

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

July 24, 2024
REGULAR MEETING
Minutes of Public Portion

OPENING

ViceChair Williams called the meeting to order at 6:30PM.

ROLL CALL

Present: Rebecca Wells, Commissioner
Ellen Williams, Commissioner
Nancy Messina, Commissioner
Lori Hohenleitner, Commissioner
Absent: Gloria Miller, Chairperson
Dolores Francy, Commissioner
Ida Tkoch, Commissioner
Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager

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

APPROVAL OF MINUTES – *May 22, 2024, Annual and Regular Board Meeting, Public Portion*

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

ViceChair Williams asked for a vote.

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

PRESENTATION OF BILLS

Motion made to ratify the June and approve the July 2024 Bills List by Comm Hohenleitner and seconded by Comm Wells.

ViceChair Williams asked for a vote.

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

CORRESPONDENCE -

Just one item showing the distribution of notices to the residents at JPM and Ptak. Just a special mention of the COVID 19 vaccine that is going to be offered again.

COMMITTEE REPORTS –

ViceChair Williams – I do the storytelling workshop and at that time it is a way for me to hear ideas people have. What came up was to have the Highlands Historical Society come back, as they did in the past. Sheila Weinstock came here, instead of the Rec Center. I called her, we will see if she can set up during the day instead of at night as they did the last time. The residents have been doing gentle exercise, movie nights; there is a variety of activity going on. Lori and I will plan the next game night, until Nancy is ready to come back to it. We will set up a time. The next storytelling is scheduled for August 19; Mondays seem to work for everyone. We have music, art; it is a whole creative arts type of thing.

Vacancy Report: Ptak and JPM have 0 vacancies. At Ptak: 6 residents and 72 non-residents are on the waiting list. At JPM: 7 residents and 15 non-residents are on the waiting list.

OFFICERS & STAFF REPORT –

ED Dzema - It is time for the picnic, August 13. We just completed our HUD NSPIRE inspection of both properties. We did receive an 89, a B. Being the first time with this NSPIRE inspection, when you don't know the protocol; this was an impressive score. Our next meeting is August 28; it is a Wednesday.

OLD BUSINESS – none

NEW BUSINESS - none

RESOLUTIONS –

FY25-001 – Resolution authorizing the renewal of the auditing services contract to Novogradac & Company, LLC for \$9,800.00.

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

ViceChair Williams asked for a vote.

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

FY25-002 - Resolution for renewal of membership in the NJ Public Housing Authority Joint Insurance Fund.

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

ViceChair Williams asked for a vote.

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

PUBLIC PORTION –

Carol Szczepaniak, apt. 104 – I have a puzzle done. I want to know how we are going to go about framing it, when are the new boards going to be up to hang it? **Renee** – we are holding off on ordering the new bulletin boards until the weather cools off, in the fall. The boards need to be replaced due to warping and wrinkling of the cork, which is caused by the humidity. The air conditioners are turned off in this room most nights and if we spend the money to replace these boards right now, the new boards will do the same thing if the a/c is continually turned off.

Pat Black, apt. 219 – the next meeting is on the 28th, my birthday is on the 27th, do I get a cake?
 ED Dzema – how about a donut?

ADJOURNMENT- ViceChair Williams closed the public meeting at 6:50PM.

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


Motion to adopt July 24, 2024 Regular Board Meeting, Public Portion Minutes moved

by Commissioner Williams and seconded by Commissioner Francy .

Roll Call for Adoption of July 24, 2024 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 25th day of September, 2024.



 Douglas Dzema
 Executive Director