

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
October 25, 2023
REGULAR MEETING
Minutes of Public Portion

OPENING

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

ROLL CALL

Present: Ida Tkoch, Commissioner
 Dolores Francy, Commissioner
 Ellen Williams, Commissioner
 Lori Hohenleitner, Commissioner
Absent: Rebecca Wells, Commissioner
 Nancy Messina, Commissioner
 Gloria Miller, Chairperson
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 – *September 27, 2023 Regular Board Meeting, Public Portion*

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

ViceChair Williams asked for a vote.

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

PRESENTATION OF BILLS

Motion made to approve the October 2023 Bills List by Comm Hohenleitner and
seconded by Comm Francy.

ViceChair Williams asked for a vote.

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

CORRESPONDENCE

ED Dzema – We have a listing of the correspondence of the that went out to Ptak and JPM, there are 11 of them; does anyone have any questions about the Notices that went out?

COMMITTEE REPORTS

Comm Williams – I will talk about the resident initiatives committee. We had our session the other day, which is like an open creative arts discussion group. It is called “How We See Our World”, we had photography, sculpture and good discussion going. Our next session is November 20 at 10am; so stop by and see what is going on. We are going to have it every month if not more. I will discuss other resident initiatives with Renee, such as Saturday night Movies.

Vacancy Report: Ptak and JPM have 0 vacancies. At Ptak: 5 residents and 60 non-residents on the waiting list. At JPM: 7 residents and 15 non-residents on the waiting list.

OFFICERS & STAFF REPORT

ED Dzema – for the November board meeting we have a conflict and we have a very light intended agenda; so we ask the board if they would consider cancelling the November meeting. Our next meeting is not long thereafter, December 6.

Motion to cancel November meeting made by Comm Francy and seconded by ViceChair Williams. All in favor.

We do have reservations for the December meeting at Angelica’s on December 6 at 5:45pm.

Some work that is going on at JPM - the porch construction has begun and the fire alarm bid have gone out.

Renee – December 12 is the Resident Christmas Party at 1:00pm. Everyone please save the date-notices will go out.

OLD BUSINESS – None

NEW BUSINESS - None

RESOLUTIONS

FY24-005 – Resolution awarding the contract for automatic door operator maintenance and repair services through 9/30/25.

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

ViceChair Williams asked for a vote.

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

FY24-006 – Resolution adopting personnel policies and procedures amendments.

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

ViceChair Williams asked for a vote.

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

FY24-007 – Resolution approving changes to personnel policies and procedures.

Motion was made by Comm Hohenleitner and seconded by Comm Francy.
ViceChair Williams asked for a vote.

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

FY24-008 – Resolution to approve payment to employees for the management incentive program.

Motion was made by Comm Williams and seconded by Comm Francy.
ViceChair Williams asked for a vote.

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

FY24-009 – Resolution approving the disposition of obsolete equipment.

Motion was made by Comm Williams and seconded by Comm Hohenleitner.
ViceChair Williams asked for a vote.

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

FY24-010 – Resolution authorizing award of a contract for computer repair & cybersecurity services.

Motion was made by Comm Hohenleitner and seconded by Comm Williams.
ViceChair Williams asked for a vote.

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

FY24-011 – Resolution awarding the contract extension for laundry service equipment to SEBCO Laundry Systems.

Motion was made by Comm Francy and seconded by Comm Hohenleitner.
ViceChair Williams asked for a vote.

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

PUBLIC PORTION -

Carol Szczepniak, apt. 101 – At the last meeting we talked about decorating the walls. A couple of days after that these puzzles were brought in. I was thinking after that, could I get a little help with frames and glue and we could hang these 12 inches from the ceiling so no one would knock them off the wall. **ED Dzema** - That is a policy issue. What Chair Miller is doing is putting a committee together to work on considering amendments to the policy. Unfortunately, she is not here tonight, and it will have to be answered as a board policy issue and it will be considered.

Gabe Tauro, apt. 319 – thank you for the Notice that came out yesterday. It was a great thing. It took me over 10 minutes to go for mail yesterday because of the scooters and people blocking the way in the lobby. No one would move. People that have to come and go out of the parking lot entrance with packages and they can't because everything is blocked. They won't move. They don't belong in the lobby. They shouldn't be there and I shouldn't have to wait to get my mail.

ADJOURNMENT- ViceChair Williams closed the public meeting at 6:50PM.

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

Motion to adopt October 25, 2023 Regular Board Meeting, Public Portion Minutes moved

by Commissioner Williams and seconded by Commissioner Messina.

Roll Call for Adoption of October 25, 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 5th day of December, 2023.



Douglas Dzema
Executive Director