

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

Ptak Towers

215 Shore Drive, Highlands, NJ 07732

July 22, 2026

REGULAR MEETING

Minutes of Public Portion

OPENING

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

ROLL CALL

Present

Ellen Williams, Vice-Chairperson

Nancy Messina, Commissioner

Christine Misita, Commissioner

Barbara Brown, Commissioner

Absent: Gloria Miller, Chairperson

Rebecca Wells, Commissioner

Lori Hohenleitner, Commissioner

Also Present: Douglas G. Dzema, Executive Director

Renee DeMarco, Residential Operations Manager

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

APPROVAL OF MINUTES – June 17, 2026

Motion made to adopt the minutes by Comm Brown and seconded by Comm Messina. ViceChair Williams asked for a vote.

Aye (4) Williams, Messina, Misita, Brown

Nay (0)

Abstention (0)

Absent (3) Miller, Wells, Hohenleitner

PRESENTATION OF BILLS

Motion made to ratify the May Bills List and approve the June Bills List by Comm Wells and seconded by Comm Misita. ViceChair Williams asked for a vote.

Aye (5) Wells, Messina, Williams, Misita, Brown

Nay (0)

Abstention (0)

Absent (2) Miller, Hohenleitner

CORRESPONDENCE

We have a list of the Notices that went out to the residents at Ptak and Jennie Parker.

COMMITTEE REPORTS

Comm Brown – Bingo is going good, there is good response. Chair Yoga is getting a lot of people, 8 to 12.

Comm Williams – does anyone want to talk about our group? **Anita** – I feel the art group is creative, it lets you get expressive and I feel it is not attracting other people. **Comm Williams** – we are thinking about changing the title, because people thought they have to tell their personal life stories; we are struggling with what to name it. A few of the members are interested in doing a program at the elementary school as we have in the past. We will keep you informed on that. **Anita** – I think there should be more done, we should do a pole to see what the residents want to do instead of just sitting in their apartments.

Comm Messina – Game Night was very good, a lot of people showed up.

OFFICERS & STAFF REPORT

Vacancy Report: Ptak and JPM have 0 vacancies. The Ptak waiting list has: 5 residents and 75 non-residents. The JPM waiting list has: 2 residents and 25 non-residents.

ED Dzema – Our next meeting is on Wednesday, July 22, 2026 in this room at 6:30pm. Billy when is the Picnic? Yes – July 28th at 1:00pm.

OLD BUSINESS – None

NEW BUSINESS - None

RESOLUTIONS

FY26-025 – Resolution adopting the annual operating budget for the Housing Authority of the Borough of Highlands for fiscal year ending June 30, 2027.

Motion made by Comm Messina and seconded by Comm Misita. Chair Miller asked for a vote.

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

FY26-026 – Resolution to approving Tenant Selection Plan (TSP) Revision. Motion made by Comm Messina and seconded by Comm Brown. Chair Miller asked for a vote.

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

FY26-027 – Resolution approving changes to personnel policies and procedures.

Motion made by Comm Messina and seconded by Comm Wells. Chair Miller asked for a vote.

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

FY26-028 – Resolution to authorize the designated signatories for Citizens Bank for the Highlands Housing Authority. Motion made by Comm Wells and seconded by Comm Messina. Chair Miller asked for a vote.

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

PUBLIC PORTION – None

EXECUTIVE SESSION

Motion made by Comm Brown to move to Executive Session, and it was seconded by Comm Wells. All in favor.

ADJOURNMENT

ViceChair Williams closed the public meeting at 6:00PM.

Motion to adopt June 17, 2026 Regular Board Meeting, Public Portion Minutes moved by Commissioner _____ and seconded by Commissioner _____.

Roll Call for Adoption of June 17, 2026 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Wells				
Vice-Chairperson Williams				
Commissioner Messina				
Commissioner Hohenleitner				
Commissioner Misita				
Commissioner Brown				
Chairperson Miller				

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 July, 2026.



Douglas Dzema
Executive Director