

Housing Authority of the Borough of Keansburg



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DIANE NELSON - *Chairperson*
CAROL DEBLASIO - *Vice-Chairperson*
COLLEEN BEATTIE
TAMMY CARRIER
YOLANDA ANN COMMARATO
MARY FOLEY
MATTHEW KITCHEN

DOUGLAS G. DZEMA, P.H.M.
EXECUTIVE DIRECTOR

DIANA ALBINO
SECTION 8 PROGRAM COORDINATOR

TERRENCE CORRISTON, ESQ.
COUNSEL

**THE MINUTES OF THE REGULAR MEETING
OF
THE BOARD OF COMMISSIONERS
OF
THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG**

**WEDNESDAY, NOVEMBER 13, 2024
7:00 PM**

The meeting was called to order by Chairperson Diane Nelson and statement read: "In accordance with the Open Public Meetings Act, Adequate Notice of this meeting has been provided in the following manner: On December 14, 2023 a copy of the schedule of regular meetings setting forth the date, time and location of this meeting was sent to the municipal clerk, posted on the Authority's website and on the officially designated bulletin board and sent to the Asbury Park Press on the same date.

Salute to the Flag

Roll Call Vote:

Present:	Chairperson:	Diane Nelson
	Vice-Chairperson:	Carol DeBlasio
	Commissioner:	Colleen Beattie
	Commissioner:	Tammy Carrier
	Commissioner:	Yolanda Ann Commarato
	Commissioner:	Mary Foley
	Executive Director:	Douglas G. Dzema, PHM
	Section 8 Coordinator:	Diana Albino .
	Attorney:	Terrence Corriston, Esq.
Absent:	Commissioner:	Matthew Kitchen

Approval of Meeting Minutes from September 11, 2024:

Upon a motion made by Colleen Beattie, seconded by Carol DeBlasio to approve minutes of the Regular meeting session held on September 11, 2024.

Board Member	AYE	NAY	ABSTAIN	ABSENT
Chairperson Diane Nelson	X			
Vice-Chairperson Carol DeBlasio	X			
Commissioner Colleen Beattie	X			
Commissioner Tammy Carrier			X	
Commissioner Ann Commarato			X	
Commissioner Mary Foley	X			
Commissioner Matthew Kitchen				X

REPORT OF THE EXECUTIVE DIRECTOR:

Douglas G. Dzema reported the following:

1. Late Starter: 2025 Board Meeting and Holiday Schedules
2. Next Board Meeting date will be December 11, 2024 at 5:00 PM

REPORT OF THE ASSISTANT DIRECTOR:

Summary of Cash:

Checking Account: \$1,166,418.15 – September 2024
\$1,158,087.50 – October 2024

CORRESPONDENCE: None

RESOLUTIONS:

Resolution 11-13-24-01 – Resolution Approving Payment of Invoices

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Tammy Carrier

Resolution seconded by Commissioner: Colleen Beattie

WHEREAS, in the course of administrating the operations of the Authority of the Housing Authority of the Borough of Keansburg expenses are incurred.

NOW THEREFORE BE IT RESOLVED by the board of commissioners of the Keansburg Housing Authority;

- 1 That the attached list of bills in the amount of \$7,435.77 for September 2024 and \$15,360.00 for October 2024 to be approved for payment.
- 2 That the proper officers of the Authority be authorized to pay all items on the list of invoices.
3. That this resolution shall take effect immediately.

VOTE: 11-13-24-01

Board Member	AYE	NAY	ABSTAIN	ABSENT
Chairperson Diane Nelson	X			
Vice-Chairperson Carol DeBlasio	X			
Commissioner Colleen Beattie	X			
Commissioner Tammy Carrier	X			
Commissioner Ann Commarato	X			
Commissioner Mary Foley	X			
Commissioner Matthew Kitchen				X

Resolution 11-13-24-02 – Resolution to Adopt Revision of Payment Standards Effective January 1, 2025

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Ann Commarato

Resolution seconded by Commissioner: Mary Foley

WHEREAS, in the course of administrating the operations of the Authority of the Housing Authority of the Borough of Keansburg expenses are incurred.

NOW THEREFORE BE IT RESOLVED by the board of commissioners of the Keansburg Housing Authority;

- 1 That the attached Revised Payment Standards effective January 1, 2025, be adopted.
- 2 That the proper officers of the Authority be authorized to Adopt the Revised Payment Standards effective January 1, 2025.
3. That this resolution shall take effect immediately.

VOTE: 11-13-24-02

Board Member	AYE	NAY	ABSTAIN	ABSENT
Chairperson Diane Nelson	X			
Vice-Chairperson Carol DeBlasio	X			
Commissioner Colleen Beattie	X			
Commissioner Tammy Carrier	X			
Commissioner Ann Commarato	X			
Commissioner Mary Foley	X			
Commissioner Matthew Kitchen				X

Resolution 11-13-24-03 – Resolution to Award Fiscal Audit Services to the firm of Frances J. McConnell, CPA for the Fiscal Year Ending September 30, 2024 for \$6,600.00

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Colleen Beattie
Resolution seconded by Commissioner: Carol DeBlasio

Whereas, Francis J. McConnell, CPA of Philadelphia, PA, having met all the requirements in the solicitation, has submitted a reasonable price and has received positive references; and

Whereas, sufficient funds are available from the Authority’s operating budget to pay for the required services for a one-year period.

Now, therefore be it resolved by the Board of Commissioners of the Housing Authority of the Borough of Keansburg the following:

- 1) Award contract to the firm of Francis J. McConnell, CPA to perform the required annual audit for fiscal year ending September 30, 2024 at a lump sum fee of \$6,600.00.
- 2) Authorization for the Executive Director, Douglas Dzema, to execute the contract for auditing services with all terms and conditions outlined in the Request for Proposal.

