**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**

**Ptak Towers**

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

**May 24, 2017**

**REGULAR MEETING**

**Minutes of Public Portion**

**OPENING**

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

**ROLL CALL**

Present: Rebecca Kane, Commissioner

Mae Rugg, Commissioner

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

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

**APPROVAL OF MINUTES** – ***April 25, 2017, Regular Board Meeting, Public Portion and Regular Board Meeting, Executive Session.***

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

 Aye (6) Rugg, Tkoch, Williams, Francy, Goddard, Miller

 Nay (0)

 Abstention (1) Kane

 Absent (0)

**PRESENTATION OF BILLS**

Motion made to approve the May 24, 2017 Bills List by Comm Williams and seconded by Comm Francy. Chair Miller asked for a vote.

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Aye (7) Kane, Rugg, Tkoch, Francy, Williams, Goddard, Miller

Nay (0)

Abstention (0)

Absent (0)

**CORRESPONDENCE**

-ED Dzema: Included in the package were copies of the notices that have gone out from the staff and administration for your information.

**COMMITTEE REPORTS**

Comm Rugg – Discussed changing Bingo day but decided not to. No refreshments lately.

Comm Tkoch – Everyone in the building should talk to their insurance company about getting a trans chair for the bathtub for safety reasons, it works great.

Comm Williams – June 26 is the Oral History Art Workshop, 10am – 12noon. It is open to the public. Two additional workshops which may be beneficial to the tenants offered by the American Bankers Association – Choosing a Financial Caregiver and Identifying and Avoiding Scams; will work with Renee to set these up.

May Vacancy Report: 0 vacancies at Ptak and JPM. 9 residents on the Ptak waiting list and 96 non-residents. 6 residents on the JPM waiting list and 53 non-residents.

**OFFICERS & STAFF REPORTS**

**ED Dzema** –

-RAD Program – We did make a recent request to HUD to extend our deadline, they have agreed and it is now December 30; meaning a 1st quarter, 2018 closing. In addition we are working on our Federal Home Loan Bank application.

-Non-Smoking Policy – HUD wide program has to be implemented in the next 18 months. Our annual plan needs to encompass this policy. **ATTY Bonello** – you can’t smoke in any building according to HUD. Anybody that smokes and we can prove it, you will probably be evicted – it is rather serious.

-The Financial Disclosure Statements have all been submitted, thank you.

Capital Report

**Ptak**

-Generator Project, 95% complete. The new generator is now supporting the building, the old generator is sold and gone. The underground storage tank from the old generator will have to be removed, we will keep you posted.

- The public and staff bathroom renovations are up and running.

- We are holding off on the hallway carpet cleaning until the bathroom renovations are complete.

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 **JPM**

-Generator Project, it is up and running, there is just some site work to be done.

Cable TV Service – **Renee,** we were making progress with Comast; after several phone calls and emails our efforts came to a halt. Tom has now sent them a letter. Comm Kane said she would contact the mayor.

**OLD BUSINESS** –

Comm Goddard spoke about our contesting our sewer bill. We were on the May 3 council meeting agenda. He spoke at the council meeting as well as individually with several council members. He will continue to work on this issue.

**NEW BUSINESS** – None to report.

**RESOLUTIONS** –

**FY17-029**– Resolution ratifying the award of change order #2 for the generator installation at Ptak Towers

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

 Aye (7) Kane, Rugg, Tkoch, Francy, Williams, Goddard, Miller

 Nay (0)

 Abstention (0)

 Absent (0)

**FY17-030** – Resolution ratifying the approval of the annual notice for FY 2018.

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

 Aye (7) Kane, Rugg, Tkoch, Francy, Williams, Goddard, Miller

 Nay (0)

 Abstention (0)

 Absent (0)

**PUBLIC PORTION**

Evelyn Banks, apt. 219 – In regards to Comcast, for the senior/disabled; if you call and request a discount form they will send it to you. Complete it, have it notarized, return it and you will receive a 10% discount.

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Gloria Miller closed the public portion.

**EXECUTIVE SESSION**

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

**ADJOURNMENT**

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

Chair Miller closed the public meeting at 7:45 PM.

Motion to adopt May 25, 2017 Regular Board Meeting, Public Portion Minutes moved by Commissioner \_\_\_\_Goddard\_\_\_\_\_\_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_\_Williams\_\_\_\_\_\_\_\_\_\_.

**Roll Call for Adoption of May 24, 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 20th, day of June, 2017.

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 Douglas Dzema

Executive Director

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