

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

**October 22, 2025**  
**REGULAR MEETING**  
**Minutes of Public Portion**

**OPENING**

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

**ROLL CALL**

Present	Ellen Williams, Vice-Chairperson
	Chris Misita, Commissioner
	Barbara Brown, Commissioner
	Gloria Miller, Chairperson
Absent:	Rebecca Wells, 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 24, 2025 Regular Board Meeting, Public Portion***

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

Chair Miller asked for a vote.

Aye	(4)	Williams, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Wells, Messina, Hohenleitner

**PRESENTATION OF BILLS**

Motion made to approve the October Bills List by Comm Brown and seconded by  
Comm Misita.

Chair Miller asked for a vote.

Aye	(4)	Williams, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Wells, Messina, Hohenleitner

## **CORRESPONDENCE –**

There are 2 items, this month. One is a letter from Muriel Smith that I want to share with the board complimenting the staff, the building, the local police; respecting and appreciating their efforts. The other is the usual list of Notices, 11 have been sent out this month to JPM and Ptak that range from exterminating, to chair yoga to the mass notice; and Ellen's workshop.

## **COMMITTEE REPORTS –**

**Comm Williams** – Our next “How You See Your World” session is this Monday. We are going to have options for working with clay. A soft clay that doesn't need a kiln, it can be used for therapeutic benefits, stress relief. Then also music, creating songs; putting words to songs people know. I am open to stories people want to share; people reflecting on families, memories and neighborhoods. Clay and the music will be the focus. I want to thank Lori, she always makes a point of saying she supports what I am doing and I appreciate that. I also want to thank Carol for doing some searching and finding out markers.

**Vacancy Report:** Ptak and JPM have 0 vacancies. The Ptak waiting list has: 3 residents and 86 non-residents. The JPM waiting list has: 6 residents and 27 non-residents.

## **OFFICERS & STAFF REPORT –**

**ED Dzema** – The Christmas Party is going to be held on Tuesday, December 2; at 1:00pm. Our December board meeting is on the 17<sup>th</sup>, it will start earlier offsite. Our next board meeting is November 19. An update on our capital progress and improvements: At Ptak, our standby generator is up and running and we are now waiting for a proposal on the exhaust system. Our rooftop exhaust fans are going to be replaced as needed. Instead of replacing them all at once, we will replace each as they fail. The exterior metal doors and frames have been repainted, this does not include the front and rear entrance doors. The office air conditioning/HVAC system is being replaced, we have already contracted and ordered the equipment, that will be installed. The elevators, are a constant maintenance piece - the traveler cables are waning and when repair is needed, will cost approximately \$10,000. We are watching our entry door operators; they haven't failed yet; but I mention it so we can budget properly. We will continue to watch the front canopy for when it needs to be replaced. At JPM, we are replacing another porch, B-1; it is out to bid now. There are some windows in the A & B buildings that we will replace as needed. Site maintenance, we have been trimming the trees and we replaced a good amount of concrete. At B building we are doing a little more hardscaping to add to last year's landscaping; adding a wall. We signed an agreement with the State of NJ, for them to repair the concrete on the corner of Waterwitch and 36 and that is ongoing.

**Chair Miller** - Did we hear back on the inspection? **ED Dzema** - We did get the response back from the state. It was good. They had some constructive suggestions for us. We believe we will see them next year. We have 30 days to respond, make some corrections, policies, adjustments and we will do so.

**OLD BUSINESS** – None

**NEW BUSINESS** – None

## **RESOLUTIONS –**

**FY26-008** – Resolution awarding the contract for fire suppression systems inspection, maintenance and repair services through 11/30/27.

Motion made by Comm Williams and seconded by Comm Misita . Chair Miller asked for a vote.

Aye	(4)	Williams, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Wells, Messina, Hohenleitner

## **PUBLIC PORTION –**

William Wuelfing, apt. 509 – I have a suggestion for 2 more Christmas decorations. A 6ft nutcracker in the corner of the community room, 3 sugar plum fairies – 1 for each window, a snow man for the lobby and a Santa Claus to go outside Renee’s window that lights up.

## **ADJOURNMENT-**

Chair Miller closed the public meeting at 6:51PM.

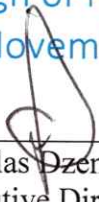
Motion made by Comm Brown to adjourn meeting, and seconded by Comm Misita . All in favor.

Motion to adopt October 22, 2025 Regular Board Meeting, Public Portion Minutes moved by Commissioner Brown and seconded by Commissioner Messina .

### **Roll Call for Adoption of October 22, 2025 Regular Board Meeting Minutes**

	Ayes	Nays	Absent	Abstain
Commissioner Wells			X	
Vice-Chairperson 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 19<sup>th</sup> day of November, 2025.

  
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Douglas Dzema  
Executive Director