

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

Ptak Towers

215 Shore Drive, Highlands, NJ 07732

JUNE 21, 2023

REGULAR MEETING

Minutes of Public Portion

OPENING

Chair Miller called the meeting to order at 6:40PM, Pledge of Allegiance and Reading of the Meeting Notice.

ROLL CALL

Present: Ida Tkoch, Commissioner
Dolores Francy, Commissioner
Ellen Williams, Commissioner
Gloria Miller, Chairperson

Absent: Rebecca Wells, Commissioner
Nancy Messina, Commissioner
Lori Hohenleitner, Commissioner

Also Present: Douglas G. Dzema, Executive Director
Renee DeMarco, Residential Operations Manager
John Bonello, Attorney

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

APPROVAL OF MINUTES – May 25, 2023 Annual Meeting and Regular Board Meeting, Public Portion

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

Chair Miller asked for a vote.

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

PRESENTATION OF BILLS

Motion made to approve the June 2023 Bills List by Comm Francy and seconded by Chair Williams.

Chair Miller asked for a vote.

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

CORRESPONDENCE

ED Dzema – One piece of correspondence, a list that was prepared of the 10 Notices that went out to JPM and Ptak over the past month.

COMMITTEE REPORTS

Comm Williams – at the last meeting we talked about the committees, I think that “Storytelling” would fall under the Resident Initiatives, when we formalize the membership in this group? I am offering the “Storytelling Workshop” again next month at 10:30am. Will we identify who is initially in these committees? **Chair Miller** – we do have the list; we will get it out to the commissioners.

Vacancy Report: Ptak and JPM have 0 vacancies. At Ptak: 4 residents and 61 non-residents on the waiting list. At JPM: 8 residents and 14 non-residents on the waiting list.

OFFICERS & STAFF REPORT -

ED Dzema - it is my pleasure to introduce John Oliff our newest member of our staff. He has been on since 5/22. John resides here at Ptak Towers and works with Joe. **John O.** – it is a pleasure working here.

ED Dzema, Capital Report – Ptak Towers: the new bike rack has been installed, we are in the process of routine repairs to the boilers and ongoing elevator maintenance. **Joe C.** – these are heat line repairs that can only be done while the heat is off and elevators upgrades are being done as needed, they should be up and running smoothly; upgrades will continue from time to time.

ED Dzema – JPM: some rear porches have been replaced and C Building front stoops have been repaired, fire escape maintenance will be done if the board passes the resolution tonight, apartment windows in C building were all replaced in 2019 as well as B-8 recently and we will continue to replace in A and B as needed, tree maintenance has been done, sidewalk deficiencies are being addressed and new mailboxes are being installed.

Chair Miller – was the pointing taken care of? **Joe C.** – the pointing was completed, all four sides of the building.

July 17 at 1:00pm will be our Summer Picnic. Is everyone able to come?

OLD BUSINESS – None

NEW BUSINESS - None

RESOLUTIONS

FY23-027 – Resolution adopting the annual operating budget for the Housing Authority of the Borough of Highlands for fiscal year ending June 30, 2024.

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

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

Chair Miller asked for a vote.

Aye (4) Tkoch, Francy, Williams, Miller

Nay (0)

Abstention (0)

Absent (3) Wells, Messina, Hohenleitner

FY23-028 – Resolution awarding the contract for painting services to Balanikas Painting, LLC from 6/1/23 to 5/31/25.

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

Chair Miller asked for a vote.

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

FY23-029 – Resolution authorizing award of a contract for exterior fire escape refinishing.

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

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

PUBLIC PORTION -

Pat Butler, apt. 515 – last week Missy and I went with 5 other people on the SeaStreak with the Community Center. It was a cruise around NY City; we saw the Statue of Liberty. It was fantastic. It was a senior citizen trip. We had a great time.

Missy Sloben, apt. 511 – I just want to say this cleaning guy we have is phenomenal! He is off the charts phenomenal! He does everything, and he is nice.

ADJOURNMENT – Chair Miller closed the public meeting at 7:10PM.

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


Motion to adopt the June 21, 2023 Regular Board Meeting, Public Portion Minutes moved by

Commissioner Williams and seconded by Commissioner Francy.

Roll Call for Adoption of June 21, 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 26th day of July, 2023.



 Douglas Dzema
 Executive Director