

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

**December 6, 2023**  
**REGULAR MEETING**  
**Minutes of Public Portion**

**OPENING**

**ED Dzema** called the meeting to order at 6:00PM.

**ROLL CALL**

Present:            Ida Tkoch, Commissioner  
                      Ellen Williams, Commissioner  
                      Lori Hohenleitner, Commissioner  
                      Nancy Messina, Commissioner  
                      Gloria Miller, Chairperson  
Absent:             Rebecca Wells, Commissioner  
                      Dolores Francy, Commissioner  
Also Present:      Douglas G. Dzema, Executive Director  
                      Renee DeMarco, Residential Operations Manager  
                      Douglas Sabey, Construction Inspector  
                      Rose McKeon, Executive Assistant  
                      Joe Cusumano, Maintenance Supervisor  
                      John Oliff, Maintenance  
                      Denise Walsh, Administrative Assistant/Account Clerk

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

**APPROVAL OF MINUTES – *October 25, 2023, Regular Board Meeting, Public Portion***

Motion made to adopt the minutes by Comm Hohenleitner and seconded by  
Chair Miller.

ED Dzema asked for a vote.

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

**PRESENTATION OF BILLS**

Motion made to ratify the November 2023 Bills List and approve the December Bills List by  
Comm Messina and seconded by Chair Miller.

ED Dzema asked for a vote.

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

**CORRESPONDENCE** –

There was one piece in the package that listed all the notices that went out to Ptak and JPM residents.

**COMMITTEE REPORTS** -

**Vacancy Report:** Ptak and JPM have 0 vacancies. At Ptak: 6 residents and 66 non-residents on the waiting list. At JPM: 8 residents and 14 non-residents on the waiting list.

**OFFICERS & STAFF REPORT** - None

**OLD BUSINESS** – None

**NEW BUSINESS** - None

**RESOLUTIONS**

**FY24-012** – Resolution ratifying the award of the contract for elevator maintenance and repair service to Atlas Elevator from December 1, 2023 to November 30, 2025.

Motion was made by Comm Williams and seconded by Comm Messina.  
ED Dzema asked for a vote.

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

**FY24-013** – Resolution to approve the annual notice for FY2024.

Motion was made by Comm Williams and seconded by Comm Messina.  
ED Dzema asked for a vote.

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

**FY24-014** – Resolution appointing a Fund Commissioner to the New Jersey Public Housing Authority Joint Insurance Fund for Fund Year 2024.

Motion was made by Comm Williams and seconded by Comm Messina.  
ED Dzema asked for a vote.

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

**FY24-015** – Resolution renewing the contract for fire suppression systems inspection, maintenance and repair services through 11/30/25.

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

ED Dzema asked for a vote.

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

**FY24-016** - Resolution renewing the contract for CCTV maintenance and repair services to Coskey Electronic Systems, LLC through 7/31/25.

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

ED Dzema asked for a vote.

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

**PUBLIC PORTION** - None

**ADJOURNMENT**- ED Dzema closed the public meeting at 6:10PM.


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

Motion to adopt December 6, 2023 Regular Board Meeting, Public Portion Minutes moved by Commissioner Messina and seconded by Commissioner Francy.

**Roll Call for Adoption of December 6, 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 22<sup>nd</sup> day of January, 2024.

  
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 Douglas Dzema  
 Executive Director