

# *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*  
MARY FOLEY  
MATTIE ANDERSON  
THOMAS FOLEY  
YOLANDA ANN COMMARATO  
TAMMY CARRIER

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

DIANA ALBINO  
*HCV Program Manager*

RICHARD SCIRIA  
COUNSEL

March 18, 2019

RE: Board Meeting

Dear Commissioners,

A meeting at the Housing Authority will be held on:

Tuesday, March 19, 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  
MARCH 19, 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 January 23, 2019.

5) REPORT OF THE CHAIRPERSON

6) REPORT OF THE EXECUTIVE DIRECTOR

7) REPORT OF THE ASSISTANT EXECUTIVE DIRECTOR  
Summary of Cash

8) CORRESPONDENCE

RESOLUTIONS:

9) 03-19-19-01 – Resolution for payment of invoices for February

10) REPORT OF THE ATTORNEY:

11) REPORT OF THE ACCOUNTANT:

12) COMMITTEE REPORTS:

Personnel

Buildings and Grounds

Resident Grievance

Applicant Screening

13) PUBLIC COMMENT

14) UNFINISHED BUSINESS

15) NEW BUSINESS

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

17) ADJOURNMENT

MINUTES OF THE HOUSING AUTHORITY – BOROUGH OF KEANSBURG

The regular meeting of the Housing Authority was held on Wednesday, January 23, 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, Mary Foley and Tom Foley.

Absent: Tammy Carrier, Yolanda Ann Commarato

Upon a motion made by Mary Foley, seconded by Mattie Anderson to approve minutes of the regular meeting and executive session held on December 12, 2018.

Roll Call Vote:

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

REPORT OF THE CHAIRPERSON: None

REPORT OF THE EXECUTIVE DIRECTOR:

Douglas G. Dzema reported the following:

1. RAD Activity – not closing on time due to Government shutdown.
2. RPM started with their Social Service worker to work with residents.
3. Office Relocation 95% complete.
4. Government shutdown.
5. Joe Portelli informed that RPM is proposing to self-finance this deal.

REPORT OF THE ASSISTANT DIRECTOR:

Summary of Cash:

Checking Account - \$106,625.04

CORRESPONDENCE: None

RESOLUTIONS:

Upon a motion made by Mattie Anderson, seconded by Mary Foley to approve resolution 1-23-19-01, payment of invoices.

Roll Call Vote:

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

Upon a motion made by Mattie Anderson, seconded by Mary Foley to approve resolution 1-23-19-02, approval of Disposal of Computer Equipment.

Roll Call Vote:

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

REPORT OF THE ATTORNEY:

1. Researched HUD Regulations regarding the Government shutdown.
2. Spoke to RPM's 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) Who do we pay our rent to? 2) Where does that leave the  
Maintenance men and Jimmy and I?

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 7:30 p.m. be approved. All In Favor.

MEETING HELD – January 23, 2019

ATTEST:

DOUGLAS G. DZEMA

SECRETARY/EXECUTIVE DIRECTOR

**Summary of Cash**  
**Month of February 2019**

**CHECKING ACCOUNT**

TOTAL:	\$206,715.84
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**KEANSBURG HOUSING AUTHORITY**  
**SUMMARY OF CASH RECEIPTS**  
**AND DISBURSEMENTS**

BALANCE:	\$216,224.12
RECEIPTS:	\$ 47,609.46
DISBURSEMENTS:	\$ 57,117.74

TOTAL:	\$206,715.84
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**ANALYSIS OF RECEIPTS:**

RENT RECEIPTS:	\$ 23,676.00
REIMBURSEMENTS (SEC 8):	\$
INTERBANK TRANSFER	\$
SEBCO (WASHING MACHINES):	\$ 356.90
HUD TREAS DD:	\$ 23,547.00
BANK INTEREST:	\$ 29.56
ADP REIMBURSEMENT:	\$

TOTAL:	\$ 47,609.46
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I hereby certify that the above resolution was adopted at a commissioners meeting of the Housing Authority on March 19, 2019

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: February 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*

