

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, SEPTEMBER 10, 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:	Tammy Carrier
	Commissioner:	Mary Foley
	Executive Director:	Douglas G. Dzema, PHM
	Section 8 Coordinator:	Diana Albino
	Attorney:	Terrence Corriston, Esq.
Absent:	Commissioner:	Yolanda Ann Commarato
	Commissioner:	Matthew Kitchen

Approval of the Minutes of the Regular Session from July 17, 2025.

Upon a motion made by Colleen Beattie, seconded by Carol DeBlasio to approve minutes of the Annual Regular session held on July 17, 2025.

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. Administrative Assistant New Hire
2. Interlocal Agreement between PARTNER and KHA for Bookkeeper services
3. Extension of temporary scanner position
4. Next Board meeting is November 12, 2025
5. NJNAHRO Fall Training Conference

REPORT OF THE ASSISTANT DIRECTOR:

Summary of Cash:

Checking Account: \$1,190,378.79 – July 2025

Checking Account: \$1,195,361.96 – August 2025

CORRESPONDENCE: None

RESOLUTIONS:

Resolution 09-10-25-01 – RESOLUTION APPROVING PAYMENT OF INVOICES FOR JULY 2025 AND AUGUST 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 \$23,045.26 for July 2025 and \$12,550.88 for August 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: 09-10-25-01

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 09-10-25-02 – RESOLUTION TO ADOPT OPERATING BUDGET FY2026

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Carol DeBlasio

Resolution seconded by Commissioner: Mary Foley

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 FY2026, to be adopted.
- 2 That the proper officers of the Authority be authorized to adopt the Operating Budget FY2026.
- 3 That this resolution shall take effect immediately.

VOTE: 09-10-25-02

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 09-10-25-03 – RESOLUTION TO RATIFY THE HIRING OF THE ADMINISTRATIVE ASSISTANT

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 ratification memo is adopted.
2. That the proper officers of the Authority be authorized to ratify the hiring of Brianna Hurtado for the position of Administrative Assistant
3. That this resolution shall take effect immediately

VOTE: 09-10-25-03

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

**Resolution 09-10-25-04 – RESOLUTION TO AWARD FISCAL AUDIT SERVICES
TO THE FIRM OF FRANCIS J. MCCONNELL, CPA
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2025 FOR \$6,600.00**

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Tammy Carrier

Resolution seconded by Commissioner: Colleen Beattie

Whereas, Francis J. McConnell, CPA of Philadelphia, PA, having met all the requirements in the solicitation, has submitted a reasonable price and has received positive references; 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 contract to the firm of Francis J. McConnell, CPA to perform the required annual audit for fiscal year ending September 30, 2025 at a lump sum fee of \$6,600.00.
- 2) Authorization for the Executive Director, Douglas Dzema, to execute the contract for auditing services with all terms and conditions outlined in the Request for Proposal.

VOTE: 09-10-25-04

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 09-10-25-05 – RESOLUTION TO RATIFY THE SHARED SERVICES AGREEMENT
BETWEEN PARTNER AND KHA FOR BOOKKEEPING SERVICES**

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 Shared Services Agreement is adopted.
2. That the proper officers of the Authority be authorized to ratify the Shared Services Agreement between PARTNER and KHA for bookkeeping services
3. That this resolution shall take effect immediately.

VOTE: 09-10-25-05

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 09-10-25-06 – RESOLUTION TO RATIFY THE EXTENSION OF
EMPLOYMENT FOR TEMPORARY SCANNER POSITION**

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Colleen Beattie

Resolution seconded by Commissioner: Mary Foley

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 ratification of continued temporary employment of current scanner position be adopted.
2. That the proper officers of the Authority be authorized to ratify the extension of temporary employment for current scanner position until March 31, 2026.
3. That this resolution shall take effect immediately.

VOTE: 09-10-25-06

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

REPORT OF THE ATTORNEY:

Upcoming HUD Budget

New legislation will go into effect on March 1, 2026, where every entity must have a Legal Notice section on their website. The Housing Authority would use this section to publish their Bids and RFP's and anything else normally published in the legal notice section of the newspaper.

COMMITTEE REPORTS:

Finance: None

Personnel: None

Policy: None

Public Session: Opened Board Meeting for public comments at 7:38 PM. Board Meeting closed to the public at 7:38 PM.

Unfinished Business: None

New Business: None

Executive Session: None

Motion to close the meeting at Granville Towers at 7:39 PM
Motion made by Colleen Beattie, Seconded by Carol DeBlasio. All in Favor.

MEETING HELD – September 10, 2025

ATTEST:



DOUGLAS G. DZEMA
SECRETARY/EXECUTIVE DIRECTOR