

# **Housing Authority of the Borough of Keansburg**



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[www.keansburgha.org](http://www.keansburgha.org)

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, NOVEMBER 12, 2025  
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 18, 2024 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
	Executive Director:	Douglas G. Dzema, PHM
	Section 8 Coordinator:	Diana Albino
	Attorney:	Terrence Corrison, Esq.
Absent:	Vice-Chairperson:	Carol DeBlasio
	Commissioner:	Mary Foley
	Commissioner:	Matthew Kitchen

**Approval of the Minutes of the Regular Session from September 10, 2025.**

Upon a motion made by Colleen Beattie, seconded by Tammy Carrier to approve minutes of the Annual Regular session held on September 10, 2025.

**MOVED/SECONDED**

**Resolution moved by Commissioner:** Colleen Beattie  
**Resolution seconded by Commissioner:** Tammy Carrier

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. Section 8 Housing Choice Voucher Waiting List to Open
2. Next Board Meeting is on December 10, 2025 at 5:00 PM

**REPORT OF THE ASSISTANT DIRECTOR:**

**Summary of Cash:**

Checking Account: \$1,245,557.74 – September 2025  
Checking Account: \$1,255,225.62 – October 2025

**CORRESPONDENCE:** None

**RESOLUTIONS:**

**Resolution 11-12-25-01 – RESOLUTION APPROVING PAYMENT OF INVOICES FOR  
SEPTEMBER 2025 AND OCTOBER 2025**

Chairperson: Diane Nelson submitted the following resolution:

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 \$6,297.80 for September 2025 and \$23,523.42 for October 2025 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.

**MOVED/SECONDED**

**Resolution moved by Commissioner:** Ann Commarato

**Resolution seconded by Commissioner:** Colleen Beattie

**VOTE: 11-12-25-01**

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 11-12-25-02 – RESOLUTION TO AWARD GENERAL LEGAL SERVICES CONTRACT  
TO THE FIRM OF BRESLIN & BRESLIN, P.A. FOR A ONE YEAR  
PERIOD ENDING NOVEMBER 30, 2026**

Chairperson: Diane Nelson submitted the following resolution:

**Whereas**, the Housing Authority of the Borough of Keansburg (Authority) advertised in the Asbury Park Press for general legal services for the one-year period ending November 30, 2026 with the option to extend for the one-year period ending November 30, 2027; and

**Whereas**, the Authority received one proposal from Breslin & Breslin, P.A. of Hackensack New Jersey for the annual retainer amount of \$12,900.00 with the option to renew for one additional year commencing December 1, 2025 at the same rate; and

**Whereas**, Breslin & Breslin, P.A. met all the requirements in the solicitation; and

**Whereas**, sufficient funds are available from the Authority's operating budget to pay for the required services for a one-year period.

**Now, therefore be it resolved** by the Board of Commissioners of the Housing Authority of the Borough of Keansburg the following:

- 1) Award the contract renewal to the firm of Breslin & Breslin, P.A. to perform general legal services for the Authority for the fiscal year ending November 30, 2026 at a fee of \$12,900.00.
- 2) Authorization for the Executive Director, Douglas Dzema, to execute the contract for general legal services with all terms and conditions outlined in the Request for Proposal for one additional year.

**MOVED/SECONDED**

**Resolution moved by Commissioner:** Colleen Beattie  
**Resolution seconded by Commissioner:** Tammy Carrier

**VOTE: 11-12-25-02**

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 11-12-25-03 – RESOLUTION APPROVING 2026 BOARD MEETING SCHEDULE**

Chairperson: Diane Nelson submitted the following resolution:

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 2026 Board Meeting Schedule be approved.
- 2) That the proper officers of the Authority be authorized to Approve the 2026 Board Meeting Schedule.
- 3) That this resolution shall take effect immediately.

### **MOVED/SECONDED**

**Resolution moved by Commissioner:** Colleen Beattie

**Resolution seconded by Commissioner:** Tammy Carrier

### **VOTE: 11-12-25-03**

<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 Matthew Kitchen				X

## **Resolution 11-12-25-04 – RESOLUTION APPROVING 2026 HOLIDAY SCHEDULE**

Chairperson: Diane Nelson submitted the following resolution:

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 2026 Holiday Schedule be approved.
- 2) That the proper officers of the Authority be authorized to Approve the 2026 Holiday Schedule.
- 3) That this resolution shall take effect immediately.

