

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

**WEDNESDAY, MARCH 20, 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. On March 1, 2024, a notice revising the meeting date from March 13, 2024 to March 20, 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 – Virtually
	Executive Director:	Douglas G. Dzema, PHM
	Section 8 Coordinator:	Diana Albino
	Attorney:	Terrence Corriston, Esq. - Virtually
Absent:	Commissioner:	Mary Foley
	Commissioner:	Thomas Foley

Upon a motion made by Tammy Carrier, seconded by Ann Commarato to approve minutes of the Regular meeting session held on January 10, 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 Thomas Foley				X

**REPORT OF THE CHAIRPERSON:** None

**REPORT OF THE EXECUTIVE DIRECTOR:**

Douglas G. Dzema reported the following:

1. Annual Audit
2. Granville Update
3. 2024 NJHAHRO/MARCNAHRO Conference
4. Perth Amboy Housing Authority is hosting an upcoming Nan McKay Workshop for the Housing Authority Staff.
5. Next Regular and Reorganization Board Meeting date will be May 1, 2024 at 5:00 PM

**REPORT OF THE ASSISTANT DIRECTOR:**

Summary of Cash:

Checking Account:      \$1,034,056.34 – January 2024  
                                     \$1,045,866.26 – February 2024

CORRESPONDENCE:      None

**RESOLUTIONS:**

**Resolution 03-20-24-01 – Resolution to Approve Payment of Invoices**

Chairperson: Diane Nelson submitted the following resolution:

**MOVED/SECONDED**

**Resolution moved by Commissioner:** Colleen Beattie

**Resolution seconded by Commissioner:** Carol DeBlasio

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: 03-20-24-01**

<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 Thomas Foley				X

**RESOLUTIONS:**

**Resolution 03-20-24-02 – Resolution Adopting Master Technology Policy and Cyber Incident Response Plan**

Chairperson: Diane Nelson submitted the following resolution:

**MOVED/SECONDED**

**Resolution moved by Commissioner:** Tammy Carrier

**Resolution seconded by Commissioner:** Colleen Beattie

WHEREAS, the Board of Commissioners has determined that there is a need for cyber-security policies and procedures to comply with MELJIF Cyber Risk Management Program to ensure the Authority is prepared to respond to a cyber-security incident.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that the Master Technology Policy and Cyber Incident Response Plan attached hereto are hereby adopted.

This resolution shall take effect immediately.

VOTE: 03-20-24-02

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 Thomas Foley				X

REPORT OF THE ATTORNEY:

1. Flood Risk Notification Law

**COMMITTEE REPORTS:**

Finance: None

Personnel: None

**Public Session:** Opened Board Meeting for public comments at 7:26 PM. No comments from the public. Board Meeting closed to the public at 7:26 PM.

**Unfinished Business:** None

**New Business:** None

There being no further business before the board a motion made by Tammy Carrier, seconded by Colleen Beattie to adjourn at 7:27 PM be approved. All in Favor.

MEETING HELD – March 20, 2024

ATTEST:



DOUGLAS G. DZEMA

SECRETARY/EXECUTIVE DIRECTOR