

# *Housing Authority of the Borough of Keansburg*



1 Church Street, Keansburg, NJ 07734  
Telephone: (732) 787-6151 • Fax: (732) 787-5204

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DIANE NELSON - *Chairperson*  
CAROL DEBLASIO - *Vice-Chairperson*  
MATTIE ANDERSON  
TAMMY CARRIER  
YOLANDA ANN COMMARATO  
MARY FOLEY  
THOMAS FOLEY

DOUGLAS G. DZEMA, P.H.M.  
Executive Director

DIANA ALBINO  
*HCV Program Manager*

RICHARD SCIRIA  
COUNSEL

April 5, 2019

RE: Board Meeting

Dear Commissioners,

A meeting at the Housing Authority will be held on:

Wednesday, April 10, 2019 at 7:00 PM

It will take place in the community room at Granville Towers, 1 Church Street, Keansburg, NJ 07734.

If you are unable to attend, please either call me at (732) 787-6151 x 2 or email me at [Diana\\_habk@optimum.net](mailto:Diana_habk@optimum.net) so I may confirm a quorum.

Sincerely,

*Diana Albino*

Diana Albino  
HCV Program Manager

AGENDA

KEANSBURG HOUSING AUTHORITY  
APRIL 10, 2019  
GRANVILLE TOWERS  
1 CHURCH STREET - CONFERENCE ROOM  
7:00 P.M.

1) NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE

“Adequate notice has been made as to the time, place, date of this meeting and as to the nature of business to be discussed being the general business of the Authority.”

2) SALUTE TO THE FLAG

3) Roll Call:

Chairperson	Diane Nelson
Vice-Chairperson	Carol DeBlasio
Commissioner	Tammy Carrier
Commissioner	Yolanda Ann Commarato
Commissioner	Mattie Anderson
Commissioner	Mary Foley
Commissioner	Thomas Foley

4) Approval of minutes of regular and executive meetings held on March 19, 2019.

5) REPORT OF THE CHAIRPERSON

6) REPORT OF THE EXECUTIVE DIRECTOR

Annual Audit is scheduled for April 30, 2019 – May 1, 2019

7) REPORT OF THE ASSISTANT EXECUTIVE DIRECTOR

Summary of Cash

8) CORRESPONDENCE

RESOLUTIONS:

9) 04-10-19-01 – Resolution for payment of invoices for March

10) 03-19-19-02 – Ratification of Rad Closing

11) REPORT OF THE ATTORNEY:

12) REPORT OF THE ACCOUNTANT:

13) COMMITTEE REPORTS:

Personnel

Buildings and Grounds

Resident Grievance

Applicant Screening

14) PUBLIC COMMENT

15) UNFINISHED BUSINESS

16) NEW BUSINESS

17) EXECUTIVE SESSION – POSSIBLE LITIGATION, POSSIBLE TENANT  
MATTERS AND PERSONNEL MATTERS

18) ADJOURNMENT

MINUTES OF THE HOUSING AUTHORITY – BOROUGH OF KEANSBURG

The regular meeting of the Housing Authority was held on Tuesday, March 19, 2019 at Granville Towers, 1 Church Street, Keansburg, New Jersey at 7:00 p.m.

Chairperson Diane Nelson read the Open Public Meetings Act Notice:

Salute to the Flag:

Present at roll call: Diane Nelson, Carol DeBlasio, Mattie Anderson, Tammy Carrier, Mary Foley and Tom Foley.

Absent: Yolanda Ann Commarato

Upon a motion made by Mattie Anderson, seconded by Tom Foley to approve minutes of the regular meeting and executive session held on January 23, 2019.

Roll Call Vote:

Diane Nelson - Aye Carol DeBlasio – Aye Mattie Anderson – Aye Tammy Carrier - Aye  
Ann Commarato – Absent Thomas Foley – Aye Mary Foley – Aye

REPORT OF THE CHAIRPERSON: None

REPORT OF THE EXECUTIVE DIRECTOR:

Douglas G. Dzema reported the following:

1. VMS Audit
2. RAD Closing Date has not happened yet.
3. Annual Audit to happen soon.

REPORT OF THE ASSISTANT DIRECTOR:

Summary of Cash:

Checking Account - \$206,715.84

CORRESPONDENCE: None

RESOLUTIONS:

Upon a motion made by Mattie Anderson, seconded by Tom Foley to approve resolution 3-19-19-01, payment of invoices.

Roll Call Vote:

Diane Nelson - Aye Carol DeBlasio – Aye Mattie Anderson – Aye Tammy Carrier - Aye  
Ann Commarato – Absent Thomas Foley – Aye Mary Foley – Aye

Upon a motion made by Ann Commarato, seconded by Tom Foley to approve resolution 3-19-19-02, approval of Ratification of RAD Closing via email.

