

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

April 22, 2026
REGULAR MEETING
Minutes of Public Portion

OPENING

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

ROLL CALL

Present	Nancy Messina, Commissioner
	Christine Misita, Commissioner
	Barbara Brown, Commissioner
	Gloria Miller, Chairperson
Absent:	Rebecca Wells, Commissioner
	Ellen Williams, Vice-Chairperson
	Lori Hohenleitner, Commissioner
Also Present:	Douglas G. Dzema, Executive Director
	Renee DeMarco, Residential Operations Manager
	Peter Lucas, Attorney

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

APPROVAL OF MINUTES – March 18, 2026

Motion made to adopt the minutes by Comm Brown and seconded by Comm Misita. Chair Miller asked for a vote.

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

PRESENTATION OF BILLS

Motion made to approve the April Bills List by Comm Misita and seconded by Comm Messina. Chair Miller asked for a vote.

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

CORRESPONDENCE

We have a list of the Notices that went out to the residents at Ptak and Jennie Parker, there are 14 Notices that have gone out over the month.

COMMITTEE REPORTS

Comm Messina – We are going to have Game Night on Thursday, May 21. We will be playing Bingo.

Vacancy Report: Ptak and JPM have 0 vacancies. The Ptak waiting list has: 4 residents and 86 non-residents. The JPM waiting list has: 3 residents and 28 non-residents.

OFFICERS & STAFF REPORT

ED Dzema – Our next meeting is on Wednesday, May 27, 2026 and it is also our Re-Organization Meeting; it will be held at Patricia's in Holmdel at 6:00pm.

Motion made to change the Annual and Regular Board meeting on May 27, 2026 to 6:00PM at Patricia's in Holmdel: by Comm Brown and seconded by Comm Messina. Chair Miller asked for a vote: All in favor.

Capital Report – we are putting in a new stoop at JPM, you awarded that last month; it will begin in about 3 weeks. At the C building we are refreshing the stairwells – painting, wainscoting, new flooring and stair treads. We are installing a new HVAC system in the office, we had awarded that contract and are waiting for the contractor to receive the equipment. We are going to be accessing the sidewalk issues that may exist now that the winter is over at both Ptak and JPM, looking for cracks or bumping up to repair. We will do some supplemental landscaping to clean the place up also. We have an NSPIRE inspection on 6/16, that is HUD coming out to look at our properties.

OLD BUSINESS – None

NEW BUSINESS - None

RESOLUTIONS

FY26-024 – Resolution to approve the introduction of the operating budget for the Housing Authority of the Borough of Highlands for fiscal year ending June 30, 2027.

ED Dzema – the committee met prior to the meeting and went in detail with our accountant over all the line items. We take a review of the last year's numbers. We take a review of the last 9 months' numbers of where we are from when the last fiscal year started and we show all the numbers and how they come in from HUD with the OCAF factors, the Social Security increases, numbers that increase the utility compensation that we get from HUD, we factor them in -- our accountant did that for us, and it is run by the committee. The committee will talk about that. We have a draft budget the finance committee accepted. If the board accepts it we will send it to the DCA for review and approval then when we get it back we bring it back to the board for approval.

Chair Miller - The finance committee met and we went line by line over the projected budget for FYE 2027 and how the items were arrived at. Comm Messina agreed.

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

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

PUBLIC PORTION

William Wuelfing, apt. 509 – I am excited about watering the flowers again this year. I hope we have another barbeque like we did last year. **ED Dzema** – Thank you for helping out with the flowers and I would imagine we would be having another barbeque this year.

Marie Ascolese, apt. 321 – I am new here and it has been a great experience so far and I have met a lot of lovely people. **ED Dzema** – Welcome!

Anita Kolb, apt. 403 - I also moved here recently, a couple months ago. It is a great place to live, the people here are genuine and I am grateful. I feel more relaxed here than I ever have in my life in a long time, I want to thank everybody. **Chair Miller** - Welcome.

ADJOURNMENT

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

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

Motion to adopt April 22, 2026 Regular Board Meeting, Public Portion Minutes moved by Commissioner Brown and seconded by Commissioner Misita .

Roll Call for Adoption of April 22, 2026 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 17th day of June, 2026.



Douglas Dzema
Executive Director