<i>Doc Num</i>	<i>Payment Date</i>	<i>Voided</i>	<i>Type</i>	<i>Document Recipient</i>	<i>Document Description</i>	<i>Cleared</i>	<i>Amount</i>
102203	02/06/2019	No	CHK	Ha Of The City Of Perth Amboy	RAD Billing	Yes	\$5,370.00
102204	02/06/2019	No	CHK	Home Depot Credit Services	January 2019 - #603532253191210	Yes	\$40.44
102205	02/06/2019	No	CHK	Jcp&L	January 2019 #100-008-609-388	Yes	\$3,908.03
102206	02/06/2019	No	CHK	Lowe's Business Acct/Gemb	82131310481408	Yes	\$251.48
102207	02/06/2019	No	CHK	Mcmanimon, Scotland & Bauman	RAD Special Council	Yes	\$4,836.00
102208	02/06/2019	No	CHK	New Jersey Natural Gas Compan	Acct. #13-2373-4827-18	Yes	\$10,882.43
102209	02/06/2019	No	CHK	Optimum	2/1/19 - 2/28/19	Yes	\$221.88
102210	02/06/2019	No	CHK	PTS	January	Yes	\$91.28
102211	02/06/2019	No	CHK	Richard C Sciria, Esq.	January 2019	Yes	\$1,081.75
102212	02/06/2019	No	CHK	Hosey, James	Security 2/1/19 - 2/15/19	Yes	\$110.00
102213	02/27/2019	No	CHK	Absolute Protective Systems, Inc.	Annual Fire Extinguisher Mainten	No	\$1,324.00
102214	02/27/2019	No	CHK	ADK Electrical Service	1) Exhaust fan on rooftop 2) Hallway	No	\$1,558.19
102215	02/27/2019	No	CHK	Anchor Pest Control	Bi-Weekly Treatment w/ 10 unit insp	No	\$160.00
102216	02/27/2019	No	CHK	Atlas Elevator Inc.	Monthly Service February 2019	No	\$300.00
102217	02/27/2019	No	CHK	Cannon Financial Services, Inc.	Contract Charge 2/1/19-2/28/19	No	\$86.78
102218	02/27/2019	No	CHK	Central Boiler Repair Co., Inc	Vendor Invoice Transactions Feb 19	No	\$790.00
102219	02/27/2019	No	CHK	Cit	Vendor Invoice Transactions Feb 19	No	\$67.02
102220	02/27/2019	No	CHK	Commissioner Of Lwd	Joseph Garofano Renewal	No	\$40.00
102221	02/27/2019	No	CHK	Diana Albino	Mileage Reimbursement for PHA W	No	\$135.68
102222	02/27/2019	No	CHK	Garofano, Joseph	Boot Reimbursement	No	\$119.99
102223	02/27/2019	No	CHK	Hosey, James	Security 2/16/19-2/28/19	No	\$110.00
102224	02/27/2019	No	CHK	Integrated Systems & Services	Service Call 2/12/19	No	\$601.00
102225	02/27/2019	No	CHK	NJAHRA	2/1/19 Membership Dues	No	\$175.00
102226	02/27/2019	No	CHK	PTS	Pay Phone March	No	\$91.28
102227	02/27/2019	No	CHK	Republic Services #873	Vendor Invoice Transactions Feb 19	No	\$1,671.13
102228	02/27/2019	No	CHK	Robert Griggs Plumbing & Heatin	Boiler Repair	No	\$1,008.88
102229	02/27/2019	No	CHK	Shell	Vendor Invoice Transactions Feb 19	No	\$68.99
102230	02/27/2019	No	CHK	Silent Companion Corporation	Quarterly Alarm Monitoring	No	\$150.00
102231	02/27/2019	No	CHK	Spectera, Inc.	3/1/19 - 3/31/19	No	\$108.36
102232	02/27/2019	No	CHK	Staples Credit Plan	2221790541, 2222346191, 2222367	No	\$854.33
						Cleared: 10	\$26,793.29
						Uncleared: 20	\$9,420.63
						Total Payments: 30	\$36,213.92

**Project Summary**

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

<i>Program - Project</i>	<i>Payments</i>	<i>Deposits</i>
Public Housing - Granville Towers	\$36,213.92	\$0.00
<b>Total:</b>	<b>\$36,213.92</b>	<b>\$0.00</b>

*End of Report*