

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

November 19, 2025
REGULAR MEETING
Minutes of Public Portion

OPENING

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

ROLL CALL

Present	Ellen Williams, Vice-Chairperson
	Nancy Messina, Commissioner
	Chris Misita, Commissioner
	Barbara Brown, Commissioner
	Gloria Miller, Chairperson
Absent:	Rebecca Wells, Commissioner
	Lori Hohenleitner, Commissioner
Also Present:	Douglas G. Dzema, Executive Director
	Renee DeMarco, Residential Operations Manager
	John Bonello, Esq.

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

APPROVAL OF MINUTES – October 22, 2025 Regular Board Meeting, Public Portion

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

Chair Miller asked for a vote.

Aye	(5)	Williams, Messina, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Hohenleitner

PRESENTATION OF BILLS

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

Chair Miller asked for a vote.

Aye	(5)	Williams, Messina, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Hohenleitner

CORRESPONDENCE –

There is one item this month, a list of the Notices that went out to the residents. One item to mention is that tomorrow night is “Game Night”.

COMMITTEE REPORTS –

Comm Williams – In our “How You See Your World” session we covered Thanksgiving. We started two poster boards, “What Are We Thankful For?” and “What Are People Thankful About, About Us?”. Next session we will be doing some things for Christmas. That is on December 22.

Comm Brown – Chair Yoga is still every week; the group varies weekly. Some weeks it could be 7 people, others it could be 4 people.

Vacancy Report: Ptak and JPM have 0 vacancies. The Ptak waiting list has: 3 residents and 85 non-residents. The JPM waiting list has: 4 residents and 29 non-residents.

OFFICERS & STAFF REPORT –

ED Dzema – Just an update on the Management Occupancy Review we had conducted by NJHMFA, we did submit our response and we will hear back from them in 30 days. In their letter the report reflects an overall Satisfactory rating. We put an action plan together, now we are waiting to hear back from them. John is retiring, we will go with an effective end date February 1, 2026. Our December board meeting is on the 17th, starting at 5:00pm at Assaggini in Hazlet. The resident Christmas Party is on Tuesday, December 2; at 1:00pm.

OLD BUSINESS – None

NEW BUSINESS – None

RESOLUTIONS –

FY26-009 – Resolution authorizing the extension of the contract for computer repair & cybersecurity services.

Chair Miller – this resolution needs to be re-bid, so we will table it for this meeting.

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

Aye	(5)	Williams, Messina, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Hohenleitner

FY26-010 – Resolution approving the annual notice for calendar year January 1, 2026 – December 31, 2026.

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

Aye	(5)	Williams, Messina, Misita, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Hohenleitner

FY26-011 – Resolution approving changes to personnel policies and procedures.

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

Aye (5) Williams, Messina, Misita, Brown, Miller
 Nay (0)
 Abstention (0)
 Absent (2) Wells, Hohenleitner

FY26-012 - Resolution to approve Interlocal Management Agreement with the Perth Amboy Housing Authority.

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

Aye (5) Williams, Messina, Misita, Brown, Miller
 Nay (0)
 Abstention (0)
 Absent (2) Wells, Hohenleitner

PUBLIC PORTION –

William Wuelfing, apt. 509 – I watered the flowers this summer and I intend to do it next summer.

ADJOURNMENT–

Chair Miller closed the public meeting at 6:51PM.

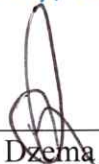
Motion made by Comm Messina to adjourn meeting, and seconded by Comm Williams. All in favor.

Motion to adopt November 19, 2025 Regular Board Meeting, Public Portion Minutes moved by Commissioner Hohenleitner and seconded by Commissioner Williams.

Roll Call for Adoption of November 19, 2025 Regular Board Meeting Minutes

	Ayes	Nays	Absent	Abstain
Commissioner Wells	X			
Vice-Chairperson Williams	X			
Commissioner Messina			X	
Commissioner Hohenleitner	X			
Commissioner Misita			X	
Commissioner Brown			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 17th day of December, 2025.


 Douglas Dzema
 Executive Director