

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

**September 25, 2024**  
**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  
Gloria Miller, Chairperson  
Absent: Rebecca Wells, Commissioner  
Dolores Francy, Commissioner  
Ida Tkoch, Commissioner  
Also Present: Douglas G. Dzema, Executive Director  
Renee DeMarco, Residential Operations Manager  
John Bonello, Esquire

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

**APPROVAL OF MINUTES – July 24, 2024, Regular Board Meeting, Public Portion**

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

Chair Miller asked for a vote.

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

**PRESENTATION OF BILLS**

Motion made to ratify the August and approve the September 2024 Bills List by Comm Hohenleitner and seconded by Comm Williams.

Chair Miller asked for a vote.

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

## **CORRESPONDENCE -**

Just one item showing the distribution of notices to the residents at JPM and Ptak. There is a flu and COVID vaccine clinic tomorrow, Bayshore Pharmacy will be here to administer the vaccines.

## **COMMITTEE REPORTS -**

**Comm Williams** – The last meeting of “How Do You See Your World” took place on September 9, and some of the participants are here. One of the themes we talked about was colors and how we would describe ourselves. I have a piece here one of the artists created. We were talking about having a section where we could hang some things that they want to post. I reached out to Nancy to ask if she could get us frames for 1 or 2 puzzles, she will be back next month, we will follow up with her then; she provided the puzzle glue. We also talked about movies, Frank thank you for taking care of the movies. **Frank** – we show them every weekend, Saturday and Sunday. People share ideas of what they would like to see. **Comm Williams** – Paul wrote a story about fishing, based on memory. This is a very open group, it is not like we do the same thing every time, it is based on the group. I encourage everyone to come and check it out. There will be no meeting in October due to my knee surgery, we will see how it goes; maybe November. And there is weekly chair yoga with Terry.

## **OFFICERS & STAFF REPORT -**

**Vacancy Report:** Ptak and JPM have 0 vacancies. At Ptak: 6 residents and 75 non-residents are on the waiting list. At JPM: 6 residents and 15 non-residents are on the waiting list.

**ED Dzema** – Our next board meeting is on Wednesday, October 23<sup>rd</sup> at 6:30pm. August 13<sup>th</sup> we had our picnic here, Taliercio’s was the caterer, Clifford the entertainer. It was one of the best attended events, everyone had a great time. Ida vacated her apartment. We will be asking the board to consider action of notification of the borough council that she has stepped away. Capitol Items: **JPM** - We are putting 10 sets of new windows in. Joe and John will access the worst windows at JPM based on water filtration and air issues. This will put us in a really good spot at JPM with windows. We are doing some concrete repair work with broken pieces of sidewalk that need to be taken care of. We are doing 2 more porch replacements, B1 and B6. We have estimates on the bid, we will see where the bids come in and whether we are awarding 1 or 2 or none; bids are due in October 9. **Ptak** – we are replacing our phone landline; we are upgrading to an antenna system. We want to start investing a little bit of money into the elevators slowly. We did have an engineer come out and access them. We should replace the multi and traveler communication cables. From the boiler plant here we are involved in a water treatment program, which we have been involved in for some time now. We have to treat our water to fight corrosion of the boilers, the chemicals fight off the corrosion. The water is fine to drink, it is bad for the boilers, this is about a \$3000 job.

**OLD BUSINESS** – none

**NEW BUSINESS** –

ED Dzema – I am going to ask the board to consider notification to the city council about Ida’s term and the fact that she is not able to participate any longer. We can put that in the form of a resolution and John, our attorney, will write the notice and resolution to the borough council that is informing them that we need a replacement; we need a vote:

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

ViceChair Williams asked for a vote.

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

**RESOLUTIONS** – none

**PUBLIC PORTION** –

Game Night – October 9 at 5pm. Refreshments will be served.

Billy Wuelfing, apt. 509 – the church up the block is having an Octoberfest on October 12. It is in the OLPH gym, all are welcome, a lot of good German food all you can eat and drink, and entertainment, \$40 per person.

**ADJOURNMENT**- Chair Miller closed the public meeting at 6:55PM.

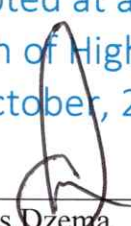
Motion made by Comm Hohenleitner to adjourn meeting, and seconded by Comm Francy. All in favor.

Motion to adopt September 25, 2024 Regular Board Meeting, Public Portion Minutes moved by Commissioner Messina and seconded by Commissioner Francy.

**Roll Call for Adoption of September 25, 2024 Regular Board Meeting Minutes**

	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>	<b>Abstain</b>
Commissioner Wells			X	
Commissioner Francy	X			
Commissioner Williams			X	
Commissioner Messina	X			
Commissioner Hohenleitner			X	
Commissioner Misita	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 23<sup>rd</sup> day of October, 2024.

  
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Douglas Dzena  
Executive Director