

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732

March 22, 2023
REGULAR MEETING
Minutes of Public Portion

OPENING

Chair Miller called the meeting to order at 6:30PM, Reading of the Meeting Notice and Pledge of Allegiance.

ROLL CALL

Present: Rebecca Wells, Commissioner
Dolores Francy, Commissioner
Ida Tkoch, Commissioner
Lori Hohenleitner, Commissioner
Gloria Miller, Chairperson
Absent: Nancy Messina, Commissioner
Ellen Williams, Commissioner
Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
John Bonello, Esquire
Thomas Furlong, Director Financial Operations
Richard Larson, CPA/Partner – Novogradac

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

APPROVAL OF MINUTES – *February 22, 2023 Regular Board Meeting, Public Portion*

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

Chair Miller asked for a vote.

Aye	(3)	Wells, Tkoch, Miller
Nay	(0)	
Abstention	(1)	Hohenleitner
Absent	(3)	Francy, Williams, Messina

PRESENTATION OF BILLS

Motion made to approve the March 2023 Bills List by Comm Wells and seconded by Comm
Tkoch.

Chair Miller asked for a vote.

Aye (4) Wells, Tkoch, Hohenleitner, Miller
Nay (0)
Abstention (0)
Absent (3) Francy, Williams, Messina

CORRESPONDENCE

ED Dzema – Renee prepared the one piece that shows items that have gone out since the last meeting.
Renee – Most of the items distributed to the residents were notices of the Highlands Rec Center and the Beacon of Life events taking place in the community room or the Highlands Rec Center. On March 14, the Rec Center brought over corned beef lunches for all the residents and the Cook College Ramblers played during the lunch. They delivered a lunch to the door of anyone that did not attend/pick up a lunch.

COMMITTEE REPORTS

Comm Tkoch - Everything is fine. We are going outside now. The community room is always so nice and clean. Everything is running well.

Renee - Vacancy Report: Ptak and JPM have 0 vacancies. At Ptak: 5 residents and 76 non-residents on the waiting list. At JPM: 8 residents and 17 non-residents on the waiting list.

OFFICERS & STAFF REPORT

ED Dzema – We will move right into the Audit presentation tonight. We have Mr. Rich Larson from Novogradac & Co. with us tonight, he has been our auditor for a few years; and Tom Furlong our Director of Finance is with us as well. The state requirements for the audit are we make the same submission to the DCA and to HUD. There is an Audit Review Certificate for all the commissioners to sign stating they have reviewed the audit and are satisfied with it. The synopsis of the Audit will be advertised in the Asbury Park Press. This audit represents the 4th year since our RAD conversion. There are no findings or recommendations, Rich will speak to that. Unlike last year, we do have the pension information included in the report. **Rich Larsen** - There are 2 audit reports in the package. The first audit report we give an opinion on is the financial statements of the authority and we gave them an unmodified opinion; the highest level of assurance we can give as auditors. The second report is government required and is 2 parts, the 1st part we have to test your internal control structure and the 2nd part we test the authority's compliance with laws and regulations, State of NJ laws. No findings for either part. Regarding finances, you did very well this year. You have about 12 months of reserve; HUD considers 4-6 months strong. Moving to RAD was a very good decision.

OLD BUSINESS – None

NEW BUSINESS – None

RESOLUTIONS

FY23-015 – Resolution to approve the fiscal audit of the year ended June 30, 2023.

Motion was made by Comm Wells and seconded by Comm Francy.
Chair Miller asked for a vote.

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

FY23-016 – Resolution authorizing the extension of the contract for boiler and water heater maintenance and repair services.

Motion was made by Comm Wells and seconded by Comm Tkoch.
Chair Miller asked for a vote.

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

FY23-017 – Resolution authorizing award of a contract for plumbing repair services.

Motion was made by Comm Wells and seconded by Comm Francy.
Chair Miller asked for a vote.

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

PUBLIC PORTION

William Wuelfing, apt. 509 – I was wondering if we were going to have the yearly anniversary picnic this year? **ED Dzema** - yes we are. **W. Wuelfing** - I missed the game night, I think it was cancelled?
Renee – no it wasn't; Comm Messina is away. I am sure she will schedule another one when she returns. **W. Wuelfing** – I was stuck in the elevator a few weeks ago. I was wondering if we could get state of the art elevators with cameras and systems in them? **ED Dzema** – We were waiting for a repair on that elevator that actually happened this morning, they changed the oil in it. When the oil is dirty it could shut the system down and unfortunately we think that is what happened to you. That has been corrected now and they are doing some other work on the elevator as well. In terms of replacing the elevators, there is more useful life left in them and we do not have the money to replace them.

Chair Miller closed the public portion.

ADJOURNMENT – Chair Miller closed the public meeting at 7:00PM.

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


Motion to adopt the March 22, 2023 Regular Board Meeting, Public Portion Minutes moved by

Commissioner Hohenleitner and seconded by Commissioner Messina .

Roll Call for Adoption of March 22, 2023 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
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 26th day of April, 2023.



Douglas Dzema
Executive Director