

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

**March 26, 2025**  
**REGULAR MEETING**  
**Minutes of Public Portion**

**OPENING**

**Chair Miller** called the meeting to order at 6:30PM.

**ROLL CALL**

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

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

**APPROVAL OF MINUTES** – *January 29, 2025 Regular Board Meeting, Public Portion*

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

Chair Miller asked for a vote.

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

**PRESENTATION OF BILLS**

Motion made to ratify the February Bills List and approve the March Bills List by Comm  
Messina and seconded by Comm Williams.

Chair Miller asked for a vote.

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

## **CORRESPONDENCE –**

There was one item, it listed the resident notices that went out. There were 6 notices that went out for the gentle chair based yoga sessions.

## **COMMITTEE REPORTS –**

**Comm William** – We had the monthly “How do I See My World” program. We have an entry up here and I have another entry that another member wrote that I will be putting up. It is a great group. We tell stories, we draw, we write. Next month we will have music. I am waiting for confirmation for our date for April, we are trying to do Monday’s. I asked the principal at Henry Hudson to identify the JPM students to see if they would like to participate in the “What Home Means to Me” calendar contest, I would do a workshop. The high school was very responsive. We have 7 high school students at JPM, none of them wanted to enter. They felt if they had the workshop they would have had participation. They are going to take me up on the workshop proposal next year.

**Comm Messina** – We had Bingo Night, we had a positive response and a good time. I would like to do it every other month.

**Vacancy Report:** Ptak and JPM have 0 vacancies. At Ptak: 8 residents and 91 non-residents on the waiting list. At JPM: 6 residents and 18 non-residents on the waiting list.

## **OFFICERS & STAFF REPORT –**

**ED Dzema** – Tonight is an extra special evening. It is our good friend Dolores’ last meeting. We want to thank you, we will officially when we get to your resolution, for 12 wonderful years of service. We appreciate your time and insight. We see you have a couple of family members here, your husband Chris, and your daughter and granddaughter. Then we have our account Tom Furlong, this is his last meeting. He has been with us many years and even served as the Executive Director here for a short time a while ago. We are having the introduction of the budget tonight. Tom’s son Brian started with us in September and will be taking over for Tom. Tom will still be in the industry, but is retiring from us. Our next board meeting is April 23 at 6:30pm.

**OLD BUSINESS** – None

**NEW BUSINESS** - None

## **RESOLUTIONS –**

**FY25-008** – Resolution recognizing the service of commissioner Dolores Francy.

Renee read the resolution and presented Comm Francy with flowers. Comm Francy said a few words, ED Dzema as well as the Chair and the other Commissioners thanked Comm Francy.

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

Chair Miller asked for a vote.

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

**FY25-009** – Resolution to approve the introduction of the operating budget for the Housing Authority of the Borough of Highlands for fiscal year ending June 30, 2026.

**ED Dzema** – This will be the introduction of our budget for FYE 2026. We did have a meeting with the finance committee as we do every year, to make sure the budget is in line with what the board is thinking, to make sure we are not over budget, to make sure we have a surplus. That meeting was on March 11 with Chair Miller, Comm Messina and Comm Francy; along with our CFO, Tom and Brian Furlong. We discussed the results FYE 6/30/24, the seven-month report for 1/31/25 and Tom went over every budget item line by line so the committee members could go over it and discuss it in depth. We did not need a secondary meeting, although we did have to revise it. Tonight is the introduction of the budget 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 in May. The budget does call for a surplus. I did request a 3% salary increase for all employees from the board, when I did have this conversation with the committee they thought differently, since the average was 3.5% across housing authorities, they considered a 4% increase for the staff. This was the revision. **Tom Furlong** – HUD requires you to be at least a 20% reserve level and maintain between 20 and 40% reserve, you are at 132%; three times what HUD requires. That is very healthy. I thank the board for all the support they showed me over the years.

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

Chair Miller asked for a vote.

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

**FY25-010** - Resolution awarding the contract for boiler and water heater maintenance and repair services to SEEC, LLC, from 4/1/25 to 3/31/27.

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

Chair Miller asked for a vote.

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

### **PUBLIC PORTION** –

**Veronica Stahle, apt. 217** – I have 2 questions; #1 I would like to know who owns the property behind the housing authority, particularly behind the dumpsters? There are a lot of papers that fly out of the dumpster, especially during wind storms and they go up in the bushes and that is what I look at when I look out my window. #2 I have a suggestion about hosing down the carts, because they are very dirty. They are used for a variety of purposes, particularly shopping and they are not clean, people leave all kinds of stains - milk drippings, meat drippings then people use them to move furniture and do their laundry, so they need to be cleaned regularly. **Renee** – we clean the carts weekly. **Joe** – we own about 5 feet behind the dumpsters, we do our best to keep up with it, it is an ongoing job, especially on windy days; we try our best.

## **ADJOURNMENT-**

Chair Miller closed the public meeting at 7:00PM.


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

Motion to adopt March 26, 2025 Regular Board Meeting, Public Portion Minutes moved  
by Commissioner William and seconded by Commissioner Brown .

### **Roll Call for Adoption of March 26, 2025 Regular Board Meeting Minutes**

	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>	<b>Abstain</b>
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 23<sup>rd</sup> day of April, 2025.

  
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Douglas Dzema  
Executive Director