

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

**April 26, 2023**  
**REGULAR MEETING**  
**Minutes of Public Portion**

**OPENING**

**Chair Miller** called the meeting to order at 6:30PM, Reading of the Meeting Notice and Pledge of Allegiance.

**ROLL CALL**

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

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

**APPROVAL OF MINUTES – *March 22, 2023 Regular Board Meeting, Public Portion***

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

Chair Miller asked for a vote.

Aye	(4)	Tkoch, Francy Hohenleitner, Miller
Nay	(0)	
Abstention	(2)	Williams, Messina
Absent	(1)	Wells

**PRESENTATION OF BILLS**

Motion made to approve the April 2023 Bills List by Comm Messina and seconded by Comm Francy.

Chair Miller asked for a vote.

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

**CORRESPONDENCE**

**ED Dzema** – One piece of correspondence, a list that was prepared of all the Notices that went out to JPM and Ptak over the past month.

**COMMITTEE REPORTS**

**Comm Williams** – Now that I am getting back in action, I will be working with Renee on setting up a future “storytelling workshop”.

**Comm Messina** – I will be working with Renee also on another “game night”, everyone wants it.

**Comm Tkoch** - Everything is going good in the building. The lawn and the flowers look nice. Tomorrow night we are having a “historical society” meeting here. I have been with them for 20 years and it is a wonderful organization. We have pictures, yearbooks, information going back 100 years. The meeting is here at 7:00pm tomorrow. Everyone should come.

**Renee - Vacancy Report:** Ptak and JPM have 0 vacancies. At Ptak: 4 residents and 43 non-residents on the waiting list. At JPM: 8 residents and 14 non-residents on the waiting list. There has been a decrease of applicants on the list as we just completed our annual waiting list up date.

**OFFICERS & STAFF REPORT**

**ED Dzema** – We are interviewing for a new maintenance person. Perth Amboy has temporarily dispatched a person that will help Joe out until we find a new person. Board Members please check your calendars for May 25, our next board meeting which is also our reorganization meeting. We will meet at 5:00pm at the venue for this meeting, as all have agreed to it.

**OLD BUSINESS** – None

**NEW BUSINESS**

**Comm Williams** -- with the re-org meeting, will going over the committees be part of the meeting? **ED Dzema** – once the new chair is in place, the committees will be assigned; which will be at the June meeting.

**RESOLUTIONS**

**FY23-018** – Resolution authorizing award of a contract for exterminating and pest control services.

Motion was made by Comm Hohenleitner and seconded by Comm Messina.  
Chair Miller asked for a vote.

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

**FY23-019** – Resolution approving the award of the contract for bed bug extermination and control services.

Motion was made by Comm Messina and seconded by Comm Hohenleitner.  
Chair Miller asked for a vote.

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

**FY23-020** – Resolution to approve the final leave pay to the former full-time maintenance employee.

Motion was made by Comm Messina and seconded by Comm Tkoch.  
Chair Miller asked for a vote.

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

**ED Dzema** - We just closed out on a finance committee meeting with myself, Tom Furlong our accountant, Commissioner Francy, Commissioner Messina and Chair Miller. We went over a detailed analysis of the budget FYE 2024; Tom went over it line by line. The budget called for a surplus of \$89,020 opposed to the \$67,780 for the current fiscal year; that increases the reserve level 135%. I am also requesting the board also consider the fact that HUD’s inflation rate is 6.6%, RAD rents increased 23%, social security increased 8.7% and current inflation is 6%; so there is a recommendation by the committee to increase salaries across the board at 5%. Medical insurance is going up and utilities are going up. Maintenance contracts have gone up as we replaced stoops at JPM and have done the paving here. We are putting aside \$96,000 in our R&R funds in case needed for future repairs. Our debt service set aside for RAD program is \$49,000. **Tom Furlong** – overall our revenue is up \$103,000 from the prior year, our expenses are up about \$82,000; so our net increase to our surplus is \$21,000 higher than it was the prior year. This will go to the DCA to look at it, when we get it back from them approved, it will be presented for adoption.

**FY23-021** - Resolution to approve the introduction of the operating budget for the Housing Authority of the Borough of Highlands for fiscal year ending June 30, 2024.

Motion was made by Comm Hohenleitner and seconded by Comm Messina.  
Chair Miller asked for a vote.

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

**PUBLIC PORTION** -

**Chair Miller** closed the public portion.

**ADJOURNMENT** – Chair Miller closed the public meeting at 6:55PM.

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


Motion to adopt the April 26, 2023 Regular Board Meeting, Public Portion Minutes moved by

Commissioner Messina and seconded by Commissioner Williams .

**Roll Call for Adoption of April 26, 2023 Regular Board Meeting Minutes**

	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>	<b>Abstain</b>
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 25<sup>th</sup> day of May, 2023.

  
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Douglas Dzema  
Executive Director