

# ***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, March 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
	Vice-Chairperson:	Carol DeBlasio
	Commissioner:	Colleen Beattie – via Zoom
	Commissioner:	Tammy Carrier
	Commissioner:	Yolanda Ann Commarato
	Commissioner:	Mary Foley
	Executive Director:	Douglas G. Dzema, PHM
	Section 8 Coordinator:	Diana Albino
	Attorney:	Terrence Corriston, Esq. – via Zoom

Absent:	Commissioner:	Matthew Kitchen
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## **Approval of Meeting Minutes from December 11, 2024:**

Upon a motion made by Ann Commarato, seconded by Tammy Carrier to approve minutes of the Regular meeting session held on December 11, 2024.

<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

## **REPORT OF THE EXECUTIVE DIRECTOR:**

Douglas G. Dzema reported the following:

1. RPM Update:
  - a. New Property Manager, Carol Brown
  - b. New Assistant Property Manager, Carmen Nieves
2. Perth Amboy Housing Authority Inspector, Douglas Sabey will be at Granville on March 13, 2025 for a site visit.
3. HUD Update
4. Next Board meeting is May 14, 2025 at 5:00 PM
  - a. This will be both a Reorganization and Regular Board meeting
  - b. A Finance Committee meeting is being requested prior to the next Board meeting.
    - i. The Finance Committee agreed to meet on May 14, 2025 at 4:00 PM.
5. Retirement Party for Kristy Duffy and Thomas Furlong on April 25, 2025.

## **REPORT OF THE ASSISTANT DIRECTOR:**

### **Summary of Cash:**

Checking Account: \$1,230,518.20 – December 2024  
Checking Account: \$1,243,225.22 – January 2025  
Checking Account: \$1,264,006.99 – February 2025

## **CORRESPONDENCE:**

1. SEMAP Certification letter from HUD
2. NJNAHRO Conference in April

## **RESOLUTION:**

### **Resolution 03-12-25-01 – Resolution Approving Payment of Invoices for December 2024, January 2025 and February 2025**

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 \$8,755.53 for December 2024, \$29,185.47 for January 2025 and \$7,905.89 for February 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.

### **VOTE: 03-12-25-01**

<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 Matthew Kitchen				X

**REPORT OF THE ATTORNEY:** None

**COMMITTEE REPORTS:**

Finance: Finance Committee meeting scheduled for May 14, 2025 at 4:00 PM.

Personnel: None

Policy: None

**Public Session:** Opened Board Meeting for public comments at 7:17 PM. Board Meeting closed to the public at 7:17 PM.

**Unfinished Business:**

1. Mary Foley discussed Carol DeBlasio's place of residence. Further conversation ensued between Mary Foley, Commissioners, the Executive Director and Attorney.

**New Business:** None

Motion to close the meeting at Granville Towers at 7:25 PM

Motion made by Ann Commarato, Seconded by Colleen Beattie. All in Favor.

MEETING HELD – March 12, 2025

ATTEST:

DOUGLAS G. DZEMA  
SECRETARY/EXECUTIVE DIRECTOR