

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

March 27, 2024
REGULAR MEETING
Minutes of Public Portion

OPENING

Chair Miller called the meeting to order at 6:30PM, Pledge of Allegiance and Reading of the Meeting Notice.

ROLL CALL

Present: Ida Tkoch, Commissioner
 Ellen Williams, Commissioner
 Dolores Francy, Commissioner
 Nancy Messina, Commissioner
 Lori Hohenleitner, Commissioner
 Gloria Miller, Chairperson
Absent: Rebecca Wells, Commissioner
Also Present: Douglas G. Dzema, Executive Director
 Renee DeMarco, Residential Operations Manager
 John Bonello, Esquire
 Thomas Furlong, Chief Financial Officer
 Richard Larson, Auditor - Novogradac

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

APPROVAL OF MINUTES – February 28, 2024, Regular Board Meeting, Public Portion

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

Chair Miller asked for a vote.

Aye	(4)	Williams, Francy, Messina, Miller
Nay	(0)	
Abstention	(1)	Hohenleitner
Absent	(2)	Wells, Tkoch,

PRESENTATION OF BILLS

Motion made to approve the March 2024 Bills List by Comm Messina and seconded by Chair Francy.

Chair Miller asked for a vote.

Aye	(5)	Williams, Francy, Messina, Hohenleitner, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Tkoch

CORRESPONDENCE –

Just one item, there were 10 correspondences that went out over the past month to Ptak and JPM residents.

COMMITTEE REPORTS –

Comm Williams – tomorrow afternoon I have a session “How do You See Your World”. I see our participants here. We are working on colleges – reflections, incorporating the talents of the group. We are looking to compile their work into print; a publication of their writing and their artwork.

Vacancy Report: Ptak and JPM have 0 vacancies. At Ptak: 6 residents and 74 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 finance committee did meet to discuss the audit and the budget on March 14 and that will be delivered later on in our presentation. One of the items we will be talking about will be writing off selected designated uncollectable rents, that is a debt from residents that have left not in good standing. I gave Renee information tonight on our collection agency, so we will not only be writing them off, we will be sending them to a collection agency to see how much we can recoup from them. We had a mass here on March 22 for Tommy Ptak. **Renee** – Father Quinn of OLPH dedicated a mass to Tommy Ptak who is the only Veteran that died in the Vietnam War from Highlands. He died 56 years ago (March 22) and this building was named after him. The mass was put together by Muriel Smith and 11 tenants attended.

OLD BUSINESS – **Comm Messina**, I would like to set up another game night. Renee I will coordinate with you. We will decide on either board games or bingo?

NEW BUSINESS - None

RESOLUTIONS

FY24-019 – Resolution ratifying awarding the contract for fire alarm detectors replacements at Jennie Parker Manor.

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

Chair Miller asked for a vote.

Aye	(5)	Williams, Francy, Messina, Hohenleitner, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Tkoch

FY24-020 – Resolution approving and authorizing the write-off of selected designated uncollectible rents due on vacated units.

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

Chair Miller asked for a vote.

Aye	(5)	Williams, Francy, Messina, Hohenleitner, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Tkoch

FY24-021 – Resolution to approve the fiscal audit of the year ended June 30, 2023.

ED Dzema – I did mention that the finance committee had already met with Rich Larson, our auditor from Novogradac that is here tonight, along with our CFO, Tom Furlong. We met and went over the audit in detail. To recap some of the 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 will be our 5th audit 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. Our financial reserves are up, we increased it \$24,615 this year. Our net assets are \$739,050. Rich's firm had to increase our fees this year as there are two accounting requirements that we didn't have in the past that we have now, booking our leases and adding our OPEB. **Rich Larsen** – I did go through this report with the finance committee, there are 2 audit reports in the package. The first audit report we give an opinion on is 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 for every governmental agency in NJ is where we test your internal control processes and compliance with laws and regulations, and there were no findings. Financially you have healthy reserves, several months of operating reserves, and your P&L shows a profit for the year. All around a positive report.

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

Chair Miller asked for a vote.

Aye	(6)	Tkoch, Williams, Francy, Messina, Hohenleitner, Miller
Nay	(0)	
Abstention	(0)	
Absent	(1)	Wells

FY24-022 – Resolution to approve the introduction of the operating budget for the Housing Authority of the Borough of Highlands for fiscal year ending June 30, 2025.

ED Dzema – I just want to give a quick recap for the general public. We are introducing the budget tonight for the FYE 2025 and upon your vote, we will send it to the DCA for their review/comments and then we bring it back to the board for adoption; at a future meeting. We had a committee meeting and Tom Furlong our CFO was there as well. We went through the budget line by line with the purpose if the committee was not satisfied and changes needed to be made, we had ample time to do so prior to coming into the board meeting. There were no changes made.

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

Chair Miller asked for a vote.

Aye	(6)	Tkoch, Williams, Francy, Messina, Hohenleitner, Miller
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Nay (0)
 Abstention (0)
 Absent (1) Wells

FY24-023 – Resolution authorizing the award of the contract for heating, air conditioning and ventilation maintenance and repair services to Able Mechanical Inc.

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

Chair Miller asked for a vote.

Aye (6) Tkoch, Williams, Francy, Messina, Hohenleitner, Miller
 Nay (0)
 Abstention (0)
 Absent (1) Wells

PUBLIC PORTION –

William Wuelfing, apt. 509 – I am suggesting that a garden hose be put out front. It would be nice to have 4 new lounge chairs with cushions and 2 tables to go between the chairs out back.
Renee – We have a hose for out front, it was put away for the winter.

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


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

Motion to adopt March 27, 2024 Regular Board Meeting, Public Portion Minutes moved by Commissioner Messina and seconded by Commissioner Williams.

Roll Call for Adoption of March 27, 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 23rd day of April, 2024.


 Douglas Dzema
 Executive Director