

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

February 22, 2023
REGULAR MEETING
Minutes of Public Portion

OPENING

ED Dzema called the meeting to order at 6:35PM, Reading of the Meeting Notice and Pledge of Allegiance.

ROLL CALL

Present: Rebecca Wells, Commissioner
Dolores Francy, Commissioner
Nancy Messina, Commissioner
Ida Tkoch, Commissioner
Absent: Ellen Williams, Commissioner
Gloria Miller, Chairperson
Lori Hohenleitner, 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 – December 8, 2022 Regular Board Meeting, Public Portion

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

ED Dzema asked for a vote.

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

PRESENTATION OF BILLS

Motion made to ratify the January 2023 Bills List and approve the February 2023 Bills List by Comm
Wells and seconded by Comm Francy.

ED Dzema asked for a vote.

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

CORRESPONDENCE

ED Dzema – Renee prepared the one piece that shows items that have gone out since the last meeting.

COMMITTEE REPORTS

Renee – Exercise class has been going on every Thursday. Will take a break for the spring/summer after February ends, and will look to start up again in the fall. Valerie from OLPH food pantry continues to make the bi-weekly food deliveries to residents as well as delivering salad and bakery goods on Tuesdays to the building.

Comm Tkoch - Will the revised house rules be distributed to the entire building? The community room is always so nice and clean. Everything is running well. **ED Dzema** – the revised house rules will be distributed to the residents if the resolution is passed this evening.

Renee - Vacancy Report: Ptak and JPM have 0 vacancies. At Ptak: 5 residents and 82 non-residents on the waiting list. At JPM: 8 residents and 16 non-residents on the waiting list.

OFFICERS & STAFF REPORT

ED Dzema – Storytelling will be suspended until Ellen returns. We will respond to Covid, Flu and RSV accordingly. I appreciate seeing residents wearing masks protecting themselves and others, please keep that up. For our next board meeting we will have the audit presentation. For the April meeting we will have our budget presentation. Chair Miller will determine as if she would like a committee meeting prior to the meeting or to just present to the board at the meeting. **Capital update** – Ptak Towers is in very good shape. The board has focused on Ptak Towers over the last number of years from the heating systems to the fire alarms, it really has been brought up to speed. We think it looks good and is physically in good shape. The bicycle storage rack was just upgraded. At Jennie Parker Manor we did replace a couple of porches and hand rails. We will continue to do this as funding is available, starting with the worse ones being done first. On Building A & B we have done some window replacements. We will continue to replace them as funding is available/as they are needed. The last item I want to mention which we have talked about for years is the Building C fire escapes. They are there, they are fine; except they haven’t been scraped/blasted and painted in quite some time. They need to be blasted, sanded and painted. To maintain the integrity of them we know this needs to be done and we do have estimates; down the road we will see when we can afford to do so.

OLD BUSINESS – None

NEW BUSINESS – None

RESOLUTIONS

FY23-014 – Resolution amending house rules (lease addendum) #3 & #15.

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

ED Dzema asked for a vote.

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

PUBLIC PORTION

Pat Butler, apt. 515 – we want to thank you for the new TV. **ED Dzema** – I am glad you are using it.

ED Dzema closed the public portion.

ADJOURNMENT – ED Dzema closed the public meeting at 7:05PM.

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


Motion to adopt the February 22, 2023 Regular Board Meeting, Public Portion Minutes moved by

Commissioner Wells and seconded by Commissioner Tkoch.

Roll Call for Adoption of February 22, 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 22th day of March, 2023.



Douglas Dzema
Executive Director