Roll Call Vote:

Diane Nelson - Aye Carol DeBlasio – Absent Mattie Anderson – Absent Tammy Carrier - Aye  
Ann Commarato – Aye Thomas Foley – Aye Mary Foley – Aye

REPORT OF THE ATTORNEY:

None

REPORT OF THE ACCOUNTANT: None

COMMITTEE REPORTS:

Personnel – None  
Building & Grounds – None  
Resident Grievance – None  
Applicant screening – None  
Finance – None

Public Comment:

Nancy Hosey Apt. 308: 1) Did you say RPM hired someone, a maintenance person?  
Theresa McDonnell Apt. 203: 1) Is there a RAD closing date?  
Dennis Frank Apt. 210: 1) Why are they not keeping the regular maintenance men?  
Linda Anderson Apt. 609: 1) I would like to know if we are still going to have our electricity/air  
conditioners paid for like you said two meetings ago?  
William Anderson Apt. 502: 1) When we get locked out, we usually go to Jim and he'll let us in. Is  
he still going to let us in?

Doug Dzema informs tenants that we will have a transition meeting prior to the closing.

Mary Donnelly Apt. 613: 1) When you have meetings can you post them on the elevators?  
Bennie Rossi Apt. 303: 1) Is the maintenance man going to live here or be a transient person?

Unfinished Business – None

New Business – None

There bring no further business before the board a motion made by Mary Foley, seconded by Mattie  
Anderson to adjourn at 7:17 p.m. be approved. All In Favor.

MEETING HELD – March 19, 2019

ATTEST:

DOUGLAS G. DZEMA

SECRETARY/EXECUTIVE DIRECTOR

MINUTES OF THE EXECUTIVE SESSION  
OF  
THE BOARD OF COMMISSIONERS  
OF  
THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG  
MARCH 19, 2019  
(CONFIDENTIAL)

The Board of commissioners of the Housing Authority of the Borough of Keansburg met  
For the regular meeting on Wednesday, March 19, 2019 in the community room  
1 Church Street, Keansburg, New Jersey

The meeting was called to order by Chairperson, Diane Nelson and statement read as  
To proper notification of the meeting given in accordance with the Open Public meetings  
Act

Law as follows:

“Adequate notice has been made as to the time, place and date of meeting  
As to the nature of business to be discussed being the general business of the Authority.”

Upon a roll call those present and absent were as follows:

Present

Chairperson – Diane Nelson  
Vice-Chairperson – Carol DeBlasio  
Commissioner – Mattie Anderson  
Commissioner – Tammy Carrier  
Commissioner – Mary Foley  
Commissioner – Thomas Foley

Absent:

Commissioner – Ann Commarato

Richard Sciria reported the following:

- 1) 1 Personnel matter
- 2) 2 Tenant issues

There bring no further business before the board a motion made by Mary Foley, seconded by Mattie Anderson to adjourn at 8:00 p.m. be approved. All in Favor.

Upon a roll call the following votes were carried:

Ayes: Diane Nelson, Carol DeBlasio, Mattie Anderson, Tammy Carrier, Mary Foley and Tom Foley.

Absent: Ann Commarato

Respectfully Submitted:

Douglas G. Dzema

Executive Director/Secretary

**Summary of Cash**  
**Month of March 2019**

**CHECKING ACCOUNT**

TOTAL:	\$191,446.11
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**KEANSBURG HOUSING AUTHORITY**  
**SUMMARY OF CASH RECEIPTS**  
**AND DISBURSEMENTS**

BALANCE:	\$206,715.84
RECEIPTS:	\$ 54,299.37
DISBURSEMENTS:	\$ 69,569.10

TOTAL:	\$191,446.11
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**ANALYSIS OF RECEIPTS:**

RENT RECEIPTS:	\$ 24,670.00
REIMBURSEMENTS (SEC 8):	\$
INTERBANK TRANSFER	\$
SEBCO (WASHING MACHINES):	\$ 606.86
HUD TREAS DD:	\$ 28,985.85
BANK INTEREST:	\$ 36.66
ADP REIMBURSEMENT:	\$

TOTAL:	\$ 54,299.37
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I hereby certify that the above resolution was adopted at a commissioners meeting of the Housing Authority on April 10, 2019

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Secretary/Executive Director

**Keansburg Housing Authority**  
**Vendor Accounting Cash Payment/Receipt Register**  
**Public Housing**

Filter Criteria Includes: 1) Project: Granville Towers, 2) Payment Date: All, 3) Financial Period: March 2019, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

