / agendas / audits / procurement), Renee has taking the time to go through make the adjustments that were needed, she will go to Perth Amboy to have the changes made/update.

-Our new truck is outside, will work on getting the plow on.

-The new Knox box is installed. There is now one for police and one for fire department.

-As far as the warming center goes, we have contacted the borough with all our unanswered questions, the ball is now in their court. We have not heard back from them.

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – None to report.

**RESOLUTIONS**

**FY14-014** – Resolution authorizing new title and position description.

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

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

**FY14-015** - Resolution authorizing the adoption of a records retention and disposition policy and schedule.

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

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

**FY14-016** - Resolution authorizing the hiring of current custodian.

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

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

**FY14-017** - Resolution authorizing award of a contract for Computer Repair Services.

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

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

**PUBLIC PORTION**

-Butch Welch, Apt. 203 - Have you decided anything more about the computers for down here. **ED Dzema**, we decided to wait until we hired the new computer technician services which was hired tonight.

-Vickie Cooke, Apt. 208 – When you purge these files, I assume there will be a policy to dispose of them as there may be some tenant files? **ED Dzema**, we will be shredding these files. **VC** - can we get a change machine in the laundry room? **Renee**, we did look into this. There are several issues: we would have to purchase the machine, no vendors supply these, we would have to bolt it to the wall, floor etc., with access to the back of machine to supply the change (which would mean we would have to cut through wall to access) and we would have to continually supply change to the machine which would be a job in itself. Liability/security issue.

John Rahm, Apt. 402 – The dumpster wheel is coming off. **Renee**, new dumpsters have been ordered, we are just waiting for them to arrive.

**Public portion is closed**

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

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

Motion to adopt October 28, 2014 Regular Board Meeting, Public Portion Minutes moved by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_.

**Roll Call For Adoption of October 28, 2014 Regular Board Meeting Minutes**

	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>	<b>Abstain</b>
Commissioner Kane				
Commissioner Rugg				
Commissioner Tkoch				
Commissioner O’Neil				
Commissioner Francy				
Commissioner Williams				
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 8<sup>th</sup>, day of December, 2014.

---

Douglas Dzema  
Executive Director