

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

**December 8, 2022**

**REGULAR MEETING**  
**Minutes of Public Portion**

**OPENING**

**ED Dzema** called the meeting to order at 6:00PM, Reading of the Meeting Notice and Pledge of Allegiance.

**ROLL CALL**

Present: Ellen Williams, Commissioner  
Dolores Francy, Commissioner  
Nancy Messina, Commissioner  
Lori Hohenleitner, Commissioner  
Absent: Rebecca Wells, Commissioner  
Ida Tkoch, Commissioner  
Gloria Miller, Chairperson  
Also Present: Douglas G. Dzema, Executive Director  
Renee DeMarco, Residential Operations Manager  
John Bonello, Esquire  
Thomas Furlong, Chief Financial Officer  
Douglas Sabey, Construction Inspector  
Joe Cusumano, Maintenance Supervisor  
Chris Cronin, Maintenance  
Denise Walsh, Administrative Assistant/Account Clerk

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

**APPROVAL OF MINUTES – November 21, 2022 Regular Board Meeting, Public Portion**

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

ED Dzema asked for a vote.

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

**PRESENTATION OF BILLS**

Motion made to approve the December 2022 Bills List by Comm Hohenleitner and seconded by Comm Francy.

ED Dzema asked for a vote.

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

**CORRESPONDENCE**

**ED Dzema** – Renee prepared the one piece that shows items that have gone out since the last meeting.

**COMMITTEE REPORTS**

**Renee – December Vacancy Report:** Ptak and JPM have 0 vacancies. At Ptak: 5 residents and 80 non-residents on the waiting list. At JPM: 8 residents and 16 non-residents on the waiting list.

**OFFICERS & STAFF REPORT** – None

**OLD BUSINESS** – None

**NEW BUSINESS** – None

**RESOLUTIONS**

**FY23-012** – Resolution amending the by-laws of the Housing Authority of the Borough of Highlands.

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

ED Dzema asked for a vote.

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

**FY23-013** – Resolution approving the annual notice for calendar year January 1, 2023 – December 31, 2023.

Motion was made by Comm Francy and seconded by Comm Messina.

ED Dzema asked for a vote.

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

**PUBLIC PORTION** – None

**ED Dzema** closed the public portion.

**ADJOURNMENT** – ED Dzema closed the public meeting at 6:15PM.

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


Motion to adopt the December 8, 2022 Regular Board Meeting, Public Portion Minutes moved by

Commissioner Messina and seconded by Commissioner Francy.

**Roll Call for Adoption of December 8, 2022 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 22<sup>th</sup> day of February, 2023.




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Douglas Dzema  
Executive Director