

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, DECEMBER 11, 2024
5:00 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
	Commissioner:	Colleen Beattie
	Commissioner:	Tammy Carrier
	Commissioner:	Yolanda Ann Commarato
	Executive Director:	Douglas G. Dzema, PHM
	Section 8 Coordinator:	Diana Albino
	Attorney:	Terrence Corriston, Esq.
Absent:	Vice-Chairperson:	Carol DeBlasio
	Commissioner:	Mary Foley
	Commissioner:	Matthew Kitchen

Approval of Meeting Minutes from November 13, 2024:

Upon a motion made by Ann Comarato, seconded by Colleen Beattie to approve minutes of the Regular meeting session held on November 13, 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. Next Board Meeting date is January 8, 2025 at 7:00 PM
 - a. Meeting cancelled and voted on

MOVED/SECONDED

Resolution moved by Commissioner: Colleen Beattie

Resolution seconded by Commissioner: Tammy Carrier

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

2. Department of Community Affairs (DCA) will open their Section 8 Housing Choice Voucher Waiting List on January 13, 2025 at 9:00 AM and close on January 31, 2025 at 5:00 PM.

REPORT OF THE ASSISTANT DIRECTOR:

Summary of Cash:

Checking Account: \$1,187,136.53 – November 2024

CORRESPONDENCE: None

RESOLUTIONS:

Resolution 12-11-24-01 – 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 \$9,488.39 for November 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 12-11-24-02 – Resolution to Approve Interlocal Management Agreement for 2025 with the
Perth Amboy Housing Authority**

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Tammy Carrier
Resolution seconded by Commissioner: Colleen Beattie

Whereas, the Keansburg Housing Authority “KHA” has entered into an inter local management agreement with the Housing Authority of the City of Perth Amboy “HACPA” to provide management, accounting and other services,

And

Whereas, the agreement expires on December 31st, 2024

And

Whereas, the HACPA have requested a 3.5% increase to keep in line with increases to employees who service the contract and related health benefits costs, in addition to current inflation,

And

Whereas, the HACPA and the KHA have agreed to have all other services remain the same,

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

1. Approval of the extension of the interlocal management agreement with the Perth Amboy Housing Authority until December 31st, 2025 at a monthly rate of \$4,300.00 (\$51,600 annually) for all services noted in the attached agreement,
2. Agreement attached will be from January 1st, 2025 and terminate December 31st, 2025 and made part of this resolution.

VOTE: 12-11-24-02

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 12-11-24-03 – Resolution Appointing a JIF Fund Commissioner

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Tammy Carrier

Resolution seconded by Commissioner: Colleen Beattie

WHEREAS, the Keansburg Housing Authority (member) is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a JIF FUND COMMISSIONER to represent and serve the Authority as its' representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Keansburg Housing Authority does hereby appoint Douglas G. Dzema, PHM as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2025.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE KEANSBURG HOUSING AUTHORITY AT A MEETING HELD ON DECEMBER 11, 2024.

VOTE: 12-11-24-03

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 5:05 PM. Board Meeting closed to the public at 5:06 PM.

Unfinished Business: None

New Business: None

Motion to close the meeting at Granville Towers at 5:06 PM
Motion made by Tammy Carrier, Seconded by Colleen Beattie. All in Favor.

MEETING HELD – December 11, 2024

ATTEST:


DOUGLAS G. DZEMA
SECRETARY/EXECUTIVE DIRECTOR