

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS**  
**Ptak Towers**  
**215 Shore Drive, Highlands, NJ 07732**  
**September 22, 2022**  
**REGULAR MEETING**  
**Minutes of Public Portion**

**OPENING**

Chair Miller called the meeting to order at 7:00PM, Pledge of Allegiance and Reading of Meeting Notice.

**ROLL CALL**

Present: Rebecca Wells, Commissioner  
Ida Tkoch, Commissioner  
Dolores Francy, Commissioner  
Nancy Messina, Commissioner  
Gloria Miller, Chairperson  
Absent: Ellen Williams, Commissioner  
Lori Hohenleitner, 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** – *August 25, 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)	Wells, Tkoch, Francy, Messina, Miller
Nay	(0)	
Abstention	(0)	
Absent	(2)	Williams, Hohenleitner

**PRESENTATION OF BILLS**

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

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

## **CORRESPONDENCE**

**ED Dzema** – Nothing additional than the normal reports. **Chair Miller** – the Bed Bug Sweep was postponed, are things going okay? **Renee** – we had an incident with the dog and need to wait until the issue is resolved or go out to a new contractor.

## **COMMITTEE REPORTS**

**Comm Messina** – for game night we had about 7 people, we had a fun time. There was a very generous donation of wonderful food.

**Renee – September:** 0 vacancies at Ptak and JPM. At Ptak: 4 residents and 74 non-residents on the waiting list. At JPM: 5 residents and 15 non-residents on the waiting list.

**OFFICERS & STAFF REPORTS** – **ED Dzema** – a topic that has come up since our last meeting is if we are going to re-populate the common areas with the furniture, recreating gatherings. I have received 5 phone calls and spoke to a few folks on the topic, saying it may be too early. My response to that is the administration and the board have not made a determination on this yet. In the meantime, we have a beautiful community room with space for the residents to use and spread out in. We have had a revolving door with staff and the last meeting the board took action and hired 3 new people. We are pleased with the progress of the 3 new part timers; administrative assistant, account clerk and custodian. Our next board meeting is Tuesday, 10/18/22 at 7pm. Our holiday meeting is Thursday, 12/8/22 at 6pm at Porcini. Elevator 1 is out of service - we have received and accepted the proposal. We and are now waiting on the part.

**OLD BUSINESS** – None

**NEW BUSINESS** – **Comm Tkoch** – everyone seems to like the new Custodian. He does a good job.

**RESOLUTIONS** - None

## **PUBLIC PORTION** –

**Gerdana Young**, apt. 309 – I am interested to know when are the bathrooms are going to be opened. It is state mandatory. **ED Dzema** – I don't know that it is state mandatory. We are still doing some work on the restrooms, we are installing a new door. When there are events in the community room, we open the restrooms. Everyone has a bathroom in their apartment.

**Billy Wuelfing**, apt. 509 – I was wondering if we are going to have a Christmas party this year? **ED Dzema** – I think we will put something together.

**Chair Miller** closed the public portion.

**EXECUTIVE SESSION** – None

**ADJOURNMENT** – Chair Miller closed the public meeting at 7:20PM.  
 Comm Wells to adjourn meeting, and seconded by Chair Miller. All in favor.


Motion to adopt September 22, 2022 Regular Board Meeting, Public Portion Minutes moved by

Commissioner Wells and seconded by Commissioner Francy.

**Roll Call for Adoption of September 22, 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 18<sup>th</sup> day of October.




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Douglas Dzema  
 Executive Director