

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
June 30, 2022
REGULAR MEETING
Minutes of Public Portion

OPENING

Chair Miller called the meeting to order at 6:00PM, Pledge of Allegiance and Reading of Meeting Notice.

ROLL CALL

Present: Rebecca Wells, Commissioner
Ellen Williams, Commissioner
Dolores Francy, 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
John Bonello, Esq.

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

APPROVAL OF MINUTES – *May 24, 2022 Annual Meeting and Regular Board Meeting, Public Portion*

Motion made to adopt the minutes by Comm Messina and seconded by Comm Francy . Chair Miller asked for a vote.

Aye	(5)	Williams, Francy, Messina, Miller
Nay	(0)	
Abstention	(1)	Wells
Absent	(1)	Tkoch, Hohenleitner

PRESENTATION OF BILLS

Motion made to approve the June 2022 Bills List by Comm Wells and seconded by Comm Messina . Chair Miller asked for a vote.

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

CORRESPONDENCE

Doug – The resident notice list includes 11 items that went out.

COMMITTEE REPORTS

Renee – June: 0 vacancies at Ptak and JPM. At Ptak: 4 residents and 70 non-residents on the waiting list. At JPM: 5 residents and 13 non-residents on the waiting list.

OFFICERS & STAFF REPORTS –

Doug: Capital Improvement Program - We completed a nice paving job here at Ptak. Under specs and guideline, we are going out to bid at JPM for repairing a number of back stoops & porches – 6 are going out to bid; and we are going to do underpinning on building C. **Other** - We have still have two open positions that we are trying to fill, an Administrative Assistant and a Custodian position. Regarding COVID-19 there is not much going on. We had a Clinic on June 2, ran by the state. We had a nice turn out, approximately 47 residents.

I would like to suggest cancelling the July board meeting as we will have a very light agenda? And suggest Thursday, August 25 at 6:00pm for the August meeting?

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

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

OLD BUSINESS – None

NEW BUSINESS –

Comm Williams – Scheduling Activities has been affected by COVID-19, I would like to get back to Storytelling and Comm Messina would like to do Game Night. We will come up with some dates to see if we can get this on the schedule. Storytelling will be during the day, Games will be at night.

RESOLUTIONS -

FY22-029 – Resolution authorizing the renewal of the auditing services contract to Novogradac & Company, LLC for \$9,220.00.

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

Chair Miller asked for a vote.

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

FY22-030– Resolution to approve the final leave pay to former part-time administrative assistant. Motion was made by Comm Messina and seconded by Comm Francy.

Chair Miller asked for a vote.

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

PUBLIC PORTION -

Billy Wuelfing, apt. 509 – I was wondering when the furniture was going to come out again? **Doug** – We will have to discuss that; we haven't fixed a date when we will bring it back, it should be soon.
Gabe Tauro, apt. 319 – I want to know why the restrooms can't be opened? COVID-19, isn't that over? **Doug** – they can be opened, it is just that we do not have someone to clean them, we are looking to hire a custodian, and have been for quite some time; and COVID-19 is not over.
Carol Szczepaniak, apt. 104 – we get notices about the laundry room all the time. People still do not take their clothes out of the machines when they are supposed to. Also they don't empty the dryer lint trays. Could you put the rules back up again? **Renee** – We don't want to put a bunch of flyers back up on the walls again, that no one reads – We do send out Notices regarding this, we will send out again.

Chair Miller closed the public portion.

EXECUTIVE SESSION – None

ADJOURNMENT – Chair Miller closed the public meeting at 6:20PM.

Motion made by Comm Messina to adjourn meeting, and seconded by Comm Wells.

All in favor.

Motion to adopt June 30, 2022 Regular Board Meeting, Public Portion Minutes moved by

Commissioner Messina and seconded by Commissioner Williams.

Roll Call for Adoption of June 30, 2022 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 August.



Douglas Dzema
Executive Director