**Bank: The Provident Bank, Bank Account: 12345, GL Account: 1111.01**

*Posted Payments*

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
102233	03/08/2019	No	CHK	Balanikas Painting And Contractin	Unit #208 & #507	No	\$750.00
102234	03/08/2019	No	CHK	Cooper Electric Supply Company	(2) F32T8 UNIV BALLAST	No	\$32.76
102235	03/08/2019	No	CHK	Hosey, James	Security 3/1/19 - 3/15/19	No	\$110.00
102236	03/08/2019	No	CHK	Jcp&L	100008609388	No	\$3,934.75
102237	03/08/2019	No	CHK	Mcallister, Paul	Boot Reimbursement	No	\$139.99
102238	03/08/2019	No	CHK	Mcmanimon, Scotland & Bauman	Jan 2019 Rad Special Counsel Matt	No	\$12,499.50
102239	03/08/2019	No	CHK	New Jersey Natural Gas Compan	CHARGES FROM JAN 22-FEB 21	No	\$9,392.91
102240	03/08/2019	No	CHK	Optimum	3/1 - 3/31 CHARGES	No	\$237.66
102241	03/08/2019	No	CHK	Verizon Wireless	Jan 22-Feb 21 wireless charge	No	\$9.76
102242	03/18/2019	No	CHK	Atlas Elevator Inc.	MARCH MONTHLY SERVICE	No	\$300.00
102243	03/18/2019	No	CHK	Cit	60 monthly lease	No	\$129.04
102244	03/18/2019	No	CHK	New Jersey Press Media	KHA MARCH BOARD MEETING AD	No	\$40.76
102245	03/18/2019	No	CHK	Richard C Sciria, Esq.	legal services for Feb 2019	No	\$1,081.75
102246	03/18/2019	No	CHK	Roto-Rooter & Drain Service	Sink back up Apt # 509, Ran cable &	No	\$201.02
102247	03/18/2019	No	CHK	Shell	GAS	No	\$75.00
102248	03/18/2019	No	CHK	Staples Credit Plan	office supplies 2/2 thru 3/5	No	\$421.63
102249	03/18/2019	No	CHK	Ha Of The City Of Perth Amboy	March 2019	No	\$4,231.25
102250	03/29/2019	No	CHK	Cannon Financial Services, Inc.	March contract charge	No	\$86.78
102251	03/29/2019	No	CHK	Dearborn National Life Ins. Co.	Period 4/1/19 thru 6/30/19	No	\$393.75
102252	03/29/2019	No	CHK	Hosey, James	Security 3/16/19-3/31/19	No	\$110.00
102253	03/29/2019	No	CHK	Mcmanimon, Scotland & Bauman	RAD Special Counsel services throu	No	\$8,051.49
102254	03/29/2019	No	CHK	Premier Security	Surveillance CCTV-SC - replace (2)	No	\$1,976.50
102255	03/29/2019	No	CHK	PTS	Cycle 4/1/19	No	\$91.28
102256	03/29/2019	No	CHK	Republic Services #873	Monthly Pick up	No	\$1,447.82
102257	03/29/2019	No	CHK	Ryan Funeral Home	Unit 406 Clean up & disinfect room	No	\$350.00
102258	03/29/2019	No	CHK	Scoles Floorshine Ind.	(2) Toilet Tissue and (1) Floor Finish	No	\$226.18
102259	03/29/2019	No	CHK	Spectera, Inc.	April 2019	No	\$54.18
102260	03/29/2019	No	CHK	Unison Services Inc.	Floor cleaning service 3/15, 3/16 & 3	No	\$1,295.00
102261	03/29/2019	No	CHK	General Plumbing Supply, Inc.	8OD STR VALVE	No	\$737.55
102262	03/29/2019	No	CHK	Local 32 Opeiu	Union Dues for Dec 2018, Jan/Feb/	No	\$288.64
Cleared: 0							\$0.00
Uncleared: 30							\$48,696.95
Total Payments: 30							\$48,696.95

**Project Summary**  
**Bank: The Provident Bank, Bank Account: 12345, GL Account: 1111.01**

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
Public Housing - Granville Towers	\$48,696.95	\$0.00
<b>Total:</b>	<b>\$48,696.95</b>	<b>\$0.00</b>

*End of Report*

# Housing Authority of the Borough of Keansburg




1 Church Street, Keansburg, NJ 07734  
Telephone: # 732-787-6151 / Fax: # 732-787-5204

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## CERTIFICATE OF RECORDING OFFICER

I, Douglas G. Dzema, the duly appointed, qualified and acting Secretary of the Housing Authority of the Borough of Keansburg, do hereby certify that the attached extract from the Minutes of the Telephone/Email vote (Resolution # 03/19/19-02), held Tuesday, March 19, 2019 is a true and correct copy of the original minutes of such action on file and of record in so far as they relate to the matters set forth in the attached extract, I do further certify that the resolution appearing in such extract is a true and correct copy of a resolution adopted and on file and of record.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal of said Authority this 21<sup>st</sup> of March, 2019.

