

Housing Authority of the Borough of Keansburg



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DIANE NELSON - *Chairperson*
CAROL DEBLASIO - *Vice-Chairperson*
COLLEEN BEATTIE
TAMMY CARRIER
MATTHEW KITCHEN
CATHERINE RYAN

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, MAY 13, 2026
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 November 13, 2025 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:	Tammy Carrier
	Commissioner:	Ann Commarato
	Commissioner:	Matthew Kitchen
	Executive Director:	Douglas G. Dzema, PHM
	Section 8 Coordinator:	Diana Albino
	Attorney:	Terrence Corriston, Esq.
Absent:	Vice-Chairperson:	Carol DeBlasio
	Commissioner:	Colleen Beattie

Approval of the Minutes of the Regular Session from March 11, 2026.

Upon a motion made by Matthew Kitchen, seconded by Tammy Carrier to approve minutes of the Regular session held on March 11, 2026.

MOVED/SECONDED

Resolution moved by Commissioner: Matthew Kitchen

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 Matthew Kitchen	X			

REPORT OF THE EXECUTIVE DIRECTOR:

Douglas G. Dzema reported the following:

1. Next Board meeting is on July 8, 2026 at 7:00 PM

REPORT OF THE DIRECTOR OF STAFF OPERATIONS:

Pia Amos reported the following:

1. Utility Allowances
2. Administrative Plan change
3. Civil Rights Certification
4. Annual Plan Public Hearing at next meeting

REPORT OF THE DIRECTOR OF FINANCIAL OPERATIONS:

Brian Furlong reported the following:

1. Audit FYE 09/30/2025
2. Upcoming Budget FY 10/01/2026 – 09/30/2027

REPORT OF THE ASSISTANT DIRECTOR:

Summary of Cash:

Checking Account: \$1,240,008.57 – March 2026
 \$1,260,630.98 – April 2026

1. **CORRESPONDENCE:** Late Starter Adopt Employee Handbook

RESOLUTIONS:

Executive Director, Douglas Dzema, declared nominations for Chairperson open.

Commissioner, Matthew Kitchen motioned to nominate Diane Nelson for Chairperson of the Board of Commissioners, which motion was seconded by Commissioner Tammy Carrier. There being no additional nominations, roll call to close the nominations for Chairperson and approve Commissioner, Diane Nelson for Chairperson, the following vote was carried:

VOTE: 05-13-26-01

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 Matthew Kitchen	X			

Executive Director, Douglas Dzema, declared nominations for Vice-Chairperson open.

Commissioner, Tammy Carrier motioned to nominate Carol DeBlasio for Vice-Chairperson of the Board of Commissioners, which motion was seconded by Commissioner Ann Commarato. There being no additional nominations, roll call to close the nominations for Vice-Chairperson and approve Commissioner Carol DeBlasio for Vice-Chairperson, the following vote was carried:

VOTE: 05-13-26-02

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 Matthew Kitchen	X			

**Resolution 05-13-26-03 – RESOLUTION APPROVING PAYMENT OF INVOICES FOR
MARCH 2026 AND APRIL 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 list of bills in the amount of \$8,158.24 for March 2026 and \$16,251.88 for April 2026 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: Matthew Kitchen

VOTE: 05-13-26-03

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 Mathhew Kitchen	X			

**Resolution 05-13-26-04 – RESOLUTION TO APPROVE THE AMENDMENT TO THE
INTERLOCAL AGREEMENT BETWEEN THE
HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG
AND THE
HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY**

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 Amendment to the Interlocal Agreement between the Housing Authority of the Borough of Keansburg and the Housing Authority of the City of Perth Amboy be approved for payment.
- 2) That the proper officers of the Authority be authorized to approve the Interlocal Agreement Amendment
- 3) That this resolution shall take effect immediately.

MOVED/SECONDED

Resolution moved by Commissioner: Matthew Kitchen

Resolution seconded by Commissioner: Ann Commarato

VOTE: 05-13-26-04

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 Mathhew Kitchen	X			

Resolution 05-13-26-05 – RESOLUTION TO ACCEPT ANNUAL AUDIT FYE2025

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 Annual Audit FYE2025 be Accepted.
- 2 That the proper officers of the Authority be authorized to Accept the Annual Audit FYE2025
3. That this resolution shall take effect immediately.