VOTE: 11-13-24-03

Board Member	AYE	NAY	ABSTAIN	ABSENT
Chairperson Diane Nelson	X			
Vice-Chairperson Carol DeBlasio	X			
Commissioner Colleen Beattie	X			
Commissioner Tammy Carrier	X			
Commissioner Ann Commarato	X			
Commissioner Mary Foley	X			
Commissioner Matthew Kitchen				X

Resolution 11-13-24-04 – Resolution to Renew the General Legal Services Contract with Breslin & Breslin P.A. for a One Year Period Ending November 30, 2025

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Ann Commarato

Resolution seconded by Commissioner: Carol DeBlasio

Whereas, the Housing Authority of the Borough of Keansburg (Authority) advertised in the Asbury Park Press for general legal services for the one-year period ending November 30, 2024 with the option to extend for the one-year period ending November 30, 2025; and

Whereas, the Authority received one proposal from Breslin & Breslin P.A. of Hackensack, New Jersey for the annual retainer amount of \$12,300.00 with the option to renew for one additional year at the same rate; and

Whereas, Breslin & Breslin P.A. met all the requirements in the solicitation; and

Whereas, sufficient funds are available from the Authority’s operating budget to pay for the required services for one additional year.

Now, therefore be it resolved by the Board of Commissioners of the Housing Authority of the Borough of Keansburg the following:

- 1) Award the contract renewal to the firm of Breslin & Breslin P.A. to perform general legal services for the Authority for the fiscal year ending November 30, 2025 at a fee of \$12,300.00.
- 2) Authorization for the Executive Director, Douglas Dzema, to execute the contract for general legal services with all terms and conditions outlined in the Request for Proposal for one additional year.

VOTE: 11-13-24-04

Board Member	AYE	NAY	ABSTAIN	ABSENT
Chairperson Diane Nelson	X			
Vice Commissioner Carol DeBlasio	X			
Commissioner Colleen Beattie	X			
Commissioner Tammy Carrier	X			
Commissioner Ann Commarato	X			
Commissioner Mary Foley		X		
Commissioner Matthew Kitchen				X

**Resolution 11-13-24-05 – Resolution to Approve SEMAP Certification Fiscal Year Ending
September 30, 2024**

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Tammy Carrier
Resolution seconded by Commissioner: Ann Commarato

WHEREAS, the Board of Commissioners has reviewed the SEMAP Certification to HUD for its fiscal year ending September 30, 2024; and found this information to be accurate.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Keansburg approves this certification through this Board resolution.

VOTE: 11-13-24-05

Board Member	AYE	NAY	ABSTAIN	ABSENT
Chairperson Diane Nelson	X			
Vice-Chairperson Carol DeBlasio	X			
Commissioner Colleen Beattie	X			
Commissioner Tammy Carrier	X			
Commissioner Ann Commarato	X			
Commissioner Mary Foley	X			
Commissioner Matthew Kitchen				X

Resolution 11-13-24-06 – Resolution Approving 2025 Board Meeting Schedule

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Ann Commarato

Resolution seconded by Commissioner: Colleen Beattie

WHEREAS, in the course of administrating the operations of the Authority of the Housing Authority of the Borough of Keansburg expenses are incurred.

NOW THEREFORE BE IT RESOLVED by the board of commissioners of the Keansburg Housing Authority;

- 1 That the attached 2025 Board Meeting Schedule be approved.
- 2 That the proper officers of the Authority be authorized to Approve the 2025 Board Meeting Schedule.
3. That this resolution shall take effect immediately.

VOTE: 11-13-24-06

Board Member	AYE	NAY	ABSTAIN	ABSENT
Chairperson Diane Nelson	X			
Vice Commissioner Carol DeBlasio	X			
Commissioner Colleen Beattie	X			
Commissioner Tammy Carrier	X			
Commissioner Ann Commarato	X			
Commissioner Mary Foley	X			
Commissioner Matthew Kitchen				X

Resolution 11-13-24-07 – Resolution Approving 2025 Holiday Schedule

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Colleen Beattie

Resolution seconded by Commissioner: Ann Commarato

WHEREAS, in the course of administrating the operations of the Authority of the Housing Authority of the Borough of Keansburg expenses are incurred.

NOW THEREFORE BE IT RESOLVED by the board of commissioners of the Keansburg Housing Authority;

- 3 That the attached 2025 Holiday Schedule be approved.
- 4 That the proper officers of the Authority be authorized to Approve the 2025 Holiday Schedule.
- 4. That this resolution shall take effect immediately.

VOTE: 11-13-24-07

Board Member	AYE	NAY	ABSTAIN	ABSENT
Chairperson Diane Nelson	X			
Vice Commissioner Carol DeBlasio	X			
Commissioner Colleen Beattie	X			
Commissioner Tammy Carrier	X			
Commissioner Ann Commarato	X			
Commissioner Mary Foley	X			
Commissioner Matthew Kitchen				X

REPORT OF THE ATTORNEY: None

COMMITTEE REPORTS:

Finance: None
Personnel: None
Policy: None

Public Session: Opened Board Meeting for public comments at 7:18 PM. Board Meeting closed to the public at 7:18 PM.

Unfinished Business: None

New Business: None

Motion to close the meeting at Granville Towers at 7:35 PM
Motion made by Ann Commarato, Seconded by Colleen Beattie. All in Favor.

MEETING HELD – November 13, 2024

ATTEST:



DOUGLAS G. DZEMA
SECRETARY/EXECUTIVE DIRECTOR