

Housing Authority of the Borough of Keansburg



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

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

**THURSDAY, JULY 17, 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. On June 23, 2025, a notice revising the meeting date from July 9, 2025 to July 17, 2025 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:	Yolanda Ann Commarato
	Commissioner:	Mary Foley
	Commissioner:	Matthew Kitchen
	Executive Director:	Douglas G. Dzema, PHM
	Section 8 Coordinator:	Diana Albino
	Attorney:	Terrence Corriston, Esq.

Absent:	Commissioner:	Colleen Beattie
---------	---------------	-----------------

Approval of the Minutes of the Regular Session from May 14, 2025.

Upon a motion made by Colleen Beattie, seconded by Carol DeBlasio to approve minutes of the Annual Regular session held on May 14, 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. Next Board meeting is September 10, 2025 at 7:00 PM
2. Granville Towers Update: New Maintenance Staff
3. 7th Full Year of RAD
4. Pia Amos: Discuss the Public Hearing for the 5 Year Plan
5. Brian Furlong: Discussed the Audit and Budget

REPORT OF THE ASSISTANT DIRECTOR:

Summary of Cash:

Checking Account: \$1,193,964.78 – May 2025

Checking Account: \$1,192,276.57 – June 2025

CORRESPONDENCE: None

RESOLUTION:

**Resolution 07-17-25-01 – Resolution Approving Payment of Invoices for May 2025
and June 2025**

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Matthew Kitchen

Resolution seconded by Commissioner: Ann Commarato

WHEREAS, in the course of administering 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 \$14,896.73 for May 2025 and \$20,082.30 for June 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: 07-17-25-01

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 07-17-25-02 – Resolution to Accept Annual Audit FYE 2024

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Ann Commarato

Resolution seconded by Commissioner: Tammy Carrier

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 for FYE2024, to be accepted.
- 2 That the proper officers of the Authority be authorized to accept the Annual Audit for FYE2024.
3. That this resolution shall take effect immediately.

VOTE: 07-17-25-02

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 07-17-25-03 – Resolution to Introduce and Approve Operating Budget FY2026

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Matthew Kitchen

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 Operating Budget for FY2026, to be approved
- 2 That the proper officers of the Authority be authorized to approve the Operating Budget FY2026.
4. That this resolution shall take effect immediately.

VOTE: 07-17-25-03

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 07-17-25-04 – Resolution Adopting the Revised Housing Choice Voucher Program
Administrative Plan**

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Matthew Kitchen

Resolution seconded by Commissioner: Tammy Carrier

WHEREAS, THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG is required to adopt a written Administrative Plan for its Housing Choice Voucher (HCV) Program that establishes local policies for administration of the program in accordance with HUD regulations and requirements in compliance with 24 CFR §982.54; and

WHEREAS, THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG developed an updated draft HCV Administrative Plan in compliance with HOTMA Section 102 and HOTMA Section 104; and

WHEREAS, THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG was required by HUD Notice PIH 2024-38 to implement certain HOTMA provisions by July 1, 2025; and

WHEREAS, THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG in its PHA planning process, did hold a participant meeting on June 25, 2025, and a Public Hearing on July 17, 2025; and

WHEREAS, THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG, was advised that HUD has delayed further implementation of HOTMA Section 102 and HOTMA Section 104, and has not received a revised implementation timeline;

THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG that the Authority hereby adopts the attached HCV Administrative Plan subject to future discretionary revisions by the Authority and subject to a revised implementation date by HUD.

VOTE: 07-17-25-04

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 07-17-25-05 – Resolution Adopting the 5-Year Plan 2025-2029 and Adopting the Civil Rights Certification for the Period of October 1, 2025 – September 30, 2026

Chairperson: Diane Nelson submitted the following resolution:

MOVED/SECONDED

Resolution moved by Commissioner: Ann Commarato

Resolution seconded by Commissioner: Carol DeBlasio

WHEREAS, THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG is required by the United States Department of Housing and Urban Development (“HUD”) to submit a 5-Year Plan every 5th fiscal year as a qualified PHA in accordance with federal regulations; and

WHEREAS, THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG must also submit a Civil Rights Certification, HUD-50077-CR annually;

WHEREAS, THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG held a public hearing on July 17, 2025 to receive comments on the 5-Year Plan; and

WHEREAS, THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG staff met with the Resident Advisory Board on June 25, 2025 to present the 5-Year Plan; and

WHEREAS, no comments or suggestions were received from the RAB or the public; and

WHEREAS, it is recommended that the Board approve the attached 5-Year Plan and Annual Civil Rights Certification for the Fiscal Year beginning October 1, 2025, to be submitted to HUD; and

THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG that the Authority hereby approves the 5-Year and Annual Plan for submission to HUD.

VOTE: 07-17-25-05

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			

5-Year Plan Public Hearing Session:

Opened Board Meeting for public comments on the 5-year plan at 7:22 PM. There were no attendees. Closed to the public hearing at 7:22 PM.

REPORT OF THE ATTORNEY:

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 newspaper.

COMMITTEE REPORTS:

Finance:

Finance Committee met early to discuss the Audit and Budget. The Finance Committee supports both the Audit and Budget.

Personnel:

None

Policy:

None

Public Session:

Opened Board Meeting for public comments at 7:34 PM. Board Meeting closed to the public at 7:34 PM.

Unfinished Business:

None

New Business:

None

Motion to close the meeting at Granville Towers at 7:38 PM
Motion made by Tammy Carrier, Seconded by Carol DeBlasio. All in Favor.

MEETING HELD – July 17, 2025

ATTEST:


DOUGLAS G. DZEMA
SECRETARY/EXECUTIVE DIRECTOR