

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
November 21, 2022
REGULAR MEETING
Minutes of Public Portion

OPENING

Chair Miller called the meeting to order at 7:00PM, Pledge of Allegiance and Reading of Meeting Notice.

ROLL CALL

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

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

APPROVAL OF MINUTES – *September 22, 2022 Annual Meeting and Regular Board Meeting, Public Portion*

Motion made to adopt the minutes by Comm _____ Wells _____ and seconded by Comm _____ Francy _____. Chair Miller asked for a vote.

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

PRESENTATION OF BILLS

Motion made to ratify the approval of the October 2022 Bills List and approval of the November 2022 Bill List by Comm _____ Williams _____ and seconded by Comm _____ Francy _____. Chair Miller asked for a vote.

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

CORRESPONDENCE

ED Dzema – I have one item that shows the resident notices that went out – over 30 Notices were sent; you can see the staff makes an excellent effort to keep the residents informed of the workings of the authority. **Renee** – we had both a Flu Shot and a Covid Vaccination Clinic. **Chair Miller** – how was the attendance at the clinics? And a REAC Inspection? **Renee** – both clinics were well attended and yes we had a REAC/HUD Inspection which went fine, we haven’t had one in quite a while.

COMMITTEE REPORTS

Comm Williams – On October 26 I had a storytelling workshop and I will have another one in December.

Renee – November: 0 vacancies at Ptak and JPM. At Ptak: 5 residents and 82 non-residents on the waiting list. At JPM: 8 residents and 14 non-residents on the waiting list.

OFFICERS & STAFF REPORTS – **ED Dzema** – we have a resident party scheduled for December 13. **Renee** – Carolers are scheduled on December 2. ED Dzema – the December board meeting is 6:00pm at Porcini’s. There is ongoing porch work at JPM. We have restored the furniture on the upper floor elevator lobbies. As far as the main lobby furniture goes, some of it has been set up in here and the tables and lamps are in the main lobby. We are trying to avoid having residents congregate in the main lobby in the mailbox area, they can use this community room; for safety reasons. COVID may be somewhat over, but it is not and we now have the Flu season upon us. We like the fact that people will not be congregating in the main lobby not only for safety reasons, also for fire code. The restrooms will open, only during the day and will be locked at night. At night is when items have been taken and the rooms have been left a mess. If an evening function is taking place, they will be opened. Thanksgiving dinner is being served by the borough on Wednesday evening and they will deliver to the building for those that cannot make it to the rec center. Those that have signed up requesting a dinner will have it delivered by HHA staff to their apartment door. We have a draft of the 2023 meeting schedule. This can be changed. We are looking at Wednesdays, 6:30pm.

OLD BUSINESS – None

NEW BUSINESS – None

RESOLUTIONS –

FY23-008 – Resolution ratifying the hiring of a full time Administrative Assistant / Account Clerk. Motion was made by Comm Wells and seconded by Comm Williams. **Chair Miller** asked for a vote.

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

FY23-009 – Resolution to approve Interlocal Management Agreement with the Perth Amboy Housing Authority.

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

Chair Miller asked for a vote.

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

FY23-010 – Resolution to approve payment to employees for the Management Incentive Program.

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

Chair Miller asked for a vote.

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

FY23-011 - Resolution appointing a Fund Commissioner to the New Jersey Public Housing Authority Joint Insurance Fund for Fund Year 2023.

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

Chair Miller asked for a vote.

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

Introduction to the amendment of the By-Laws to be adopted at our next regular board meeting.

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

Chair Miller asked for a vote.

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

PUBLIC PORTION –

Chair Miller closed the public portion.

EXECUTIVE SESSION – None


ADJOURNMENT – **Chair Miller** closed the public meeting at 7:25PM.
 Comm Williams to adjourn meeting, and seconded by Comm Francy. All in favor.
 Motion to adopt November 21, 2022 Regular Board Meeting, Public Portion Minutes moved by

Commissioner Messina and seconded by Commissioner Williams .

Roll Call for Adoption of November 21, 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 8th day of December.



 Douglas Dzema
 Executive Director