

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
September 27, 2023
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: Rebecca Wells, Commissioner
Dolores Francy, Commissioner
Ellen Williams, Commissioner
Nancy Messina, Commissioner
Lori Hohenleitner, Commissioner
Gloria Miller, Chairperson
Absent: Ida Tkoch, Commissioner
Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager

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

APPROVAL OF MINUTES – *August 23, 2023 Regular Board Meeting, Public Portion and Executive Session*

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

Chair Miller asked for a vote.

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

PRESENTATION OF BILLS

Motion made to approve the September 2023 Bills List by Comm Williams and seconded by Comm Francy.

Chair Miller asked for a vote.

Aye	(4)	Francy, Williams, Hohenleitner, Miller
Nay	(0)	
Abstention	(1)	Messina,
Absent	(3)	Wells, Tkoch,

CORRESPONDENCE

ED Dzema – One piece of correspondence, a list of the Notices that went out to JPM and Ptak since the last board meeting, are there any questions on those? **Comm Hohenleitner** – I was wondering if you need any help getting the residents to the polls on Election Day? **ED Dzema** – that would be terrific.

COMMITTEE REPORTS

Comm Messina – we had game night on 9/20. We played bingo. We had around 15 people, everyone had a good time. I called and Renee helped me. There were prizes and snacks. We will do it again. **Comm Williams** – we discussed with the group and we changed the name of the storytelling workshop to “How Do You See Your World”. The group has gone through name changes; storytelling, oral history – so I discussed it with the group and wanted to make it sound like you didn’t have to comment on your life story. “How Do You See Your World” is broader and will incorporate art, music, creative writing or however you express yourself. I would like to put together a publication with art and writing. The next session is Friday. I will be continuing once a month and if there is interest I will add another day.

Vacancy Report: Ptak and JPM have 0 vacancies. At Ptak: 5 residents and 58 non-residents on the waiting list. At JPM: 6 residents and 15 non-residents on the waiting list.

OFFICERS & STAFF REPORT

ED Dzema – our next board meeting is Wednesday, October 25. Capitol items already in the works: porch replacement at JPM (about \$41,000) we hope to have the work done by the end of the year. We are looking to get a price to replace smoke detectors/carbon monoxide detectors, a combo unit in all apartments at JPM; hard wired. One of our contractors told us we really should take a look at replacing the compactor at Ptak. It is original and we can’t wait until it breaks to fix it. We will have another contractor take a look at it to see if he agrees it needs to be replaced, if so we will put together a RFP and go out to bid. We have put in new landscaping in front of JPM building B. JPM fire escape refinishing is scheduled to begin next week, they will be done in black. We need to upgrade our server, that hasn’t been done in years. We do not have a capitol budget for these items. When we did some smaller items we tried to absorb it in our operating budget. We also have an R & R account; we can go into that money; there are sufficient funds there. Estimate of the items mentioned is \$123,000. Landlord tenancy matters are ongoing which John is working for us. Merit Incentive which we take care of every year at that time, I will have for you at the next board meeting. Gloria, I will deliver it to you and we can decide how to proceed, we will have a committee meeting before the meeting. The audit is ongoing. On October 13 we have a teambuilding activity going on. We have your employees going it is in Hamilton followed by lunch at Rat’s.

OLD BUSINESS – None

NEW BUSINESS - None

RESOLUTIONS

FY24-003 – Resolution ratifying the award of the contract for the stoop replacement at Jennie Parker Manor to Abhzeen Design, Inc. for \$39,888.00.

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

Chair Miller asked for a vote.

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

FY24-004 – Resolution ratifying the award of a contract for auditing services to Novogradac & Company, LLC.

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

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

PUBLIC PORTION - None

Chair Miller closed the public portion.

EXECUTIVE SESSION /ADJOURNMENT-Chair Miller closed the public meeting at 6:50PM.


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

Motion to adopt September 27, 2023 Regular Board Meeting, Public Portion Minutes moved by Commissioner Francy and seconded by Commissioner Hohenleitner.

Roll Call for Adoption of September 27, 2023 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
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 25th day of October, 2023.



Douglas Dzema
Executive Director