

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

**WEDNESDAY, MARCH 08, 2023  
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 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 – Via Zoom  
Tammy Carrier  
Ann Commarato – Via Zoom  
Mary Foley

Absent: Thomas Foley

Upon a motion made by Tammy Carrier, seconded by Carol DeBlasio to approve minutes of the regular meeting and executive sessions held on January 11, 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 Tom Foley				X

**REPORT OF THE CHAIRPERSON:**

**REPORT OF THE EXECUTIVE DIRECTOR:**

Douglas G. Dzema reported the following:

1. Next Board Meeting date is May 10, 2023
2. Grandview Update

**REPORT OF THE ASSISTANT DIRECTOR:**

**Summary of Cash:**

Checking Account:      \$941,121.23 – January 2023  
                                     \$957,303.40 – February 2023

**CORRESPONDENCE:**      None

**RESOLUTIONS:**

**Resolution 03-08-23-01 – 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:** 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 list of bills in the amount of \$8,781.82 for January 2023 and \$23,250.52 for February 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 Tom Foley				X

**Resolution 03-08-23-02 – Resolution to Adopt Section 8 Administrative Plan Revision of Utility Allowances**

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 Section 8 Administrative Plan Revision of Utility Allowances be Adopted.
- 2 That the proper officers of the Authority be authorized to Adopt the Section 8 Administrative Plan Revision of Utility Allowances.
- 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 Tom Foley				X

**Resolution 03-08-23-03 – Resolution to Adopt Revision to Paid Leave Policy for Full-Time Employees**

Chairperson: Diane Nelson submitted the following resolution:

**MOVED/SECONDED**

**Resolution moved by Commissioner:** Mary Foley

**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;

- 1 That the attached Revision to Paid Leave for Full-Time Employees be Adopted.
- 2 That the proper officers of the Authority be authorized to Adopt the Revision to the Paid Lave for Full-Time Employees.
- 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 Tom Foley				X

REPORT OF THE ATTORNEY:

1. OPRA Information
2. Lead Based Paint

**COMMITTEE REPORTS:**

Finance: None

Personnel: None

**Public Session:** No comments from the public

**Unfinished Business:** Mary Foley expressed interest in creating a new committee(s).

**New Business:** None reported

There being no further business before the board a motion made by Tammy Carrier, seconded by Colleen Beattie to adjourn at 5:32 PM be approved. All in Favor.

MEETING HELD – March 08, 2023

ATTEST:

DOUGLAS G. DZEMA

SECRETARY/EXECUTIVE DIRECTOR