

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

August 27, 2025
REGULAR MEETING
Minutes of Public Portion

OPENING

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

ROLL CALL

Present	Ellen Williams, Commissioner
	Nancy Messina, Commissioner
	Lori Hohenleitner, Commissioner
	Chris Misita, Commissioner
	Barbara Brown, Commissioner
	Gloria Miller, Chairperson
Absent:	Rebecca Wells, 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 – June 18, 2025 Regular Board Meeting, Public Portion

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

Chair Miller asked for a vote.

Aye	(6)	Williams, Messina, Misita, Hohenleitner, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Wells

PRESENTATION OF BILLS

Motion made to ratify the July Bills List and approve the August Bills List by Comm
Messina and seconded by
Comm Brown.

Chair Miller asked for a vote.

Aye	(6)	Williams, Messina, Misita, Hohenleitner, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Wells

CORRESPONDENCE –

There is a list of the “Notices” that went out to the residents at JPM and Ptak; a few from June and then Notices from July and August. The last two Notices on the list inform the residents of the MOR, the Management Occupancy Review that they have to be aware of; that we are going to have for the first time.

COMMITTEE REPORTS –

Comm Williams – Our next “How You See Your World” session is September 22. Our last one we put up this poster of “What the Seasons Mean to You?” just to get people thinking.

Vacancy Report: Ptak and JPM have 0 vacancies. The Ptak waiting list has: 4 residents and 87 non-residents. The JPM waiting list has: 5 residents and 26 non-residents.

Comm Messina – I would like to have another game night, if I can’t do it in September we will do it in January.

OFFICERS & STAFF REPORT –

ED Dzema – Just a reminder our next board meeting is September 24 right here. Commissioner Becky Wells is not here tonight as I am sure many of you may know, her dad, Matthew Wells has passed away. He was heavily involved in the community, as the whole family is. The viewing is tomorrow night at Evergreen on Rt. 35 in Middletown from 4pm – 8pm and the service is Friday at 11am at Evergreen. Our Ptak Summer Picnic took place on July 8. It was a true picnic as we had Taliercio’s outside grilling for us. It was nice to have so many residents and commissioners join us for the party.

OLD BUSINESS – None

NEW BUSINESS – None

RESOLUTIONS –

FY26-001 – Resolution authorizing award of a contract for auditing services to Novogradac & Company, LLC.

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

Aye	(6)	Williams, Messina, Misita, Hohenleitner, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Wells

FY26-002 – Resolution authorizing the extension of the contract for flooring repair services.

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

Aye	(6)	Williams, Messina, Misita, Hohenleitner, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Wells

FY26-003 – Resolution ratifying the award of contract for CCTV maintenance and repair services to Intrep Solutions LLC.

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

Aye	(6)	Williams, Messina, Misita, Hohenleitner, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Wells

FY26-004 – Resolution approving Tenant Selection Plan (TSP) Revision.

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

Aye	(6)	Williams, Messina, Misita, Hohenleitner, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Wells

FY26-005 – Resolution awarding the contract for electrical repair services to Magic Touch Construction Co, Inc. form 8/1/25 to 7/31/25.

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

Aye	(6)	Williams, Messina, Misita, Hohenleitner, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Wells

PUBLIC PORTION – None

ADJOURNMENT-

Chair Miller closed the public meeting at 6:50PM.

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

Motion to adopt August 27th, 2025 Regular Board Meeting, Public Portion Minutes moved by Commissioner Hohenleitner and seconded by Commissioner Messina .

Roll Call for Adoption of August 27, 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 24th day of September, 2025.



Douglas Dzema
Executive Director