

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, SEPTEMBER 11, 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: | Matthew Kitchen |
| | Executive Director: | Douglas G. Dzema, PHM |
| | Section 8 Coordinator: | Diana Albino |
| | Attorney: | Terrence Corriston, Esq. |
| Absent: | Commissioner: | Tammy Carrier |
| | Commissioner: | Yolanda Ann Commarato |

Approval of Meeting Minutes from July 10, 2024:

Upon a motion made by Mary Foley, seconded by Colleen Beattie to approve minutes of the Regular meeting session held on July 10, 2024.

VOTE:

| 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. RPM Update
2. Flood Disclosures
3. Next Board Meeting date will be November 13, 2024 at 7:00 PM
4. **Late Starter: P/T Temporary Hire**

MOVED/SECONDED

Resolution moved by Commissioner: Colleen Beattie

Resolution seconded by Commissioner: Mary Foley

| 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 ASSISTANT DIRECTOR:

Summary of Cash:

Checking Account: \$1,113,528.16 – June 2024
\$1,108,868.78 – July 2024
\$1,142,619.56 – August 2024

CORRESPONDENCE: None

RESOLUTIONS:

Resolution 09-11-24-01 – Resolution Approving Payment of Invoices

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Colleen Beattie
Resolution seconded by Commissioner: Matthew Kitchen

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 \$19,279.85 for June 2024, \$20,948.26 for July 2024 and \$10,674.22 for August 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: 09-11-24-01

| 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 09-11-24-02 – Resolution to Adopt Operating Budget FY2025

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Mary Foley

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 Operating Budget for FY2025, to be adopted.
- 2 That the proper officers of the Authority be authorized to Adopt the Operating Budget FY2025.
3. That this resolution shall take effect immediately.

VOTE: 09-11-24-02

| 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 09-11-24-03 – Resolution Adopting the Revised HCV Administrative Plan
as Requested by HOTMA Sections 102 and 104**

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Colleen Beattie

Resolution seconded by Commissioner: Carol DeBlasio

WHEREAS, THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG is required to adopt a revised HCV Administrative Plan as required by HOTMA Section 102 changes to income reviews, and HOTMA Section 104 changes to asset limits, in accordance with regulations promulgated by the United States Department of Housing and Urban Development ("HUD"); and

WHEREAS, THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG developed a draft HCV Administrative Plan in compliance with HOTMA Section 102 and HOTMA Section 104; and

WHEREAS, THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG was required by HUD Notice PIH 2023-27 to use the PHA planning process requiring public notice and review in revising the HCV Administrative Plan to be implemented no later than January 1, 2025, did hold a participant meeting on August 20, 2024, and a Public Hearing on September 11, 2024; and

WHEREAS, THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG was advised that HUD has delayed the implementation of HOTMA Section 102 and HOTMA Section 104, and has not yet set a revised implementation timetable;

THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG that the Authority hereby adopts the attached HCV Administrative Plan subject to future discretionary revisions by the Authority and subject to a revised implementation date by HUD.

VOTE: 09-11-24-03

| 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 | | | | |
| 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 7:42 PM. Board Meeting closed to the public at 8:00 PM.

Unfinished Business: None

New Business: None

Motion to close the meeting at Granville Towers at 8:02 PM
Motion made by Colleen Beattie, Seconded by Carol DeBlasio. All in Favor.

MEETING HELD – September 11, 2024

ATTEST:


DOUGLAS G. DZEMA
SECRETARY/EXECUTIVE DIRECTOR