

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

April 23, 2025
REGULAR MEETING
Minutes of Public Portion

OPENING

Chair Miller called the meeting to order at 6:30PM.

Chair Miller welcomed our new commissioner, Comm Brown.

ROLL CALL

Present: Ellen Williams, Commissioner
Chris Misita, Commissioner
Barbara Brown, Commissioner
Gloria Miller, Chairperson
Absent: Rebecca Wells, Commissioner
Nancy Messina, 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 – March 26, 2025 Regular Board Meeting, Public Portion

Approval of minutes with amendment.

Motion made to amend the minutes by Comm Williams and seconded by Comm Misita.

Chair Miller asked for a vote.

Aye	(4)	Williams, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Wells, Messina, Hohenleitner

Motion made to adopt the minutes with the amendment by Comm Williams and seconded by Comm Brown.

Chair Miller asked for a vote.

Aye	(4)	Williams, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Wells, Messina, Hohenleitner

PRESENTATION OF BILLS

Motion made to approve the April Bills List by Comm William and seconded by Comm Misita.

Chair Miller asked for a vote.

Aye	(4)	Williams, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Wells, Messina, Hohenleitner

CORRESPONDENCE –

There was the resident Notice list in the packet.

COMMITTEE REPORTS –

Comm William – Our next workshop is May 22. You see we have creations coming up on the easels. Anything that people want to create, share or draw; we meet monthly. Barbara suggested people write up why they come, so others know what is going on in the workshop; as others may not know what we do in the workshop.

Vacancy Report: Ptak and JPM have 0 vacancies. At Ptak: 8 residents and 78 non-residents on the waiting list. At JPM: 5 residents and 16 non-residents on the waiting list. The reason for the drop in the waiting list is because we have done our yearly update.

OFFICERS & STAFF REPORT –

ED Dzema – We have Citizens Bank as our vendor and we are involved in sweep accounts that give us a higher interest rate and will earn us a little more money. With the Ptak generator we made progress. We did entertain bids, we have numbers from vendors, what we don't have is an answer from Generac. Generac is the proprietor of the existing generator. The generator is 7 years old and the warranty has expired. We are looking for a pro-ration; we may get nothing; we are waiting on an answer from Generac. Martin (Marty) Barry has passed away. We need to change our next meeting which is on May 28. Does the 29th or the 20th work, at 6:00pm offsite? Renee will follow up tomorrow.

Motion made to change the Annual and Regular Board meeting on May 28 to either: May 29 or May 20 at 6:00pm offsite by Comm William and seconded by Comm Brown. Chair Miller asked for a vote: All in favor.

The HUD Building in Washington, DC, our main headquarters, has been put up for sale. They may be thinking of moving the headquarter office to Ohio. They are also looking to eliminate 34 state offices. Our state office in Newark is targeted, meaning we would no longer have a state office, we would probably be going to the regional office in New York or in Philadelphia.

OLD BUSINESS – None

NEW BUSINESS – None

RESOLUTIONS –

FY25-011 – Resolution authorizing the renewal of the contract for exterminating & pest control services through April 30, 2027.

ED Dzema – the initial proposals; for both FY25-011 and FY25-012 indicate that Anchor holds their pricing. That may not be the case, we think that Anchor may try to negotiate the numbers. I am asking you for flexibility to negotiate if that is the case.

Motion was made by Comm Brown and seconded by Comm Misita.

Chair Miller asked for a vote.

Aye	(4)	Williams, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Wells, Messina, Hohenleitner

FY25-012 – Resolution authorizing the renewal of the contract for bed bug exterminating & control services through April 20, 2027.

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

Chair Miller asked for a vote.

Aye	(4)	Williams, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Wells, Messina, Hohenleitner

PUBLIC PORTION –

Frank Syrek, apt. 207 – When is the last time we had a bed bug exterminator here? **ED Dzema** – So what ends up happening is since we have the same contractor for bed bugs as exterminating, when the contractor goes around monthly to all the units on a general term basis, he does look for bed bugs at that time. Then in fact if he finds them, we have a separate contract with his price to exterminate them.

Billy Wuelfing, apt. 509 – Are we going to have a summer party this year?

ADJOURNMENT-

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


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

Motion to adopt April 23, 2025 Regular Board Meeting, Public Portion Minutes moved by Commissioner Brown and seconded by Commissioner Wells.

Roll Call for Adoption of April 23, 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 29th day of May, 2025.



Douglas Dzema
Executive Director