

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

September 24, 2025
REGULAR MEETING
Minutes of Public Portion

OPENING

ViceChair Williams called the meeting to order at 6:30PM.

ROLL CALL

Present Ellen Williams, Commissioner
 Nancy Messina, Commissioner
 Lori Hohenleitner, Commissioner
 Chris Misita, Commissioner
 Barbara Brown, Commissioner
Absent: Gloria Miller, Chairperson
 Rebecca Wells, 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, 2025 Regular Board Meeting, Public Portion

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

ViceChair Williams asked for a vote.

Aye	(5)	Williams, Messina, Misita, Hohenleitner, Brown
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Miller

PRESENTATION OF BILLS

Motion made to approve the September Bills List by Comm Messina and seconded by Comm Brown.

ViceChair Williams asked for a vote.

Aye	(5)	Williams, Messina, Misita, Hohenleitner, Brown
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Miller

CORRESPONDENCE –

There is one piece, a list of 12 “Notices” that have been distributed, to Ptak Towers and 1 to JPM. One added note there was a mass here in the community room, on 9/11.

COMMITTEE REPORTS –

Comm Williams – We had a couple people attend our “How You See Your World” session. We are posting our work. You will see here the Halloween theme we discussed. Our next session is October 27.

Comm Messina – Game night had a good turnout. We had fun.

OFFICERS & STAFF REPORT –

ED Dzema – The next board meeting is 10/22, a Wednesday at 6:30pm. The generator here has been repaired. It was a 2-day event. It will still need a new exhaust system, which we will replace but will not need to be shut down for this repair. It is up and running. We had a Management Review conducted on 9/9. It is actually our first one since the RAD conversion. They came out and inspected our properties that they said were in fantastic shape and we won’t get our report for 30 days.

Vacancy Report: Ptak and JPM have 0 vacancies. The Ptak waiting list has: 3 residents and 83 non-residents. The JPM waiting list has: 5 residents and 27 non-residents.

OLD BUSINESS – None

NEW BUSINESS – None

RESOLUTIONS –

FY26-006 – Resolution approving the replacement of the office air conditioning system at Ptak Towers to Miller Mechanical Systems, LLC. In the amount of \$6950.00.

Motion made by Comm Hohenleitner and seconded by Comm Misita .

ViceChair Williams asked for a vote.

Aye	(5)	Williams, Messina, Misita, Hohenleitner, Brown
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Miller

FY26-007 – Resolution authorizing the extension of the contract for automatic door operator maintenance and repair services.

Motion made by Comm Messina and seconded by Comm Brown . ViceChair

ViceChair Williams asked for a vote.

Aye	(5)	Williams, Messina, Misita, Hohenleitner, Brown
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Miller

PUBLIC PORTION –

Pat Butler, apt. 515 – I want to talk about game night, I want to thank Nancy and Renee. We had a great turnout and we had a great time. All the tables were filled, thank you again.

William Wuelfing, apt. 509 – I have a suggestion for the Christmas Party, brown beef and gravy with noodles; we never had that before, it would be nice.

ADJOURNMENT-

ViceChair Williams closed the public meeting at 6:45PM.

Motion made by Comm Hohenleitner to adjourn meeting, and seconded by Comm Brown . All in favor.

Motion to adopt September 24, 2025 Regular Board Meeting, Public Portion Minutes moved by Commissioner Williams and seconded by Commissioner Brown .

Roll Call for Adoption of September 24, 2025 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Wells			X	
Commissioner Williams	X			
Commissioner Messina			X	
Commissioner Hohenleitner			X	
Commissioner Misita	X			
Commissioner Brown	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 22nd day of October, 2025.



Douglas Dzema
Executive Director