  
\_\_\_\_\_  
Douglas G. Dzema, PHM  
Executive Director and Secretary

(Seal)

Notarized by:   
\_\_\_\_\_

ROSEMARIE LOCSIN MCKEON  
NOTARY PUBLIC OF NEW JERSEY  
My Commission Expires 2/23/2024





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

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1 Church Street, Keansburg, NJ 07734  
Telephone: # 732-787-6151 / Fax: # 732-787-5204

## **EXTRACT FROM THE TELEPHONE/EMAIL VOTE OF THE BOARD OF COMMISSIONERS OF THE BOROUGH OF KEANSBURG DATED MARCH 19, 2019**

### **RESOLUTION NO. 03/19/19-02 OF THE BOARD OF COMMISSIONERS OF AUTHORIZING AND RATIFYING THE EXECUTION OF DOCUMENTS RELATING TO THE FINANCE, CONSTRUCTION, MANAGEMENT AND CONVERSION OF GRANVILLE TOWERS UNDER THE RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**WHEREAS**, the Housing Authority of the Borough of Keansburg (the "Authority"), a public housing agency, as defined in the United States Housing Act of 1937, 42 U.S.C. 1437a(b)(6), has received approval from the United States Department of Housing and Urban Development ("HUD") for the conversion and construction of eighty (80) residential units (the "Project") under the Rental Assistance Demonstration Program ("RAD"), P.L. 112-55 (2012), implemented through Notice PIH 2012-32, administered by HUD; and

**WHEREAS**, the Authority is the fee simple owner of that certain property identified as Block 156, Lot 8 on the tax map of the Borough of Keansburg, also known as 1 Church Street, Keansburg, New Jersey (the "Property"), whereupon the Project will be constructed; and

**WHEREAS**, the Authority received a RAD Conversion Commitment, dated on or about August 17, 2018, and as further extended from time to time, from HUD to convert the Property to multifamily housing under RAD; and

**WHEREAS**, the Authority has created and is the sole member of Granville Towers KHA, LLC, and Granville Towers KHA, LLC has, along with a single purpose entity of RPM Development, LLC, created the joint venture entity Granville Towers, L.L.C., and Granville Towers, L.L.C. has heretofore created Granville Towers Urban Renewal Associates, L.P. (the "Owner Entity"), to implement the Project; and

**WHEREAS**, in order to facilitate financing for the Project, and in accordance with the Authority's RAD approval, the Authority intends to transfer the Property to the Owner Entity through a ground lease; and

**WHEREAS**, it is anticipated that the Project will be financed in part with tax credit equity from the syndication of 4% low-income housing tax credits; and

**WHEREAS**, the Authority desires to authorize and ratify all actions taken by it necessary to implement the development, financing, construction, operation and maintenance of the Project.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Borough of Keansburg as follows:

Section 1. The above recitals are incorporated herein by reference.

Section 2. The Chairperson, Vice Chairperson and Executive Director of the Housing Authority of the Borough of Keansburg (each an "Authorized Officer") are each hereby authorized to approve, execute and deliver on behalf of the Authority all documents required by HUD to complete and implement the Project ("HUD Documents"), subject to such modifications and revisions as may be deemed necessary by the Authorized Officer in consultation with special counsel.

Section 3. The Authorized Officers are each further authorized to approve, execute and deliver in consultation with special counsel a ground lease for the Property, Authority loan documents, and any and all other documents or interests necessary to complete the Project ("Other Project Documents"; together with the HUD Documents, the "Project Documents") in consultation with special counsel, subject to such additions, modifications and deletions deemed necessary, useful or appropriate in consultation with special counsel and any assignment of agreements relating to the design, financing, construction and operation of the Project.

Section 4. The execution of all aforementioned Project Documents by any such Authorized Officers shall be conclusive evidence of such approval and no further action for approval on the part of the Board of Commissioners of the Authority shall be required.

Section 5. All prior actions taken by the Authorized Officers in furtherance of the matters that are the subject of the foregoing recitals are hereby ratified and affirmed in all respects.

Section 6. This resolution shall take effect immediately.

VOTE:

Board Member	Yes	No	Abstain	Absent
Chairperson Diane Nelson	X			
Vice Chairperson Carol DeBlasio				X
Commissioner Mattie Anderson				X
Commissioner Tammy Carrier	X			
Commissioner Ann Cammarato	X			
Commissioner Mary Foley	X			
Commissioner Thomas Foley	X			