

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, JULY 10, 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
	Commissioner:	Colleen Beattie
	Commissioner:	Tammy Carrier
	Commissioner:	Yolanda Ann Commarato
	Commissioner:	Mary Foley
	Commissioner:	Matthew Kitchen
	Executive Director:	Douglas G. Dzema, PHM
	Accountant:	Thomas Furlong
	Section 8 Coordinator:	Diana Albino
	Attorney:	Terrence Corrison, Esq.
Absent:	Vice-Chairperson	Carol DeBlasio

Upon a motion made by Matthew Kitchen, seconded by Tammy Carrier to approve minutes of the Regular meeting session held on May 01, 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 CHAIRPERSON:

REPORT OF THE EXECUTIVE DIRECTOR:

Douglas G. Dzema reported the following:

1. Staff Training
2. Next Board Meeting date will be September 11, 2024 at 7:00 PM

REPORT OF THE ASSISTANT DIRECTOR:

Summary of Cash:

Checking Account: \$1,092,311.39 – April 2024
 \$1,111,331.45 – May 2024

CORRESPONDENCE: None

RESOLUTIONS:

Resolution 07-10-24-01 – 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: 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 \$11,033.3 for April 2024 and \$13,478.17 for May 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: 07-10-24-01

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			

RESOLUTIONS:

Resolution 07-10-24-02 – Resolution to Accept Annual Audit FYE2023

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Tammy Carrier

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 Annual Audit for FYE2023, to be accepted.
- 2 That the proper officers of the Authority be authorized to accept Annual Audit for FYE2023.
3. That this resolution shall take effect immediately.

VOTE: 07-10-24-01

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			

RESOLUTIONS:

Resolution 07-10-24-03 – Resolution to Introduce and Approve Operating Budget FY2025

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Matthew Kitchen

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

VOTE: 07-10-24-01

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 7:25 PM. No comments from the public. Board Meeting closed to the public at 7:25 PM.

Unfinished Business: None

New Business: None

Motion to close the meeting at Granville Towers at 7:29: Motion made by Matthew Kitchen, Seconded by Colleen Beattie. All are in Favor.

MEETING HELD – July 10, 2024

ATTEST:



DOUGLAS G. DZEMA
SECRETARY/EXECUTIVE DIRECTOR