

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 ANNUAL REORGANIZATION AND REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG

WEDNESDAY, MAY 01, 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. On April 11, 2024, a notice revising the meeting date from May 08, 2024 to May 01, 2024 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:	Matthew Kitchen
	Executive Director:	Douglas G. Dzema, PHM
	Section 8 Coordinator:	Diana Albino
	Attorney:	Terrence Corriston, Esq.
Absent:	Commissioner:	Mary Foley

Executive Director, Douglas Dzema, declared nominations for Chairperson open.

Commissioner, Carol DeBlasio motioned to nominate Diane Nelson for Chairperson of the Board of Commissioners, which motion was seconded by Commissioner Ann Commarato. There being no additional nominations, roll call to close the nominations for Chairperson and approve Commissioner, Diane Nelson for Chairperson, the following vote was carried:

VOTE: 05-01-24-02

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			

Executive Director, Douglas Dzema, declared nominations for Vice-Chairperson open.

Commissioner, Tammy Carrier motioned to nominate Carol DeBlasio for Vice-Chairperson of the Board of Commissioners, which motion was seconded by Commissioner Colleen Beattie. There being no additional nominations, roll call to close the nominations for Vice-Chairperson and approve Commissioner Carol DeBlasio for Vice-Chairperson, the following vote was carried:

VOTE: 05-01-24-03

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			

Approval of Meeting Minutes from March 20, 2024:

Upon a motion made by Tammy Carrier, seconded by Colleen Beattie to approve minutes of the Regular meeting session held on March 20, 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 CHAIRPERSON:

1. Personnel Committee Vacancy:

Chairperson, Diane Nelson, announced there was a Personnel Committee vacancy and asked if anyone would like to sit on the Personnel Committee.

- a. Matthew Kitchen expressed his interest in being on the Personnel Committee.

Upon a motion made by Ann Commarato, seconded by Colleen Beattie to approve all of the Committees and their Members:

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. Kristi Duffy – HOTMA Update
- 2. Next Board Meeting date will be July 10, 2024 at 7:00 PM

Policy Committee was formed and the Policy Committee Members are:

- 1. Diane Nelson
- 2. Colleen Beattie
- 3. Ann Commarato

REPORT OF THE ASSISTANT DIRECTOR:

Summary of Cash:

Checking Account: \$1,387,077.39 – March 2024

CORRESPONDENCE: None

RESOLUTION:

Resolution 05-01-24-01 – Resolution to Approve Payment of Invoices

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Matthew Kitchen
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 list of bills in the amount of \$21,191.12 for January 2024 and \$7,006.44 for February 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: 05-01-24-01

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			

REPORT OF THE ATTORNEY: None

COMMITTEE REPORTS:

Finance: None
 Personnel: None
 Policy: None

Public Session: Opened Board Meeting for public comments at 5:19 PM. No comments from the public. Board Meeting closed to the public at 5:19 PM.

Unfinished Business: None

New Business: None

Motion to close the meeting at Granville Towers at 5:19 PM and reconvene the meeting at Porcini's – 168 Bay Ave. – Highlands, NJ 07732: Motion made by Colleen Beattie, Seconded by Tammy Carrier.

All in Favor.

MEETING HELD – May 01, 2024

ATTEST:



DOUGLAS G. DZEMA
SECRETARY/EXECUTIVE DIRECTOR

RESOLUTION ITEM # 11
of the
KEANSBURG HOUSING AUTHORITY

Board Meeting Date
05/01/2024

Date Submitted
05/01/2024

RESOLUTION NO. 05-01-24-01

TITLE: RESOLUTION APPROVING PAYMENT OF INVOICES

Factual Contents Certified by:

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Matthew Kitchen

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 list of bills in the amount of \$12,571.21 for March 2024 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: 05-01-24-01

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			

I hereby certify that the above resolution was adopted at a commissioner meeting of the Housing Authority on May 01, 2024.


Secretary/Executive Director

RESOLUTION ITEM # 12
of the
KEANSBURG HOUSING AUTHORITY

Board Meeting Date
05/01/2024

Date Submitted
05/01/2024

RESOLUTION NO. 05-01-24-02

TITLE: RESOLUTION TO ELECT CHAIRPERSON

Factual Contents Certified by:



Executive Director, Douglas Dzema, declared nominations for Chairperson open

MOVED/SECONDED

Resolution moved by Commissioner:

Resolution seconded by Commissioner:

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. Commissioner Carol DeBlasio motioned to nominate **Diane Nelson** for Chairperson of the Board of Commissioners, which motion was seconded by Ann Commarato. There being no additional nominations, Executive Director, Douglas Dzema, moved that nominations be closed.
2. That this resolution shall take effect immediately.

Upon roll call to close the nomination for Chairperson, the following vote was carried:

VOTE: 05-01-24-02

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 ITEM # 13
of the
KEANSBURG HOUSING AUTHORITY

Board Meeting Date
05/01/2024

Date Submitted
05/01/2024

RESOLUTION NO. 05-01-24-03

TITLE: RESOLUTION TO ELECT VICE-CHAIRPERSON

Factual Contents Certified by:



Executive Director, Douglas Dzema, declared nominations for Vice-Chairperson open

MOVED/SECONDED

Resolution moved by Commissioner:

Resolution seconded by Commissioner:

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. Commissioner Tammy Carrier motioned to nominate **Carol DeBlasio** for Vice-Chairperson of the Board of Commissioners, which motion was seconded by Colleen Beattie. There being no additional nominations, Executive Director, Douglas Dzema, moved that nominations be closed. Upon roll call to close the nomination for Vice-Chairperson, the following vote was carried:
2. That this resolution shall take effect immediately.

VOTE: 05-01-24-03

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			