

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**  
**Ptak Towers**  
**215 Shore Drive, Highlands, NJ 07732**  
**August 25, 2022**  
**REGULAR MEETING**  
**Minutes of Public Portion**

**OPENING**

ED Dzema called the meeting to order at 6:00PM, Pledge of Allegiance and Reading of Meeting Notice.

**ROLL CALL**

Present:                    Ida Tkoch, Commissioner  
                                 Ellen Williams, Commissioner  
                                 Dolores Francy, Commissioner  
                                 Nancy Messina, Commissioner  
                                 Gloria Miller, Chairperson  
Absent:                    Rebecca Wells, Commissioner  
                                 Lori Hohenleitner, 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 – June 30, 2022 Annual Meeting and 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) | Tkoch, Williams, Francy, Messina, Miller |
| Nay        | (0) |  |
| Abstention | (0) |  |
| Absent     | (2) | Wells, Hohenleitner                      |

**PRESENTATION OF BILLS**

Motion made to ratify the July 2022 Bills List and approve the August 2022 Bills List by Comm     Messina     and seconded by Comm     Francy    . ED Dzema asked for a vote.

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

**CORRESPONDENCE**

**Renee** - The resident notice list includes Notices that went out, including one for "Game Night-Sept 21" that Comm Messina and Williams are hosting, and one for the Flu Clinic. As far as deliveries to the building, Comm Hohenleitner brought by a fruits and snacks for the residents one afternoon as well as our normal food delivery from OLPH.

**COMMITTEE REPORTS**

**Renee – June:** 0 vacancies at Ptak and JPM. At Ptak: 5 residents and 72 non-residents on the waiting list. At JPM: 5 residents and 13 non-residents on the waiting list.

**Comm Tkoch** – everything is going along fine, the yard looks nice, it looks good inside.

**Comm Williams** – Storytelling is starting up again, October 26, 10 – 11:30am; we will see what the response is - then work on starting it up on a regular basis.

**OFFICERS & STAFF REPORTS** – None

**OLD BUSINESS** – None

**NEW BUSINESS** – None

**RESOLUTIONS** -

**FY23-001** – Resolution ratifying the hiring of a part-time custodian.

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

**ED Dzema** asked for a vote.

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

**FY23-002** – Resolution ratifying the hiring of a part-time administrative assistant.

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

**ED Dzema** asked for a vote.

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

**FY23-003** – Resolution to approve the final leave pay to former part-time account clerk.

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

**ED Dzema** asked for a vote.

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

**FY23-004** – Resolution to approve the annual notice for meetings through December - FY2023.  
Motion was made by Comm     Messina     and seconded by Comm     Francy    .  
**ED Dzema** asked for a vote.

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

**FY23-005** – Resolution awarding the contract for entryway underpinning at Jennie Parker Manor Building “C”.  
Motion was made by Comm     Williams     and seconded by Comm     Messina    .  
**ED Dzema** asked for a vote.

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

**FY23-006** – Resolution awarding the contract for entry stoop replacement for three apartments at Jennie Parker Manor.  
Motion was made by Comm     Messina     and seconded by Comm     Williams    .  
**ED Dzema** asked for a vote.

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

**FY23-007** – Resolution approving the hiring of a part time account clerk.  
Motion was made by Comm     Miller     and seconded by Comm     Messina    .  
**ED Dzema** asked for a vote.

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

**PUBLIC PORTION** –

**Billy Wuelfing**, apt. 509 – I was wondering when the furniture was going to come out again? **Doug** – We are thinking we will bring that out in line with our cleaning person, we still have to get him fully on board. **Billy** – are we going to have the Christmas party and the Carolers this year? **Doug** – we will certainly do something from a celebratory standpoint this year.

ED Dzema closed the public portion.

**EXECUTIVE SESSION** – None

**ADJOURNMENT** – ED Dzema closed the public meeting at 6:35PM.

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


Motion to adopt August 25, 2022 Regular Board Meeting, Public Portion Minutes moved by

Commissioner   Messina   and seconded by Commissioner   Francy   .

**Roll Call for Adoption of August 25, 2022 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 22<sup>nd</sup> day of September.

  
\_\_\_\_\_  
Douglas Dzema  
Executive Director