

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

April 23, 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: Ellen Williams, Commissioner
Dolores Francy, Commissioner
Nancy Messina, Commissioner
Lori Hohenleitner, Commissioner
Gloria Miller, Chairperson
Absent: Rebecca Wells, Commissioner
Ida Tkoch, 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)

APPROVAL OF MINUTES – *March 27, 2024, Regular Board Meeting, Public Portion*

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

Chair Miller asked for a vote.

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

PRESENTATION OF BILLS

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

Chair Miller asked for a vote.

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

CORRESPONDENCE –

Just one item, listing the Residence Notices that went out: How Do You See Your World Workshop, Gentle Chair Based Yoga, Boil Water Advisory are on here as well as one for the Smoking Policy for which John is going to talk about the smoking concerns we have in the building.

COMMITTEE REPORTS –

Comm Williams – “How do You See Your World” is meeting on Thursday. We have done colleges and writing. It is very open, whatever the participants want to make it. We may put together a publication. It might include art and writing. I may revisit working with the elementary school again.

Vacancy Report: Ptak and JPM have 0 vacancies. At Ptak: 6 residents and 65 non-residents are on the waiting list. At JPM: 6 residents and 14 non-residents are on the waiting list.

Renee – There was an Open House at the Borough Hall. The different borough departments and committees were represented and met the residents of the town. I represented the Housing Authority. They served snacks and refreshments and gave tours of the town hall and police station. Many attended. They said they will continue to have this annually; the first one was last year at the Borough Hall ribbon cutting ceremony.

OFFICERS & STAFF REPORT –

ED Dzema – Our next meeting, May 22, is our Re-organization meeting. We are asking if we can move the meeting to 5:00pm and have the meeting offsite, if that would work with everyone’s schedule? **Chair Miller** asked for a motion to change the May 22 meeting to 5:00pm offsite -- **Comm Hohenleitner** made a motion and **Comm Messina** seconded the motion. All in favor. We have an ongoing issue with smoking in the building and it is a battle. A number of residents in the building can relate to it as John, Renee and I can. We have provided a nice designated space outside for smoking. Residents are telling us when it is occurring and we know residents get slick and it is at night and weekends and they open up windows and turn on fans and spray afterwards – it needs to stop! John has been working with us, we will send everyone a “Notice” about smoking and we will be sending staff members in, we have to and if we find smoking is evident in the apartment, we will send legal “notices to cease and quit”; we have to. We will do this until we eliminate it. **Atty Bonello** – HUD strictly prohibits it; I will start eviction proceedings if we catch anyone smoking in their apartments.

OLD BUSINESS – **Comm Williams**, everyone is happy with all the puzzles brought in here and they are very proud of the work they have done. One of the questions the residents have is once we finish them can we frame and hang them? Doug was looking into how that could happen, where they would go, how many would be hung? **ED Dzema** – I have had experience with this at other housing authorities, where they were very open to it and then the building became a billboard; it got out of hand and had to end in total. Limiting it is probably the wisest move as we have also had other aspects of billboard hanging thrown at us, so once you open it up, it could get out of hand. My suggestion is start small, 2 puzzles a month on the billboard and rotate them. The only thing is you will lose the puzzle and not be able to re-do them.

NEW BUSINESS - None

RESOLUTIONS – None

PUBLIC PORTION –

Paul Sulo, apt. 520 – is there any new talk about opening the bathrooms? **Renee** – right now we open them for activities.

William Wuelfing, apt. 509 – I would like to have a game night again on a Wednesday night? With snacks and fun games and prizes. **Renee** – We are looking to schedule one in the future, we haven't set a date yet.

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


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

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

Roll Call for Adoption of April 23, 2024 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 22nd day of May, 2024.



Douglas Dzema
Executive Director