MOVED/SECONDED

Resolution moved by Commissioner: Ann Commarato

Resolution seconded by Commissioner: Matthew Kitchen

VOTE: 05-13-26-05

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 Mathhew Kitchen	X			

**Resolution 05-13-26-06 – RESOLUTION TO ADOPT SECTION 8ADMINISTRATIVE PLAN
REVISION OF UTILITY ALLOWANCES**

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;

- 3 That the attached Section 8 Administrative Plan Revision of Utility Allowances be Adopted.
- 4 That the proper officers of the Authority be authorized to Adopt the Section 8 Administrative Plan Revision of Utility Allowances.
4. That this resolution shall take effect immediately.

MOVED/SECONDED

Resolution moved by Commissioner: Matthew Kitchen

Resolution seconded by Commissioner: Tammy Carrier

VOTE: 05-13-26-06

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 Mathhew Kitchen	X			

**Resolution 05-13-26-07 – RESOLUTION ADOPTING THE REVISED HOUSING CHOICE
VOUCHER PROGRAM ADMINISTRATIVE PLAN
for 2026-2027**

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;

- 5 That the attached Section 8 Administrative Plan Revision be Adopted.
- 6 That the proper officers of the Authority be authorized to Adopt the Section 8 Administrative Plan Revision.
5. That this resolution shall take effect immediately.

MOVED/SECONDED

Resolution moved by Commissioner: Ann Commarato
Resolution seconded by Commissioner: Matthew Kitchen

VOTE: 05-13-26-07

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 Mathhew Kitchen	X			

**Resolution 05-13-26-08 – RESOLUTION ADOPTING THE CIVIL RIGHTS
CERTIFICATION FOR THE PERIOD OF
OCTOBER 1, 2026 – SEPTEMBER 30, 2027**

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;

- 7 That the attached Civil Rights Certification be Adopted.
- 8 That the proper officers of the Authority be authorized to Adopt the Civil Rights Certification
6. That this resolution shall take effect immediately.

MOVED/SECONDED

Resolution moved by Commissioner: Tammy Carrier

Resolution seconded by Commissioner: Ann Commarato

VOTE: 05-13-26-08

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 Mathhew Kitchen	X			

**Resolution 05-13-26-09 – RESOLUTION ADOPTING AN UPDATED
EMPLOYEE HANDBOOK
FOR 2026-2027**

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;

- 9 That the attached updated Employee Handbook for 2026-2027 be Adopted.
- 10 That the proper officers of the Authority be authorized to Adopt the updated Employee Handbook for 2026-2027.
7. That this resolution shall take effect immediately.

MOVED/SECONDED

Resolution moved by Commissioner: Matthew Kitchen

Resolution seconded by Commissioner: Tammy Carrier

VOTE: 05-13-26-09

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 Mathhew Kitchen	X			

REPORT OF THE ATTORNEY:

Terrence Corrison, Esq. reported the following:

1. New HUD policy proposes the following:
 - a) Optional term limits to the families on the Section 8 Housing Choice Voucher program.
 - b) Optional work requirements
 - c) Cutting back on Section 8 Vouchers

COMMITTEE REPORTS:

Finance: Audit FYE 2025 Review
Budget for October 1, 2026 – September 30, 2027

Personnel: None

Policy: None

Public Session: Opened Board Meeting for public comments at 5:27 PM. Board Meeting closed to the public at 5:27 PM.

Unfinished Business: None

New Business: None

Executive Session: Personnel Matter

Motion to close the public meeting at Granville Towers and go into Executive Session at 5:29 PM
Motion made by Matthew Kitchen, Seconded by Tammy Carrier. All in Favor.

Motion to close the Executive Session at Granville Towers and reconvene the meeting at Patricia's of Holmdel - 2132 NJ-35, Holmdel, NJ 07733 at 5:39 PM
Motion made by Matthew Kitchen, Seconded by Ann Commarato. All in Favor.

MEETING HELD – May 13, 2026

ATTEST:

DOUGLAS G. DZEMA
SECRETARY/EXECUTIVE DIRECTOR