

# 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, DECEMBER 10, 2025  
5:00 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
	Commissioner:	Matthew Kitchen
	Executive Director:	Douglas G. Dzema, PHM
	Section 8 Coordinator:	Diana Albino
	Attorney:	Terrence Corriston, Esq.

Absent:	Commissioner:	Tammy Carrier
	Commissioner:	Yolanda Ann Commarato
	Commissioner:	Mary Foley

**Approval of the Minutes of the Regular Session from November 12, 2025.**

Upon a motion made by Colleen Beattie, seconded by Matthew Kitchen to approve minutes of the Annual Regular session held on November 12, 2025.

**MOVED/SECONDED**

**Resolution moved by Commissioner:** Colleen Beattie  
**Resolution seconded by Commissioner:** Matthew Kitchen

<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. Section 8 Housing Choice Voucher Waiting List Update.
2. Next Board Meeting is on January 14, 2026 at 7:00 PM.
3. Reorganization Meeting May 13, 2026 at 5:00 PM.
4. New NSPIRE Inspector starts in January.

**REPORT OF THE ASSISTANT DIRECTOR:**

**Summary of Cash:**

Checking Account: \$1,244,194.05 – November 2025

**CORRESPONDENCE:** None

**RESOLUTIONS:**

**Resolution 12-10-25-01 – RESOLUTION APPROVING PAYMENT OF INVOICES FOR NOVEMBER 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 \$8,041.32 for November 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:** Matthew Kitchen

**Resolution seconded by Commissioner:** Colleen Beattie

**VOTE: 12-10-25-01**

<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			

**COMMITTEE REPORTS:**

Finance: None

Personnel: None

Policy: None

**Public Session:** Opened Board Meeting for public comments at 5:10 PM. Board Meeting closed to the public at 5:10 PM.

**Unfinished Business:** None

**New Business:** None

**Executive Session:** None

Motion to close the meeting at Granville Towers at 5:11 PM  
Motion made by Matthew Kitchen, Seconded by Colleen Beattie. All in Favor.

MEETING HELD – December 10, 2025

ATTEST:



DOUGLAS G. DZEMA  
SECRETARY/EXECUTIVE DIRECTOR