

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**  
**Ptak Towers**  
**215 Shore Drive, Highlands, NJ 07732**  
**May 25, 2023**  
**REGULAR MEETING**  
**Minutes of Public Portion**

**OPENING**

**ED Dzema** called the meeting to order at 5:11PM, Reading of the Meeting Notice.

**ROLL CALL**

Present: Ellen Williams, Commissioner  
Dolores Francy, Commissioner  
Nancy Messina, Commissioner  
Lori Hohenleitner, Commissioner  
Gloria Miller, Chairperson  
Absent: Rebecca Wells, Commissioner  
Ida Tkoch, Commissioner  
Also Present: Douglas G. Dzema, Executive Director  
Renee DeMarco, Residential Operations Manager

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

**APPROVAL OF MINUTES** – *April 26, 2023 Regular Board Meeting, Public Portion*

Motion made to adopt the minutes by Comm Messina and seconded by  
Comm Williams.

ED Dzema asked for a vote.

Aye	(5)	Francy, Williams, Messina Hohenleitner, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Tkoch

**PRESENTATION OF BILLS**

Motion made to approve the May 2023 Bills List by Comm Messina and seconded by  
Chair Miller.

ED Dzema asked for a vote.

Aye	(5)	Francy, Williams, Messina Hohenleitner, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Tkoch

**CORRESPONDENCE**

**ED Dzema** – One piece of correspondence, a list that was prepared of all the Notices that went out to JPM and Ptak over the past month.

**COMMITTEE REPORTS**

**Comm Williams** – “Storytelling Workshop” is scheduled for June 19.

**Comm Messina** – I will call Renee to reschedule a “game night”, as I had to cancel the last one.  
**Vacancy Report:** Ptak and JPM have 0 vacancies. At Ptak: 4 residents and 60 non-residents on the waiting list. At JPM: 8 residents and 14 non-residents on the waiting list.

**OFFICERS & STAFF REPORT** - None

**OLD BUSINESS** – None

**NEW BUSINESS** - None

**RESOLUTIONS**

**FY23-022** – Resolution awarding the contract for electrical repair services to Sodon’s Electric, Inc., from 6/1/23 to 5/31/25.

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

ED Dzema asked for a vote.

Aye	(5)	Francy, Williams, Messina, Hohenleitner, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Tkoch

**FY23-023** – Resolution awarding the contract for legal services to Manna & Bonello for \$5,400.00 through May, 31, 2024.

Motion was made by Comm Hohenleitner and seconded by Chair Miller.

ED Dzema asked for a vote.

Aye	(5)	Francy, Williams, Messina, Hohenleitner, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Tkoch

**FY23-024** – Resolution awarding the contract for generator maintenance and repair services to FM Generator, Inc., from 6/1/23 to 5/31/25.

Motion was made by Comm Messina and seconded by Comm Miller.

ED Dzema asked for a vote.

Aye	(5)	Francy, Williams, Messina, Hohenleitner, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Tkoch

**FY23-025** – Resolution to approve additional services for a maintenance person under the interlocal agreement with the Perth Amboy Housing Authority.

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

ED Dzema asked for a vote.

Aye (5) Francy, Williams, Messina, Hohenleitner, Miller  
 Nay (0)  
 Abstention (0)  
 Absent (2) Wells, Tkoch

**FY23-026** – Resolution ratifying the hiring of a maintenance worker.

Motion was made by Comm Williams and seconded by Comm Messina.  
 ED Dzema asked for a vote.

Aye (5) Francy, Williams, Messina, Hohenleitner, Miller  
 Nay (0)  
 Abstention (0)  
 Absent (2) Wells, Tkoch

**PUBLIC PORTION** -

**ED Dzema** closed the public portion.

**ADJOURNMENT** – ED Dzema closed the public meeting at 5:22PM.


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

Motion to adopt the May 25, 2023 Regular Board Meeting, Public Portion Minutes moved by Commissioner Williams and seconded by Commissioner Francy.

**Roll Call for Adoption of May 25, 2023 Regular Board Meeting Minutes**

	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>	<b>Abstain</b>
Commissioner Wells			X	
Commissioner Tkoch	X			
Commissioner Francy	X			
Commissioner Williams	X			
Commissioner Messina			X	
Commissioner Hohenleitner			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 21<sup>st</sup> day of June, 2023.

  
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 Douglas Dzema  
 Executive Director