

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

May 22, 2024
REGULAR MEETING
Minutes of Public Portion

OPENING

ED Dzema called the meeting to order at 5:05PM.

ROLL CALL

Present: Rebecca Wells, Commissioner
Ellen Williams, Commissioner
Dolores Francy, Commissioner
Nancy Messina, Commissioner
Lori Hohenleitner, Commissioner
Absent: Gloria Miller, Chairperson
Ida Tkoch, Commissioner
Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
Denise Walsh, Highlands Housing Authority
John Oliff, Highlands Housing Authority
Joe Cusumano, Highlands Housing Authority
Rose McKeon, Perth Amboy Housing Authority

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

APPROVAL OF MINUTES – *April 23, 2024, Regular Board Meeting, Public Portion*

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

ED Dzema asked for a vote.

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

PRESENTATION OF BILLS

Motion made to approve the March 2024 Bills List by Comm Messina and seconded by
Chair Francy.

ED Dzema asked for a vote.

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

CORRESPONDENCE – none

COMMITTEE REPORTS – none

OFFICERS & STAFF REPORT – none

OLD BUSINESS – none

NEW BUSINESS - none

RESOLUTIONS –

FY24-024 – Resolution adopting the annual operating budget for the Housing Authority of the Borough of Highlands for fiscal year ending June 30, 2025.

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

ED Dzema asked for a vote.

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

FY24-025 – Resolution awarding the contract for legal services to Manna & Bonello for \$5,400.00 through May, 31, 2025.

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

ED Dzema asked for a vote.

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

FY24-026 – Resolution approving Enterprise Income Verification (EIV) Use and Security Policy Revision.

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

ED Dzema asked for a vote.

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

PUBLIC PORTION – none

ADJOURNMENT- ED Dzema closed the public meeting at 5:10PM.


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

Motion to adopt May 22, 2024 Regular Board Meeting, Public Portion Minutes moved by Commissioner Wells and seconded by Commissioner Hohenleitner.

Roll Call for Adoption of May 22, 2024 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 24th day of July, 2024.



 Douglas Dzema
 Executive Director