

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

**February 28, 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  
                      Gloria Miller, Chairperson  
Absent:             Rebecca Wells, Commissioner  
                      Lori Hohenleitner, Commissioner  
Also Present:      Douglas G. Dzema, Executive Director  
                      Renee DeMarco, Residential Operations Manager  
                      Kristi Penta-Duffy, Director Staff Operations

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

**APPROVAL OF MINUTES** – *December 6, 2023, 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)	Williams, Francy, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Wells, Tkoch, Hohenleitner

**PRESENTATION OF BILLS**

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

Chair Miller asked for a vote.

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

## CORRESPONDENCE –

There was one piece in the package that listed all the notices that went out to Ptak and JPM residents, there were 14.

## COMMITTEE REPORTS –

**Comm Williams** – Friday is our next “How do You See Your World” workshop. We are going to do collaging. I like to incorporate the talents of the group. I will be putting in a request for a date in March. “How I See My World” is a monthly program, Frank has suggested Saturday Night at the Movies, which is happening. **Frank** – this past Saturday we had 7 people. They bring down snacks we watch the movie. **Comm Williams** – Carol has been working on puzzles along with other tenants. After all that work it would be nice to frame them and hang them in the community room. **ED Dzema** – we do have experience with other housing authorities that this has occurred before; after a while it does get very difficult to handle. We could do something where we have a designated space and change it every month – with a set policy in place.

**Vacancy Report:** Ptak and JPM have 0 vacancies. At Ptak: 6 residents and 73 non-residents on the waiting list. At JPM: 7 residents and 14 non-residents on the waiting list.

## OFFICERS & STAFF REPORT –

**ED Dzema** – for the next board meeting on March 27 on the agenda we will have Tom Furlong our accountant and Rich Larson our auditor here for 2 reasons; last year’s audit and this year’s budget. We need a “Finance Committee” meeting on either Thursday 3/14 or Monday 3/18 at 6:00pm. And we have a conflict for our Wednesday April 17 meeting, does Tuesday April 23 at 6:30pm work? **Chair Miller** – Thursday 3/14, 6pm works for “Committee Meeting” and Tuesday April 23 at 6:30pm works for Board Meeting. **ED Dzema** asked for a motion to change the meeting date to Tuesday, April 23 at 6:30pm. **Comm Messina** made a motion, seconded by **Comm Williams**; all in favor, motion carried. Other maintenance at our sites: we have been replacing cameras as they have been going bad, making sure our security system remains intact. We are buying new dumpsters and the maintenance staff has been working on unit turnovers; and two of them are in desperate need of a lot of work – for which we needed help from outside.

OLD BUSINESS – None

NEW BUSINESS - None

## RESOLUTIONS

**FY24-017** – Resolution Adopting Master Technology Policy and Cyber Incident Response Plan.

**ED Dzema** - Kristi Duffy our Director of Staff Operations is with us; she keeps us in line with our policies, updates and our legal obligations. She will be talking about our Cyber Security Policy as well as updates on our TSP plan updates. **Kristi** – The JIF (joint insurance fund) covering Technology/Cyber Security is a different company than the insurance covering the housing authority. As technology changes the JIF keeps making changes to the requirements, it is hard to keep up and the costs keep going up as there are more and more claims. By doing the program we save money in the event we were to have a claim if there were a cyber-breach. This is the new policy we have to enact. Today you are voting on the technology policy, to make sure we are protecting ourselves against a breach.

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

Chair Miller asked for a vote.

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

**FY24-018** – Resolution approving the Tenant Selection Plan (TSP) Revision.

**Kristi** – The program that Highlands has, the Project Based Rental Assistance, is required to have a Tenant Selection Plan. HUD has come out with regulation changes that the tenants will be interested in hearing about. We will have future sessions to review changes with the tenants. We have purchased a model plan from Nan McKay (they do a lot of our training) and they will keep us updated. We have redone the tenant selection plan which on one hand is a lot of our policies that are in place but then the last chapter is on the new changes that HUD is enacting and that is the HOTMA chapter. HOTMA standing for Housing Opportunities Through Modernization Act of 2016. In the next year, there is going to be changes. HUD, from legislation that congress has passed in the sense of how income is calculated, has now changed the regulations how they are set up in terms of what counts as income, what assets are being counted, how deductions and tenant calculation are being done; so there are going to be changes. The tenant selection plan is important because these are the policies that the housing authority has discretion over. It will not be in effect until probably next January. We have a deadline so we have to move forward for now, and plan to have a lot of meetings.

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

Chair Miller asked for a vote.

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

**PUBLIC PORTION** - None

**ADJOURNMENT**- Chair Miller closed the public meeting at 7:15PM.


Motion made by Comm Francy to adjourn meeting, and seconded by Comm Miller . All in favor.

Motion to adopt February 28, 2024 Regular Board Meeting, Public Portion Minutes moved by Commissioner Williams and seconded by Commissioner Messina.

**Roll Call for Adoption of February 28, 2024 Regular Board Meeting Minutes**

	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>	<b>Abstain</b>
Commissioner Wells			X	
Commissioner Tkoch			X	
Commissioner Franey	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 27<sup>th</sup> day of March, 2024.

  
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 Douglas Dzema  
 Executive Director