

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

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

**June 20, 2017
REGULAR MEETING
Minutes of Public Portion**

OPENING

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

ROLL CALL

Present: Ida Tkoch, 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
John Bonello, Attorney

Absent: Rebecca Kane, Commissioner
Mae Rugg, Commissioner

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

APPROVAL OF MINUTES – *May 24, 2017, Annual, Regular Board Meeting, Public Portion and Regular Board Meeting, Executive Session.*

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

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

PRESENTATION OF BILLS

Motion made to approve the June 20, 2017 Bills List by Comm Williams and seconded by Comm Francy. Chair Miller asked for a vote.

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

CORRESPONDENCE

-ED Dzema: In the residents notices there were a few to take note of, on June 9 we held a finger painting workshop here and upcoming on June 26 we have an Oral History workshop with our own, Comm Ellen Williams, from 10am – 12noon. On June 28, we have our anniversary party in the community room from 1:00pm – 4:00pm.

COMMITTEE REPORTS

June Vacancy Report: 0 vacancies at Ptak and JPM. 10 residents on the Ptak waiting list and 99 non-residents. 7 residents on the JPM waiting list and 50 non-residents.

OFFICERS & STAFF REPORTS

ED Dzema – Capital Report - Ptak

-Generator is up and running – still in testing stage. We had an RFP out for removal of the underground storage tank from the old generator, it was due back today.

- The public and staff bathroom renovations are underway. Our goal is to have them complete by the end of the week.

-Sewer charges – **Comm Goddard** – I have been in contact with Carolyn Broullon, we are in conversation/discussion and I will continue to work on that. I do have an update on the cable. I did reach out to the county freeholders and there are no programs for any relief from the county. I did speak with Carolyn about the cable also -- she did eliminate cable entirely and purchased a digital antenna for about \$45. I recommend we test this for Ptak, if it works with either funding from the Housing Authority or fund raising; these be purchased for all of Ptak. Further discussion/research needs to be done on this. **Renee** – Mayor O’Neil has reached out to Assemblyman Robert Clifton. (works with Comcast) and he will get back to us regarding Comcast.

-RAD Program – We are in a holding position, we recently submitted an application to the Federal Home Loan Bank this month. We should hear back from them November/December.

OLD BUSINESS – None to report.

NEW BUSINESS – None to report.

RESOLUTIONS –

FY17-031 – Resolution authorizing the extension of the contract for flooring repair services.

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

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

FY17-032 – Resolution authorizing the extension of the contract for heating, air condition and ventilation maintenance and repair services.

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

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

FY17-033 – Resolution authorizing the extension of the contract for boiler and water heater maintenance and repair services.

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

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

****Public Hearing – for Budget Only** – no comments, Public hearing closed.

FY17-034 – Resolution adopting the annual budget for FY 2018.

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

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

PUBLIC PORTION

Ronnie Stahle, apt. 217 – Can we get the hose in the back working? ED Dzema, we will work on resolving this.

Gloria Miller closed the public portion.

EXECUTIVE SESSION – not needed.

ADJOURNMENT

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


Chair Miller closed the public meeting at 7:30PM.

Motion to adopt June 20, 2017 Regular Board Meeting, Public Portion Minutes moved by Commissioner Rugg and seconded by Commissioner Tkoch .

Roll Call for Adoption of June 20, 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 29th, day of August, 2017.



 Douglas Dzema
 Executive Director