

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

**WEDNESDAY, NOVEMBER 08, 2023  
7:00 PM  
HYBRID MEETING**

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 22, 2022 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: Diane Nelson  
Carol DeBlasio  
Colleen Beattie  
Tammy Carrier  
Ann Commarato  
Mary Foley

Absent: Thomas Foley

Upon a motion made by Tammy Carrier, seconded by Colleen Beattie to approve minutes of the Regular meeting session held on September 06, 2023.

<b>Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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 Thomas Foley				X

**REPORT OF THE CHAIRPERSON:** None

**REPORT OF THE EXECUTIVE DIRECTOR:**

Douglas G. Dzema reported the following:

1. Next Board Meeting date is December 13, 2023 at 6:00 PM
  - a. Motion made to amend the meeting schedule for December 13, 2023 time and location:

Upon a motion made by Tammy Carrier, seconded by Colleen Beattie to approve the amendment of the meeting schedule on December 13, 2023.

<b>Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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 Thomas Foley				X

2. Granville Update:
  - a. New Property Manager for Granville Towers.
  - b. RPM Survey
  - c. Continued Building Inspections by Compliance Office

**REPORT OF THE ASSISTANT DIRECTOR:**

**Summary of Cash:**

Checking Account:      \$972,754.11 – August 2023  
                                     \$1,006,928.70 – September 2023  
                                     \$1,028,290.61 – October 2023

**CORRESPONDENCE:**      None

**RESOLUTIONS:**

**Resolution 11-08-23-01 – Resolution to Approve Payment of Invoices**

Chairperson: Diane Nelson submitted the following resolution:

**MOVED/SECONDED**

**Resolution moved by Commissioner: Tammy Carrier**

**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;

- 1 That the attached list of bills in the amount of \$25,342.27 for September 2023 and \$10,629.05 October 2023 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:**

<b>Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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 Thomas Foley				X

**Resolution 11-08-23-02 – Resolution Adopt Revision of Payment Standards Effective December 1, 2023**

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 Payment Standards Revision, to be adopted.
- 2 That the proper officers of the Authority be authorized to adopt the Revision of Payment Standards effective December 1, 2023.
- 3 That this resolution shall take effect immediately.

<b>Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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 Thomas Foley				X

**Resolution 11-08-23-03 – Resolution to Approve 2024 Holiday Schedule**

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 2024 Holiday Schedule be approved.
- 2 That the proper officers of the Authority be authorized to approve the 2024 Holiday Schedule.
- 3 That this resolution shall take effect immediately.

<b>Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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 Thomas Foley				X

**Resolution 11-08-23-04 – Resolution to Award Fiscal Audit Services to the Firm of Francis J. McConnell, CPA for the Fiscal Year Ending September 30, 2023**

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 Audit Services contract from Francis J. McConnell be awarded.
- 2 That the proper officers of the Authority be authorized to award Audit Services to the firm of Francis J. McConnell, CPA for the Fiscal Year Ending September 30, 2023.
- 3 That this resolution shall take effect immediately.

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 Thomas Foley				X

**Resolution 11-08-23-05 – Resolution to Award General Legal Services Contract to the Firm of Breslin & Breslin, P.A. for a One Year Perion Ending November 30, 2024.**

Chairperson: Diane Nelson submitted the following resolution:

**MOVED/SECONDED**

**Resolution moved by Commissioner:** Colleen Beattie

**Resolution seconded by Commissioner:** Carol DeBlasio

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 Legal Services contract from Breslin & Breslin, P.A. be awarded.
- 2 That the proper officers of the Authority be authorized to award Legal Services to the firm of Breslin & Breslin, P.A. ending November 30, 2024.
- 3 That this resolution shall take effect immediately.

<b>Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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 Thomas Foley				X

**Resolution 11-08-23-06 – Resolution to Approve Membership Renewal in the New Jersey Public Housing Joint Insurance Fund**

Chairperson: Diane Nelson submitted the following resolution:

**MOVED/SECONDED**

**Resolution moved by Commissioner:** Ann Commarato

**Resolution seconded by Commissioner:** Tammy Carrier

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;

- 4 That the attached JIF Membership Renewal be approved.
- 5 That the proper officers of the Authority be authorized to approve the Renewal of the Membership in the New Jersey Public Housing Joint Insurance Fund.
- 6 That this resolution shall take effect immediately.

<b>Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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 Thomas Foley				X

**Resolution 11-08-23-07 – Resolution to Approve Changes to Personnel Policies and Procedures**

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 changes to the Personnel Policies and Procedures be approved.
- 2 That the proper officers of the Authority be authorized to approve the changes to the Personnel Policies and Procedures.
- 3 That this resolution shall take effect immediately.

<b>Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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 Thomas Foley				X

REPORT OF THE ATTORNEY: None

**COMMITTEE REPORTS:**

Finance: None

Personnel: None

**Public Session:** Opened Board Meeting for public comments at 7:45 PM. No comments from the public. Board Meeting closed to the public at 7:45 PM.

**Unfinished Business:** None

**New Business:** None

There being no further business before the board a motion made by Colleen Beattie, seconded by Tammy Carrier to adjourn at 7:45 PM be approved. All in Favor.

MEETING HELD – November 08, 2023

ATTEST:



DOUGLAS G. DZEMA

SECRETARY/EXECUTIVE DIRECTOR