

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, JANUARY 14, 2026
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 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
	Vice-Chairperson:	Carol DeBlasio
	Commissioner:	Tammy Carrier
	Commissioner:	Yolanda Ann Commarato (Virtually)
	Commissioner:	Mary Foley
	Commissioner:	Matthew Kitchen (Virtually)
	Executive Director:	Douglas G. Dzema, PHM
	Section 8 Coordinator:	Diana Albino
	Attorney:	Terrence Corriston, Esq.

Absent:	Commissioner:	Colleen Beattie
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Approval of the Minutes of the Regular Session from December 10, 2025.

Upon a motion made by Tammy Carrier, seconded by Carol DeBlasio to approve minutes of the Regular session held on December 10, 2025.

MOVED/SECONDED

Resolution moved by Commissioner: Tammy Carrier

Resolution seconded by Commissioner: Carol DeBlasio

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 on March 11, 2026 at 7:00 PM.
2. Annual Shredding/Purge
3. Annual Audit
4. Training for Administrative Assistant to conclude by the end of March

REPORT OF THE ASSISTANT DIRECTOR:

Summary of Cash:

Checking Account: \$1,264,974.20 – December 2025

CORRESPONDENCE: None

RESOLUTIONS:

**Resolution 01-14-26-01 – RESOLUTION APPROVING PAYMENT OF INVOICES FOR
DECEMBER 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 \$12,813.50 for December 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: Tammy Carrier
Resolution seconded by Commissioner: Matthew Kitchen

VOTE: 01-14-26-01

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 Mary Foley	X			
Commissioner Matthew Kitchen	X			

Resolution 01-14-26-02 – RESOLUTION APPOINTING A FUND COMMISSIONER

Chairperson: Diane Nelson submitted the following resolution:

WHEREAS, the Keansburg Housing Authority (member) is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a FUND COMMISSIONER to represent and serve the Authority as its’ representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Keansburg Housing Authority does hereby appoint Douglas G. Dzema, PHM as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2026.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE KEANSBURG HOUSING AUTHORITY AT A MEETING HELD ON JANUARY 14, 2026.

MOVED/SECONDED

Resolution moved by Commissioner: Tammy Carrier
Resolution seconded by Commissioner: Matthew Kitchen

VOTE: 01-14-26-02

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 Mary Foley	X			
Commissioner Matthew Kitchen	X			

REPORT OF THE ATTORNEY:

Terrence Corrison, Esq. reported the following:

1. New public notice law to take effect on March 1, 2026. Public notices are required to be linked to the New Jersey State website. You must notify the secretary of state of same so your link can be posted on the state’s webpage.
2. The housing authority will also have to comply with ADA requirements for the webpage by April 26th.

COMMITTEE REPORTS:

Finance: None

Personnel: None

Policy: None

Public Session: Opened Board Meeting for public comments at 7:12 PM. Board Meeting closed to the public at 7:12 PM.

Unfinished Business: None

New Business: None

Executive Session: None

Motion to close the meeting at Granville Towers at 7:12 PM
Motion made by Tammy Carrier, Seconded by Matthew Kitchen. All in Favor.

MEETING HELD – January 14, 2026

ATTEST:



DOUGLAS G. DZEMA
SECRETARY/EXECUTIVE DIRECTOR