

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

**January 28, 2026**  
**REGULAR MEETING**  
**Minutes of Public Portion**

**OPENING**

**ED Dzema** called the meeting to order at 6:45PM.

**ROLL CALL**

Present                    Rebecca Wells, Commissioner  
                                 Ellen Williams, Vice-Chairperson  
                                 Gloria Miller, Chairperson  
Absent:                    Barbara Brown, Commissioner  
                                 Nancy Messina, Commissioner  
                                 Lori Hohenleitner, Commissioner  
                                 Christine Misita, 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)**

**ED Dzema** - thanked Atty Bonello for his many years with the authority, congratulated him and wished him well in his retirement. All present joined in with congratulations.

**APPROVAL OF MINUTES – December 17, 2025**

Motion made to adopt the minutes by ViceChair Williams and seconded by Chair Miller. ED Dzema asked for a vote.

Aye                    (4)      Wells, Williams, Brown, Miller  
Nay                    (0)  
Abstention        (0)  
Absent                (3)      Messina, Hohenleitner, Misita

**PRESENTATION OF BILLS**

Motion made to approve the January Bills List by Comm Brown and seconded by Comm Wells. ED Dzema asked for a vote.

Aye                    (4)      Wells, Williams, Brown, Miller  
Nay                    (0)  
Abstention        (0)  
Absent                (3)      Messina, Hohenleitner, Misita

**CORRESPONDENCE**

There is one item, a list of the Notices that went out to the residents.

**COMMITTEE REPORTS**

**ViceChair Williams** – Our next “How You See Your World” session is February 9 at 10:00am. We had to cancel our last session due to the weather.

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

**OFFICERS & STAFF REPORT –**

**ED Dzema** – Our next board meeting is on Wednesday, February 25, 2026. NJ requirement for legal/public notices has changed. We no longer have to post legal and public notices in the Asbury Park Press as we always have. Starting March, we must post all notices in a dedicated section on our website and on the state website. Also, this must be advertised twice per month for the remainder of the year as well as posted on our website.

**OLD BUSINESS** – None

**NEW BUSINESS** – None

**RESOLUTIONS**

**FY26-016** – Resolution awarding the contract for legal services to Law Offices of Peter C. Lucas, LLC for \$13,200.00 through January 31, 2027.

Motion made by Vice Chair Williams and seconded by Chair Miller. ED Dzema asked for a vote.

Aye	(4)	Wells, Williams, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Messina, Hohenleitner, Misita

**FY26-017**– Resolution awarding the contract for elevator maintenance and repair services to Current Elevator Technology Inc. from December 1, 2025 to November 30, 2027.

Motion made by Comm Wells and seconded by Chair Miller. ED Dzema asked for a vote.

Aye	(4)	Wells, Williams, Brown, Miller
Nay	(0)	
Abstention	(0)	
Absent	(3)	Messina, Hohenleitner, Misita

**FY26-017** – Resolution approving and authorizing the write-off of designated uncollectible rent due on vacated unit.

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

Aye (4) Wells, Williams, Brown, Miller  
Nay (0)  
Abstention (0)  
Absent (3) Messina, Hohenleitner, Misita

**PUBLIC PORTION** – None

**ADJOURNMENT**

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


Motion made by Comm Wells to adjourn meeting, and seconded by Comm Brown. All in favor.

Motion to adopt January 28, 2026 Regular Board Meeting, Public Portion Minutes moved by Commissioner Messina and seconded by Commissioner Brown.

**Roll Call for Adoption of January 28, 2026 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 18<sup>th</sup> day of March, 2026.

  
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Douglas Dzema  
Executive Director