

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
August 23, 2023
REGULAR MEETING
Minutes of Public Portion

OPENING

Chair Miller called the meeting to order at 6:30PM, Pledge of Allegiance and Reading of the Meeting Notice.

ROLL CALL

Present: Dolores Francy, Commissioner
Ellen Williams, Commissioner
Gloria Miller, Chairperson
Lori Hohenleitner, Commissioner

Absent: Rebecca Wells, Commissioner
Ida Tkoch, Commissioner
Nancy Messina, Commissioner

Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
John Bonello, Attorney

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

APPROVAL OF MINUTES – *June 21, 2023 Annual Meeting and Regular Board Meeting, Public Portion*

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

Chair Miller asked for a vote.

Aye	(3)	Francy, Williams, Miller
Nay	(0)	
Abstention	(1)	Hohenleitner
Absent	(3)	Wells, Tkoch, Messina

PRESENTATION OF BILLS

Motion made to ratify the July 2023 Bills List and approve the August 2023 Bills List by Comm Williams and seconded by Comm Hohenleitner.

Chair Miller asked for a vote.

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

CORRESPONDENCE

ED Dzema – One piece of correspondence, a list that was prepared of the Notices that went out to JPM and Ptak since the last board meeting, are there any questions? **Chair Miller** – are the annual unit inspections the same as they use to be? **Renee** – yes, we are preparing for the annual HUD REAC inspection. **Chair Miller** – the canopies/tents?

Renee – up at JPM we have residents that are putting up canopies and tents. They become a safety hazard with the wind. We had to ban them.

COMMITTEE REPORTS

Comm Williams – the storytelling workshop was July 20. We are changing the name to “How Do You See Your World”. We had a very good session. I want to share with you one of the poems that one of the residents wrote. There is a lot of potential with the group and a lot that they can do; art, music. The next meeting is September 29 at 10:30am. We had a really good time.

Vacancy Report: Ptak and JPM have 0 vacancies. At Ptak: 4 residents and 58 non-residents on the waiting list. At JPM: 6 residents and 14 non-residents on the waiting list.

OFFICERS & STAFF REPORT

ED Dzema – we have a session in Perth Amboy tomorrow called “Active Shooter”. The State Homeland Security and Preservation Group is coming in tomorrow to do a presentation. It is to help prepare in the case of an active shooter - how to mentally prepare and adapt in today’s environment; the staff is attending. We are out to bid for another porch to be built at JPM, we are slowly working at replacing them all; starting with the worst ones first. We are upgrading our Carbon Monoxide detectors there also. They are functioning but there is a useful life to them, and now the 10-year battery is the big thing. The Borough is recommending replacing them, so we will move in that direction and put this out for bid.

OLD BUSINESS – None

NEW BUSINESS - None

RESOLUTIONS

FY24-001 – Resolution authorizing the award of the contract for heating, air conditioning and ventilation maintenance and repair services to Whitfield Schneider Enterprise Inc.

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

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

FY24-002 – Resolution awarding the contract for flooring repair services to West Carpet LLC.

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

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

PUBLIC PORTION -

Joe Mohr, apt. 302 – A Notice was sent out about the parking in the back lot, something has to be done about this! My gal parked back there to unload my stuff last week and she was yelled at. Residents guests and aides park back there and come in with the FOBs. Something has to be done.

Renee – the policy is that the parking lot is for residents only with cars registered to the office. There are signs stating this at the entrance to both lots and Notices go out saying this often. There is plenty of street parking for family members, guests and aides. If unregistered cars are parked in the lot, or if you see someone other than a resident parking a car in the lot report it to the office.

Stefanina Samuel, apt. 303 – this wasn't a problem in the past because we were going to Shop Rite with the SCAT Bus and we appreciate the ride back and forth but now we are going to FoodTown. There is only one bench inside FoodTown to accommodate anybody after they shop. When it is hot or extremely cold weather it is a problem because the bench does not fit us all to wait for the bus. If they could try to help us before it gets too cold? **Renee** – the SCAT Bus is sponsored by the Borough. I have talked to Jacqui (works for the Borough) about this already. She has reached out to SCAT on multiple occasions (once while other resident and I were actually with her) to request the change back to Shop Rite. I do not think they have they have responded.

Chair Miller closed the public portion.

EXECUTIVE SESSION /ADJOURNMENT-Chair Miller closed the public meeting at 6:55PM.

Motion made by Comm Francy to move to Executive Session and adjourn meeting, and seconded by Comm Williams. All in favor.


Motion to adopt August 23, 2023 Regular Board Meeting, Public Portion Minutes moved

by Commissioner Hohenleitner and seconded by Commissioner Francy.

Roll Call for Adoption of August 23, 2023 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Wells			X	
Commissioner Tkoch			X	
Commissioner Francy	X			
Commissioner Williams	X			
Commissioner Messina				X
Commissioner Hohenleitner	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 27th day of September, 2023.



 Douglas Dzema
 Executive Director