### **MOVED/SECONDED**

**Resolution moved by Commissioner:** Tammy Carrier

**Resolution seconded by Commissioner:** Colleen Beattie

**VOTE: 11-12-25-04**

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 11-12-25-05 – RESOLUTION TO APPROVE INTERLOCAL MANAGEMENT AGREEMENT FOR 2026 WITH THE PERTH AMBOY HOUSING AUTHORITY**

Chairperson: Diane Nelson submitted the following resolution:

Whereas, the Keansburg Housing Authority “KHA” has entered into an inter local management agreement with the Housing Authority of the City of Perth Amboy “HACPA” to provide management, accounting and other services,

And

Whereas, the agreement expires on December 31<sup>st</sup>, 2025

And

Whereas, the HACPA have requested a 4% increase to keep in line with increases to employees who service the contract and related health benefits costs, in addition to current inflation,

And

Whereas, the HACPA and the KHA have agreed to have all other services remain the same,

Now therefore be it resolved by the Housing Authority of the Borough of Keansburg the following:

- 1) Approval of the extension of the inter local management agreement with the Perth Amboy Housing Authority until December 31, 2026 at a monthly rate of \$4,475.00 (\$53,700 annually) for all services noted in the attached agreement,
- 2) Agreement attached will be from January 1, 2026 and terminate December 31, 2026 and made part of this resolution.

**MOVED/SECONDED**

**Resolution moved by Commissioner:** Colleen Beattie

**Resolution seconded by Commissioner:** Ann Commarato

**VOTE: 11-12-25-05**

<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 Matthew Kitchen				X

**Resolution 11-12-25-06 – RESOLUTION TO ADOPT REVISION OF PAYMENT STANDARDS  
EFFECTIVE JANUARY 1, 2026**

Chairperson: Diane Nelson submitted the following resolution:

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 Revised Payment Standards effective January 1, 2026 be adopted
- 2) That the proper officers of the Authority be authorized to adopt the Revised Payment Standards effective January 1, 2026
- 3) That this resolution shall take effect immediately.

**MOVED/SECONDED**

**Resolution moved by Commissioner:** Ann Commarato

**Resolution seconded by Commissioner:** Colleen Beattie

**VOTE: 11-12-25-06**

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 11-12-25-07 – RESOLUTION TO APPROVE SEMAP CERTIFICATION  
FISCAL YEAR ENDING SEPTEMBER 30, 2025**

Chairperson: Diane Nelson submitted the following resolution:

**WHEREAS**, the Board of Commissioners has reviewed the SEMAP Certification to HUD for its fiscal year ending September 30, 2025; and found this information to be accurate:

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Borough of Keansburg approves this certification through this Board resolution.

- 1) That the attached SEMAP Certification be approved.
- 2) That the proper officers of the Authority be authorized to Approve the SEMAP Certification for FYE 09/30/2026
- 3) That this resolution shall take effect immediately.

**MOVED/SECONDED**

**Resolution moved by Commissioner:** Colleen Beattie  
**Resolution seconded by Commissioner:** Ann Commarato

**VOTE: 11-12-25-07**

<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 Matthew Kitchen				X

**Resolution 11-12-25-08 – RESOLUTION TO APPROVE UPDATED EMPLOYEE HANDBOOK  
EFFECTIVE NOVEMBER 1, 2025**

Chairperson: Diane Nelson submitted the following resolution:

**WHEREAS**, the Board of Commissioners has reviewed and approves the Employee Handbook update effective November 1, 2025 incorporating revisions provided by the Municipal Excess Liability Joint Insurance Fund (MEL JIF).

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Borough of Keansburg approves this certification through this Board resolution.

- 1) That the attached Employee Handbook be approved.
- 2) That the proper officers of the Authority be authorized to Approve the Employee Handbook update effective November 1, 2025
- 3) That this resolution shall take effect immediately

**MOVED/SECONDED**

**Resolution moved by Commissioner:** Tammy Carrier  
**Resolution seconded by Commissioner:** Ann Commarato

**VOTE: 11-12-25-08**

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 11-12-25-09 – RESOLUTION TO AWARD CONTRACT FOR NSPIRE INSPECTION SERVICES**

Chairperson: Diane Nelson submitted the following resolution:

**WHEREAS**, the Board of Commissioners has reviewed and approves the Employee Handbook update effective November 1, 2025 incorporating revisions provided by the Municipal Excess Liability Joint Insurance Fund (MEL JIF).

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Borough of Keansburg approves this certification through this Board resolution.

- 1) That the attached NSPIRE inspection memo be approved.
- 2) That the proper officers of the Authority be authorized to award contract for NSPIRE inspections
- 3) That this resolution shall take effect immediately

**MOVED/SECONDED**

**Resolution moved by Commissioner:** Ann Commarato  
**Resolution seconded by Commissioner:** Colleen Beattie

**VOTE: 11-12-25-09**

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 7:18 PM. Board Meeting closed to the public at 7:18 PM.

Unfinished Business: None

New Business: None

Executive Session: None

Motion to close the meeting at Granville Towers at 7:19 PM  
Motion made by Colleen Beattie, Seconded by Ann Commarato. All in Favor.

MEETING HELD – November 12, 2025

ATTEST:



DOUGLAS G. DZEMA  
SECRETARY/EXECUTIVE DIRECTOR