

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

December 17, 2025
REGULAR MEETING
Minutes of Public Portion

OPENING

ED Dzema called the meeting to order at 5:15PM.

ROLL CALL

Present Rebecca Wells, Commissioner
 Ellen Williams, Vice-Chairperson
 Lori Hohenleitner, Commissioner
 Gloria Miller, Chairperson
Absent: Nancy Messina, Commissioner
 Christine Misita, Commissioner
 Barbara Brown, 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 – November 19, 2025

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

ED Dzema asked for a vote.

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

PRESENTATION OF BILLS

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

ED Dzema asked for a vote.

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

CORRESPONDENCE –

There is one item this month, a list of the Notices that went out to the residents.

COMMITTEE REPORTS –

Comm Williams – Our next “How You See Your World” session is 12/22 at 10:00am. It will be a Christmas theme; we will be doing some things for Christmas.

Vacancy Report: Ptak and JPM have 0 vacancies. The Ptak waiting list has: 3 residents and 88 non-residents. The JPM waiting list has: 4 residents and 29 non-residents.

OFFICERS & STAFF REPORT –

ED Dzema – Our next board meeting is on January 28, 2026. The resident Christmas Party was great; a fun time was had by all. The food was catered by Taliercio’s and Clifford was our entertainment. The RFP for Legal Services is on the street as John is retiring on January 31, 2026.

Comm Wells – We should have a dinner/lunch for John. He has been with us for many years.

OLD BUSINESS – None

NEW BUSINESS – None

RESOLUTIONS –

FY26-009 – Resolution authorizing the extension of the contract for computer repair & cybersecurity services.

Motion made by Comm Williams and seconded by Comm Hohenleitner. ED Dzema asked for a vote.

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

FY26-013– Resolution awarding the contract for elevator maintenance and repair services to Current Elevator Technology Inc. from December 1, 2025 to November 30, 2027.

Motion made by Comm Wells and seconded by Chairperson Miller. ED Dzema asked for a vote.

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

FY26-014 – Resolution awarding the contract for laundry service equipment to SEBCO Laundry Systems.

Motion made by Comm Hohenleitner and seconded by Chairperson Miller. ED Dzema asked for a vote.

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

FY26-015 - Resolution to approve payment to employees for the management incentive program.

Motion made by Comm Hohenleitner and seconded by Chairperson Wells. ED Dzema asked for a vote.

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

PUBLIC PORTION – None

ADJOURNMENT-

ED Dzema closed the public meeting at 5:30PM.

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

Motion to adopt December 17, 2025 Regular Board Meeting, Public Portion Minutes moved by Commissioner Williams and seconded by Commissioner Miller.

Roll Call for Adoption of December 17, 2025 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Wells	X			
Vice-Chairperson 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 28th day of January, 2026.



Douglas Dzema
Executive Director