

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

May 29, 2025
REGULAR MEETING
Minutes of Public Portion

OPENING

ED Dzema called the meeting to order at 5:15PM.

Comm Nancy Messina's husband, Luis Torres passed away over the weekend. A celebration of Life is being held for him on Tuesday, June 3, 2025 at St. Agnes in Atlantic Highland. Let's please hold a Moment of Silence for Luis Torres.

ROLL CALL

Present: Rebecca Wells, Commissioner
Lori Hohenleitner, Commissioner
Chris Misita, Commissioner
Barbara Brown, Commissioner
Gloria Miller, Chairperson
Absent: Nancy Messina, Commissioner
Ellen Williams, Commissioner
Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
Denise Walsh, Highlands Housing Authority
John Oliff, Highlands Housing Authority
Joe Cusumano, Highlands Housing Authority
Douglas Sabey, Perth Amboy Housing Authority
Rose McKeon, Perth Amboy Housing Authority
Pia Amos, Perth Amboy Housing Authority
John Bonello, Esq.

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

APPROVAL OF MINUTES – April 23, 2025 Regular Board Meeting, Public Portion

Motion made to adopt the minutes by Comm Brown and seconded by
Comm Wells.

ED Dzema asked for a vote.

Aye	(5)	Wells, Hohenleitner, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Williams, Messina

PRESENTATION OF BILLS

Motion made to approve the April Bills List by Comm Hohenleitner and seconded by
Comm Brown.

ED Dzema asked for a vote.

Aye	(5)	Wells, Hohenleitner, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Williams, Messina

CORRESPONDENCE –

There was the resident Notice list in the packet.

COMMITTEE REPORTS –

Comm Williams held her workshop on May 22. Two residents attended. The next “How I see my World Workshop” will be June 16.

Comm Brown – chair exercise is taking place weekly and is going well. 4 to 6 residents are attending each session.

Vacancy Report: Ptak and JPM have 0 vacancies. At Ptak: 5 residents and 79 non-residents on the waiting list. At JPM: 6 residents and 16 non-residents on the waiting list.

OFFICERS & STAFF REPORT –

ED Dzema – Our Summer / Anniversary Party will be on July 8 at 1:00pm. We are looking to do a Barbeque this year, using the back patio area.

OLD BUSINESS – None

NEW BUSINESS –

Comm Hohenleitner - I attended an Office of Emergency Management meeting. Fire Marshall Wells will reach out if he needs any information for HHA.

RESOLUTIONS –

FY25-013 – Resolution adopting the annual operating budget for the Housing Authority of the Borough of Highlands for fiscal year ending June 30, 2026.

Motion was made by Comm Wells and seconded by Chair Miller.

ED Dzema asked for a vote.

Aye	(5)	Wells, Hohenleitner, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Williams, Messina

FY25-014 – Resolution awarding the contract for legal services to Manna & Bonello for \$5400.00 through May 31, 2025.

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

ED Dzema asked for a vote.

Aye	(5)	Wells, Hohenleitner, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Williams, Messina

FY25-015 – Resolution awarding the extension of the contract for electrical repair services with Sodon's Electric, Inc. to 5/31/27.

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

ED Dzema asked for a vote.

Aye	(5)	Wells, Hohenleitner, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Williams, Messina

FY25-016 – Resolution awarding the extension of the contract for painting services to Balanikas Painting, LLC to 5/31/27.

Motion was made by Comm Wells and seconded by Chair Miller.

ED Dzema asked for a vote.

Aye	(5)	Wells, Hohenleitner, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Williams, Messina

FY25-017 – Resolution awarding the extension of the contract for generator maintenance and repair services to FM Generator through 5/31/27.

Motion was made by Comm Wells and seconded by Chair Miller.

ED Dzema asked for a vote.

Aye	(5)	Wells, Hohenleitner, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Williams, Messina

FY25-018 – Resolution to approve a property easement with the Department of Transportation for ADA improvements.

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

ED Dzema asked for a vote.

Aye	(5)	Wells, Hohenleitner, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Williams, Messina

FY25-019 – Resolution authorizing award of a contract for generator repair at Ptak Towers.

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

ED Dzema asked for a vote.

Aye	(5)	Wells, Hohenleitner, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Williams, Messina

PUBLIC PORTION – None

ADJOURNMENT-

ED Dzema closed the public meeting at 5:25PM.

Motion made by Comm Brown to adjourn meeting, and seconded by Comm Wells. All in favor.

Motion to adopt May 29, 2025 Regular Board Meeting, Public Portion Minutes moved by Commissioner Messina and seconded by Commissioner Williams.

Roll Call for Adoption of May 29, 2025 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Wells			X	
Commissioner 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 18th day of June, 2025.



Douglas Dzema
Executive Director