**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**

**Ptak Towers**

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

**September 23, 2019**

**REGULAR MEETING**

**Minutes of Public Portion**

**OPENING**

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

**ROLL CALL**

Present: Gloria Miller, Chairperson

Ida Tkoch, Commissioner

Dolores Francy, Commissioner

Ellen Williams, Commissioner

Ray Goddard, Commissioner

Absent: Rebecca Wells, Commissioner

Mae Rugg, Commissioner

Also Present: Douglas G. Dzema, Executive Director

Renee DeMarco, Residential Operations Manager

John Bonello, Esq.

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

**APPROVAL OF MINUTES** – ***August 27, 2019 Regular Board Meeting, Public Portion and Executive Session.***

Motion made to adopt the minutes by Comm Goddard and seconded by Comm Tkoch.

Chair Miller asked for a vote.

Aye (5) Wells, Tkoch, Francy, Williams, Goddard

Nay (0)

Abstention (0)

Absent (2) Miller, Rugg,

**PRESENTATION OF BILLS**

Motion made to approve the September 23, 2019 Bills List made 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) Wells, Rugg

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**CORRESPONDENCE**

**ED Dzema –** There are a number of Notices that pertain to the RAD program and to the Bulk pick up.

**COMMITTEE REPORTS**

**Comm Williams** – Every month we meet, the next meeting is this Thursday. We also invite community residents to come. The Highlands Arts Council used to promote things more. I need to find out who is now in charge so they can get this notice out for us. We plan to work with the school again with the intergenerational program, I am talking with the principal to schedule dates.

**Comm Tkoch** – There are all kinds of activities going on: Oktoberfest, the Farmer’s Market, the Boo Brew (a beer festival), and the Howl-O-Ween Costume Contest where you bring your pets dressed and the Zombie Parade. Another thing I do is go to the library, the SCAT bus will take you right there. They are showing Rocketman on the 27th. Agatha Christie’s Black Coffee is playing at the Navesink Arts Center in Atlantic Highlands on the 29th, $17 for seniors. If anyone wants to go, call me. Bingo is now on Sunday and Wednesday.

**Comm Francy** – A Voters Registration table is set up at the Farmer’s Market. They also have absentee ballots there.

**Renee** – September Vacancy Report: 0 vacancies at Ptak and JPM. At Ptak we have 9 residents and 75 non-residents on the waiting list. At JPM we have 5 residents and 49 non-residents on the waiting list.

**Comm Tkoch** – what is the weight allowed for dogs? **Renee** – 25lbs.

**OFFICERS & STAFF REPORTS**

**ED Dzema** – My report will be covered with the resolutions.

**OLD BUSINESS** – None to report.

**NEW BUSINESS** – None to report.

**RESOLUTIONS**

**FY20-015 -** Resolution to award a contract for fiscal audit services for the year ended June 30th, 2019

Motion was made by Comm Williams seconded by Comm Goddard.

Aye (5) Tkoch, Francy, Williams, Goddard, Miller

Nay (0)

Abstention (0)

Absent (2) Wells, Rugg

**FY20-016** - Resolution approving and authorizing the write-off of selected designated uncollectible tenant balances due on vacated units.

Motion was made by Comm Goddard seconded by Comm Tkoch.

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Aye (5) Tkoch, Francy, Williams, Goddard, Miller

Nay (0)

Abstention (0)

Absent (2) Wells, Rugg

**FY20-017** – Resolution awarding the contract for flooring replacement of the 4th and 5th floors of Ptak Towers to J Morano Contracting LLC for $24,000.00.

Motion was made by Comm Williams seconded by Comm Goddard.

Aye (5) Tkoch, Francy, Williams, Goddard, Miller

Nay (0)

Abstention (0)

Absent (2) Wells, Rugg

**FY20-018** - Resolution awarding the contract for corridor painting of the 4th and 5th floors of Ptak Towers to Balanikas Painting for $3,900.00.

Motion was made by Comm Goddard seconded by Comm Williams.

Aye (5) Tkoch, Francy, Williams, Goddard, Miller

Nay (0)

Abstention (0)

Absent (2) Wells, Rugg

**FY20-019** - Resolution rescinding resolution FY20-003 authorizing the extension of the contract for automatic door operator maintenance and repair services.

Motion was made by Comm Williams seconded by Comm Goddard.

Aye (5) Tkoch, Francy, Williams, Goddard, Miller

Nay (0)

Abstention (0)

Absent (2) Wells, Rugg

**FY20-020** – Resolution amending resolution FY20-005 for drainage improvement at Jennie Parker Manor from $14,500.00 to $12,500.00.

Motion was made by Comm Goddard seconded by Comm Francy.

Aye (5) Tkoch, Francy, Williams, Goddard, Miller

Nay (0)

Abstention (0)

Absent (2) Wells, Rugg

**FY20-021** – Resolution awarding the contract for handrail replacements of the 4th and 5th floors of Ptak Towers to Adirondack Contracting for $9,980.00.

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Motion was made by Comm Williams seconded by Comm Francy.

Aye (5) Tkoch, Francy, Williams, Goddard, Miller

Nay (0)

Abstention (0)

Absent (2) Wells, Rugg

**FY20-022** – Resolution awarding the contract for the boiler replacement at Ptak Towers Phase II to Central Boiler Repair Co., Inc. for $49,800.00.

Motion was made by Comm Francy seconded by Comm Williams.

Aye (5) Tkoch, Francy, Williams, Goddard, Miller

Nay (0)

Abstention (0)

Absent (2) Wells, Rugg

**FY20-023** - Resolution amending resolution FY20-006 for handrail replacements at Jennie Parker Manor from $16,000.00 to $13,900.00.

Motion was made by Comm Goddard seconded by Comm Francy.

Aye (5) Tkoch, Francy, Williams, Goddard, Miller

Nay (0)

Abstention (0)

Absent (2) Wells, Rugg

**FY20-024** – Resolution to approve payment to employee’s for the management incentive program.

Motion was made by Comm Goddard seconded by Comm Francy.

Aye (5) Tkoch, Francy, Williams, Goddard, Miller

Nay (0)

Abstention (0)

Absent (2) Wells, Rugg

**FY20-025** - Resolution Authorizing Revising House Rules (lease addendum) # 30.

Motion was made by Comm Williams seconded by Comm Goddard.

Aye (4) Tkoch, Francy, Goddard, Miller

Nay (0)

Abstention (1) Williams

Absent (2) Wells, Rugg

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**FY20-026 -** Resolution awarding the contract for automatic door operator maintenance and repair services through 9/30/21.

Motion was made by Comm Francy seconded by Comm Williams.

Aye (5) Tkoch, Francy, Williams, Goddard, Miller

Nay (0)

Abstention (0)

Absent (2) Wells, Rugg

**PUBLIC PORTION -** No comments.

Chair Miller closed the public portion.

**ADJOURNMENT**- Chair Miller closed the public meeting at 7:35PM.

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

Motion to adopt September 23, 2019 Regular Board Meeting, Public Portion Minutes moved by Commissioner \_\_Williams\_\_\_\_\_\_and seconded by Commissioner \_\_\_Francy\_\_\_\_\_\_\_\_\_.

**Roll Call for Adoption of September 23, 2019 Regular Board Meeting Minutes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Ayes** | **Nays** | **Absent** | **Abstain** |
| Commissioner Wells |  |  | 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 October, 2019.

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

Douglas Dzema

Executive Director

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