**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**

**Ptak Towers**

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

**March 22, 2017**

**REGULAR MEETING**

**Minutes of Public Portion**

**OPENING**

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

**ROLL CALL**

Present: Mae Rugg, Commissioner

Ida Tkoch, Commissioner

Rebecca Kane, 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: Dolores Francy, Commissioner

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

**APPROVAL OF MINUTES** – ***January 24, 2017 Regular Board Meeting, and Public Portion.***

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

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

Nay (0)

Abstention (0)

Absent (1) Francy

**PRESENTATION OF BILLS**

**Comm Goddard** questioned the sewer bill. Said we should look into this and request a lower rate as we are only one bedroom apartments. **ED Dzema** – we will look into this.

Motion made to ratify the voice vote of the February 2017 Bills List and approve the March 2017 Bills List by Comm Goddard and seconded by Comm Williams. Chair

Page 1 of 5

Miller asked for a vote.

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

Nay (0)

Abstention (0)

Absent (1) Francy

**CORRESPONDENCE**

-ED Dzema: There are a number of notices that have been generated by the staff for the residents regarding: the generator installation, bulk pick up and general information. These are just for the commissioner’s information.

**COMMITTEE REPORTS**

Comm Rugg – Bingo is going well. There have been weeks when there is no food as Barbara was in hospital and I had appointments.

Comm Tkoch – Cars speed down Shore Drive, can’t something be done about this? **Comm Kane** - will request that the big speed sign be moved to the front of the building.

Renee – Yoga has not been well attended. The past few weeks only a few tenants have showed up. This week it was cancelled by the instructor as only one tenant showed up.

Renee read the vacancy report for March. There are 0 vacancies at Ptak and JPM. There are 4 residents on the Ptak waiting list and 90 non-residents. There are 5 residents on the JPM waiting list and 51 non-residents.

**OFFICERS & STAFF REPORTS**

**ED Dzema** –

-Generator installation is continuing; at JPM it is almost complete and work continues at Ptak.

-The public and staff bathrooms will be renovated on the first floor here at Ptak; this will begin after the resolution is approved.

-RAD Program Update: RAD continues to move forward, updates will continue monthly.

-Comcast/cable update: **Renee** - Tom is still working with Comcast. As of now the deal we are being offered is for the tenants to sign up through the office for a basic package – any upgrades would be directly through Comcast by the tenant. Tom is waiting to hear back from Comcast on the amount of the discount. We may do a survey to get a feel for how many tenants currently use/or are interested in Comcast; to see if we have enough to receive a discount.

-PHAS Score Report - our score is 0, we will not need be audited/inspected due to RAD.

-The HUD Non Smoking policy – has been approved. Atty Bonello gave an overview on the non-smoking policy.

Page 2 of 5

**OLD BUSINESS** –

Renee - Highlands Arts Council will present a Finger Painting workshop on April 20, 1:00pm – 4:00pm in the community room. Comm Williams will conduct the following session on creative writing, improvisational theatre or oral history. We will do a survey to see which the tenants would prefer.

**NEW BUSINESS** – None to report.

**RESOLUTIONS** -

**FY17-021**– Resolution to authorize the Executive Director to move forward with a RAD conversion financing plan and other relevant applications or actions.

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

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

Nay (0)

Abstention (0)

Absent (1) Francy

**FY17-022** – Resolution awarding the extension of the contract for generator maintenance and repair service to 4/30/19.

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

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

Nay (0)

Abstention (0)

Absent (1) Francy

**FY17-023**– Resolution awarding the contract for painting services.

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

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

Nay (0)

Abstention (0)

Absent (1) Francy

**FY17-024** – Resolution awarding the extension of the contract for electrical repair

services to 4/30/19.

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

Page 3 of 5

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

Nay (0)

Abstention (0)

Absent (1) Francy

**FY17-025** – Resolution awarding the contract for the tile installation at Ptak Towers to J. Morano Contracting in the amount of $22,500.00.

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

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

Nay (0)

Abstention (0)

Absent (1) Francy

**PUBLIC PORTION**

Joe Reilly, apt. 420 – Is the heat on in the building? Will send maintenance up to check the heat in your apartment.

Veronica Staehle, apt. 219 – When will construction be completed on the generator? Within the next 60 days.

Gloria Miller closed the public portion.

**EXECUTIVE SESSION**

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

**ADJOURNMENT**

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

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

Motion to adopt March 22, 2017 Regular Board Meeting, Public Portion Minutes moved by Commissioner \_\_\_\_Goddard\_\_\_\_\_\_\_\_\_\_\_\_\_ and seconded by Commissioner \_\_\_\_Williams\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Page 4 of 5

**Roll Call for Adoption of March 22, 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 25th, day of April, 2017.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Douglas Dzema

Executive Director

5 of 5