

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

**October 23, 2024**  
**REGULAR MEETING**  
**Minutes of Public Portion**

**OPENING**

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

**ROLL CALL**

Present: Dolores Francy, Commissioner  
Nancy Messina, Commissioner  
Christine Misita, Commissioner  
Gloria Miller, Chairperson

Absent: Rebecca Wells, Commissioner  
Ellen Williams, Commissioner  
Lori Hohenleitner, Commissioner

Also Present: Douglas G. Dzema, Executive Director  
Renee DeMarco, Residential Operations Manager  
John Bonello, Esquire

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

**Chair Miller – I would like to officially “Welcome” Comm Misita to the Board, we are glad to have you here with us.**

**APPROVAL OF MINUTES – *September 25, 2024, Regular Board Meeting, Public Portion***

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

Chair Miller asked for a vote.

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

**PRESENTATION OF BILLS**

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

Chair Miller asked for a vote.

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

## **CORRESPONDENCE -**

One piece of correspondence is a draft of the resolution from the Borough of Highlands Council; it is not signed yet. It is re-appointing Commissioner Gloria Miller for another 5 years, through 11/30/29; and appointing Christine Misita to the unexpired term, until 11/30/26. And Renee's report of the Notices that have gone out to Ptak and Jennie Parker Manor. The last correspondence is the late start that came out yesterday by email to everyone, the Management Incentive Plan, if the Board is comfortable with if I would like to consider it under new business.

## **COMMITTEE REPORTS -**

**Renee** – Comm Hohenleitner came to run Game Night, we had a lot of fun. We played Bingo with prizes. Comm Hohenleitner is a great Bingo caller!

## **OFFICERS & STAFF REPORT -**

**Vacancy Report:** Ptak and JPM have 0 vacancies. At Ptak: 5 residents and 78 non-residents are on the waiting list. At JPM: 6 residents and 15 non-residents are on the waiting list.

**ED Dzema** – Our next board meeting is scheduled for Wednesday, November 20<sup>th</sup>. It runs into the NJNAHRO conference and it would work more effectively for those that are attending if we could move the meeting to the next day, the 21<sup>st</sup>. Motion made by: Comm Messina and Seconded: Comm Francy. All in favor. We are working on the date for our Christmas Party, right now looking at December 12 or 11; although we need to see if Clifford is available for entertainment. Our date for the December meeting is on the 18<sup>th</sup>, at a restaurant to be announced.

**OLD BUSINESS** – none

## **NEW BUSINESS** –

ED Dzema – we were able to get together the Management Incentive Plan for the meeting tonight; it is the 5-year-old plan where the board was able to set aside a set amount of funds to give as an incentive for a job well done to the staff members. We use a number of HUD indicators, for example: vacancies filled, rent collection, inspection scores; the data is generated through our software system. This year the staff scored a 98 out of 100. I am asking as last year we only had 4 employees and this year we have 5 employees; due to inflation and the additional employee, would it be okay if we change the \$5000 to a \$7000 contribution to the fund? This year we have a surplus of \$92,580 and our operating reserve is over \$800,000.

## **RESOLUTIONS** –

**FY25-003** Resolution to approve payment to employees for the management incentive program.

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

Chair Miller asked for a vote.

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

**PUBLIC PORTION** –

Carol Szczepaniak, apt. 102 – What is the status of the bulletin boards? Renee – once the temperatures drop/it gets cooler, they will be purchased and installed. We don’t want the cork to buckle in the humidity/warmth - as soon as we install them.

Shirley Gruber, apt. 320 – I have a service dog and I would like to be able to come in here and socialize with my friends, and I usually keep peanut in a stroller. I would like to know if I can have permission to bring him in here? Renee – the policy is no pets; we have people with allergies to dogs.

**ADJOURNMENT**- Chair Miller closed the public meeting at 6:47PM.

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

Motion to adopt October 23, 2024 Regular Board Meeting, Public Portion Minutes moved by Commissioner Williams and seconded by Commissioner Misita .

**Roll Call for Adoption of October 23, 2024 Regular Board Meeting Minutes**

|                           | Ayes | Nays | Absent | Abstain |
|---------------------------|------|------|--------|---------|
| Commissioner Wells        |      |      | X      |         |
| Commissioner Francy       |      |      | X      |         |
| Commissioner Williams     | X    |      |        |         |
| Commissioner Messina      |      |      | X      |         |
| Commissioner Hohenleitner | X    |      |        |         |
| Commissioner Misita       | 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 21<sup>st</sup> day of November, 2024.

  
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 Douglas Dzema  
 Executive Director