

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS
Ptak Towers
215 Shore Drive, Highlands, NJ 07732
May 24, 2022
REGULAR MEETING
Minutes of Public Portion

OPENING

Chair Miller called the meeting to order at 5:50PM, Pledge of Allegiance and Reading of Meeting Notice.

ROLL CALL

Present: Ida Tkoch, Commissioner
 Dolores Francy, Commissioner
 Nancy Messina, Commissioner
 Lori Hohenleitner, Commissioner
 Gloria Miller, Chairperson
Absent: Rebecca Wells, Commissioner
 Ellen Williams, Commissioner
 Douglas G. Dzema, Executive Director
Also Present: Renee DeMarco, Residential Operations Manager
 Kristi Duffy, Director Staff Operations
 John Bonello, Esq.

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

APPROVAL OF MINUTES – *March 28, 2022 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)	Tkoch, Francy, Messina, Hohenleitner, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Wells, Williams

PRESENTATION OF BILLS

Motion made to ratify the April 2022 Bills list and approve the May 2022 Bills List by Comm Messina and seconded by Comm Tkoch . Chair Miller asked for a vote.

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

CORRESPONDENCE

Renee – A list was in your package that covered all the Notices that went out to the residents since the last meeting as well as the COVID distributions that were done since the last meeting. Mentionable were the Farmer’s Market Voucher Notice, the Borough did come to the building to collect applications and qualify eligible residents, and the Parking Lot Notices; the lot was closed several days for paving – the job is complete, the lot looks great.

COMMITTEE REPORTS

Comm Tkoch – it is great that we are having the state come to the building to give the Covid vaccinations and boosters.

Renee – May: 0 vacancies at Ptak and JPM. At Ptak: 5 residents and 65 non-residents on the waiting list. At JPM: 5 residents and 11 non-residents on the waiting list.

OFFICERS & STAFF REPORTS - None

OLD BUSINESS – None

NEW BUSINESS – Next month’s meeting will be changed to June 30th, 6:00pm. The re-organization meeting will follow.

RESOLUTIONS

Chair Miller – Opened up the floor to a public hearing for the budget only - no questions/comment.

FY22-023 – Resolution adopting the annual operating budget for the Housing Authority of the Borough of Highlands for fiscal year ending June 30, 2023.

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

Chair Miller asked for a vote.

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

FY22-024 – Resolution awarding the contract for legal services to Manna & Bonello for \$5,400.00 through May 31, 2023.

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

Chair Miller asked for a vote.

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

FY22-025 – Resolution approving and authorizing the write-off of designated uncollectible rent due on vacated unit.

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

Chair Miller asked for a vote.

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

FY22-026 – Resolution adopting Master Technology Policy and Cyber Incident Response Plan.
Motion was made by Comm Messina and seconded by Comm Francy.

Chair Miller asked for a vote.

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

FY22-027 – Resolution awarding change order #1 to Fiore Paving Co., Inc. for the paving upgrades at Ptak Towers in the amount of \$2000.00.

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

Chair Miller asked for a vote.

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

FY22-028 – Resolution ratifying the hiring of a part time administrative assistant.

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

Chair Miller asked for a vote.

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

PUBLIC PORTION -

Pat Black, apt. 219 – Can we get someone to come in and teach us how to use our fire extinguishers?

Renee – We will have Highlands Fire Department (HFD) in for Safety Training again, once we fully reopen the community room. As far as the fire extinguishers go, they are not for everyone to use, as HFD explained the last time they were here. They are in the apartments as a tool for those that can handle the extinguishers; such as a police officer, maintenance staff, other EMS's or a resident that does know how to use it/can physically handle it. Some residents may not be strong enough to handle one and may get injured trying to operate the extinguisher. We recommend calling for help (911) if there is a fire in your apartment.

Ronnie Staehle, apt. 217 – I heard through the grapevine we are going to have a barbeque, is that true?
Renee – it has been mentioned although now COVID numbers are going up again; we will have to keep an eye on that and then we will decide. We will let you know.

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 Tkoch. All in favor.

Motion to adopt May 24, 2022 Regular Board Meeting, Public Portion Minutes moved by Commissioner Messina and seconded by Commissioner Francy .

Roll Call for Adoption of May 24, 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 30th day of June.



Douglas Dzema
Executive Director