

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

November 21, 2024
REGULAR MEETING
Minutes of Public Portion

OPENING

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

ROLL CALL

Present: Ellen Williams, Commissioner
Lori Hohenleitner, Commissioner
Christine Misita, Commissioner
Gloria Miller, Chairperson

Absent: Rebecca Wells, Commissioner
Dolores Francy, Commissioner
Nancy Messina, Commissioner

Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
Thomas Furlong, Director of Financial Operations
John Bonello, Esquire
Richard Larson, Auditor - Novogradac

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

APPROVAL OF MINUTES – *October 23, 2024, Regular Board Meeting, Public Portion*

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

Chair Miller asked for a vote.

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

PRESENTATION OF BILLS

Motion made to approve the November 2024 Bills List by Comm Williams and seconded by Comm Misita.

Chair Miller asked for a vote.

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

CORRESPONDENCE -

There is the list of the resident Notices that went out and we will be voting on the Annual Notice that is on the agenda.

COMMITTEE REPORTS -

Comm Williams – I am starting up again on December 6 with “How I see my World”.

Vacancy Report: Ptak and JPM have 0 vacancies. At Ptak: 6 residents and 78 non-residents are on the waiting list. At JPM: 6 residents and 15 non-residents are on the waiting list.

OFFICERS & STAFF REPORT –

ED Dzema – The resident Christmas Party is on Monday, December 16 at 1:00pm. Clifford will be joining us for entertainment. Our next board meeting is December 18 at the Belford Bistro, 870 Main Street, Belford at 6:00pm.

OLD BUSINESS – none

NEW BUSINESS –

The Borough is doing their annual Thanksgiving Dinner next Wednesday, November 26 at the Community/Rec Center at 6:00pm; there will be entertainment. All are invited. Those that cannot get there for dinner may opt to have it delivered to the building and our staff will deliver it to your door.

RESOLUTIONS –

FY25-004 – Resolution to approve the fiscal audit of the year ended June 30, 2024.

ED Dzema – Tonight we have with us Rich Larson, our auditor from Novogradac; along with our CFO, Tom Furlong. We do have state requirements for the audit, there will be an Audit Review Certificate for all to sign tonight stating that you received a copy of the audit and have reviewed the findings page at a minimum. There will be a synopsis of the audit that will be published in the Asbury Park Press and in addition, the resolution and the synopsis will be sent to HUD and the DCA. This audit represents our 6th year since we converted to RAD. It shows making the move to RAD was very healthy for us financially. Page 35 indicates if there are any findings, which there are not and Rich will go through that with you. The state has issued the pension report that is needed by the auditor to complete the audit, so the good news is we will have an unmodified opinion and Rich will talk about that. On the financial end our reserves increased, on page 10 you will see our net position unrestricted is \$779,896; that is an increase of \$40,846 from our prior year. **Rich Larsen** – There are 2 reports in the package. The first report we give an opinion on the financial statements of the authority and we gave them an unmodified opinion; the highest level of assurance we can give as auditors. The second report that is required by the state of NJ for all governmental agencies, it is called a government auditing stance, where we document and test the authority’s internal control structural plans processes and compliance with laws and regulations, and there were no findings; we also gave an unmodified opinion, the highest level of assurance. You have over 11 months’ worth of operating reserve, which is more than what HUD looks for, they look for 4 to 6 months. Financially it is a good report and compliance wise it is a positive report.

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

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

FY25-005 - Resolution approving the annual notice for calendar year January 1, 2025 – December 31, 2025.

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

Chair Miller asked for a vote.

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

FY25-006 - Resolution appointing a fund commissioner to the New Jersey Public Housing Authority Joint Insurance Fund for fund year 2025.

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

Chair Miller asked for a vote.

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

ED Dzema – Before we begin the Public Portion one item that comes up on a regular basis, the bulletin boards, I am happy to report that they are on order; as well as a few easels that can be moved around the room to display the residents puzzles and artwork.

PUBLIC PORTION – none

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


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

Motion to adopt November 21, 2024 Regular Board Meeting, Public Portion Minutes moved by Commissioner Hohenleitner and seconded by Chair Miller .

Roll Call for Adoption of November 21, 2024 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
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 18th day of December, 2024.



 Douglas Dzema
 Executive Director