

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

March 18, 2026
REGULAR MEETING
Minutes of Public Portion

OPENING

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

ROLL CALL

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

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

ED Dzema – I would like to introduce Peter Lucas, our new attorney, this is his first meeting with us. **Atty Lucas** – Thank you. I have been practicing in Monmouth County for over 30 years, I am experienced with housing authorities and landlord tenant law; I look forward to working with you.

APPROVAL OF MINUTES – *January 28, 2026*

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

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

PRESENTATION OF BILLS

Motion made to ratify the February Bills List and approve the March Bills List by Comm Williams and seconded by Comm Messina. Chair Miller asked for a vote.

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

CORRESPONDENCE

We have a Notices list, there were 11 Notices that were distributed at Ptak and Jennie Parker to the residents.

COMMITTEE REPORTS

ViceChair Williams – Our next Storytelling, “How You See Your World” workshop is Monday, March 23. We do a lot of sharing life stories, art, writing. We are going to do a little bit of Irish music on Monday. I get feedback from the group on what they would like to do what they would like to share.

Also, the residents have movie night Saturday and Sunday.

Comm Brown – Chair yoga is going well. We have a nice size group every week.

Comm Messina – We will have game night mid-May.

Vacancy Report: Ptak and JPM have 0 vacancies. The Ptak waiting list has: 4 residents and 88 non-residents. The JPM waiting list has: 3 residents and 30 non-residents.

OFFICERS & STAFF REPORT

ED Dzema – Our next board meeting is on Wednesday, April 22, 2026 at 6:30pm in this room. I also want to recognize some of the staff members at this time, specifically the maintenance guys that worked through the snow storms. They got here when people were staying home and worked through the storm which occurred during normal working hours so there was no overtime for them. What will come up on the agenda a little later for you to consider is a compensatory day to award to them.

Atty Lucas – On March 1, 2026 NJ passed a new public notice requirement shifting away from print newspapers to online publications segueing to all online notices. We have to make sure there is a link on the website that brings people to the notices, and will have to have an archive and keep the notices in the archives for at least a year. We will work together to make sure the housing authority is complying with the law.

OLD BUSINESS – None

NEW BUSINESS

Comm Hohenleitner – one of our residents, JoJo Newell, was named to the All-Shore team. He is an incredible basketball player and such a nice kid.

RESOLUTIONS

FY26-018 – Resolution approving Grievance Policy revisions.

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

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

FY26-019– Resolution approving the disposition of obsolete equipment.

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

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

FY26-020 – Resolution authorizing compensatory time to the maintenance team in recognition of their efforts during the snowstorm February 22-23, 2026.

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

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

FY26-021 – Resolution authorizing the extension of the contract for heating, air conditioning and ventilation maintenance and repair services with Able Mechanical, Inc.

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

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

FY26-022 – Resolution ratifying the awarding of the contract for entry stoop replacement at Jennie Parker Manor to Abhzeen Design, Inc. for \$37,488.00

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

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

FY26-023 – Resolution to approve the fiscal audit of the year ended June 30, 2025.

D Dzema – This evening we had a Finance Committee Meeting at 5:00pm. Our auditor, Richard Larson and our CFO, Brian Furlong are in the room, we went over the audit in detail and satisfied the committees questions. Our reserve went up \$110,489, our net assets are \$890,000 in total, there were no findings. Tonight you are being asked to sign a certification stating that you have received a copy of and reviewed the audit. There is a synopsis we will send it to the newspaper as well as sending the audit and affidavit to the DCA and HUD. I believe the committee was comfortable with what we went through tonight.

Rich Larsen – There are 2 reports in the package. We gave the highest level of assurance that we can give as an auditor on both of those. We gave an unmodified opinion on the audit of the financial statements. Also, there is a government auditing standards report in the package where we test your internal controls, what are the processes the authority has in place to safeguard your assets and we had no issues, found no weaknesses. The second part is where we look at your compliance with laws and regulations, NJ laws and HUD regulations; and there were no findings. As far as finances go for the authority, you are very strong, you have over 13 months' worth of operating reserve on hand which is well above average for an authority of your size. HUD looks for looks for 6 months on hand and you have around 13 months'. You have about \$1.4 million in operating revenue, about \$1.5 in operating expenses, which shows and operating loss of about \$85,000; when you add back in the non-cash items, the actuarial charges, the pensions and things like that you actually have a \$300,000 operating profit that you can use to pay debt service and use to put away for future capital repair. Financially it is a good report and compliance wise it is a positive report.

Chair Miller - We were very pleased with the results of the audit, we had no findings and we met all the standards and requirements of the government, everything is being followed as it should be – thank you to the staff for doing such a great job.

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

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

PUBLIC PORTION

William Wuelfing, apt. 509 – I would like to water the flowers again this year. Also, if it is possible when it snows again, can I help with the snow blowers? **ED Dzema** – We would love you to water the flowers, they looked great last year, thank you. We appreciate your offer, but we can't allow you to use the snow blowers.

ADJOURNMENT

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

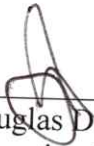
Motion made by Comm Hohenleitner to adjourn meeting, and seconded by Comm Messina. All in favor.

Motion to adopt March 18, 2026 Regular Board Meeting, Public Portion Minutes moved by Commissioner Brown and seconded by Commissioner Misita.

Roll Call for Adoption of March 18, 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 22nd day of April, 2026.



Douglas Dzema
Executive Director