

# *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

February 19, 2019

RE: Board Meeting

Dear Commissioners,

A meeting at the Housing Authority will be held on:

Wednesday, February 20, 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  
FEBRUARY 20, 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) 02-20-19-01 – Resolution for payment of invoices for January

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

MINUTES OF THE EXECUTIVE SESSION  
OF  
THE BOARD OF COMMISSIONERS  
OF  
THE HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG  
JANUARY 23, 2019  
(CONFIDENTIAL)

The Board of commissioners of the Housing Authority of the Borough of Keansburg met  
For the regular meeting on Wednesday, January 23, 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 – Mary Foley  
Commissioner – Thomas Foley

Absent:

Commissioner – Tammy Carrier  
Commissioner – Ann Commarato

Richard Sciria reported the following:

- 1) Richard Sciria has discussed multiple issues with RPM attorney.
- 2) 2 Personnel matters
- 3) 4 Tenant issues

There bring no further business before the board a motion made by Ann Commarato, 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, Mary Foley and Tom Foley.

Absent: Tammy Carrier and Ann Commarato

Respectfully Submitted:

Douglas G. Dzema

Executive Director/Secretary

**Summary of Cash**  
**Month of January 2019**

**CHECKING ACCOUNT**

TOTAL:	\$216,224.12
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**KEANSBURG HOUSING AUTHORITY**  
**SUMMARY OF CASH RECEIPTS**  
**AND DISBURSEMENTS**

BALANCE:	\$106,625.04
RECEIPTS:	\$241,305.11
DISBURSEMENTS:	\$131,706.03

TOTAL:	\$216,224.12
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**ANALYSIS OF RECEIPTS:**

RENT RECEIPTS:	\$ 24,866.00
REIMBURSEMENTS (SEC 8):	\$ 13,137.43
INTERBANK TRANSFER	\$150,000.00
SEBCO (WASHING MACHINES):	\$
HUD TREAS DD:	\$ 53,274.00
BANK INTEREST:	\$ 27.68
ADP REIMBURSEMENT:	\$

TOTAL:	\$241,305.11
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I hereby certify that the above resolution was adopted at a commissioners meeting of the Housing Authority on January 23, 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: January 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>
102161	01/15/2019	No	CHK	Anchor Pest Control	Inv. 40085	Yes	\$125.00
				***** Replaces Check Number 102156 *****			
102162	01/15/2019	No	CHK	ADK Electrical Service	132864	Yes	\$240.42
				***** Replaces Check Number 102157 *****			
102163	01/15/2019	No	CHK	Adp Tax Impound	8428433	No	\$16.97
				***** Replaces Check Number 102156 *****			
102164	01/15/2019	No	CHK	Atlas Elevator Inc.	17328	Yes	\$300.00
				***** Replaces Check Number 102157 *****			
102165	01/15/2019	No	CHK	Borough Of Keansburg	Water & Sewer	Yes	\$22,395.56
				***** Replaces Check Number 102158 *****			
102166	01/15/2019	No	CHK	Cit	32931874	Yes	\$124.04
				***** Replaces Check Number 102159 *****			
102167	01/16/2019	No	CHK	Ha Of The City Of Perth Amboy	Management & Accounting Services	Yes	\$4,231.25
102168	01/16/2019	No	CHK	Hosey, James	Security 1/1/19 - 1/15/19	Yes	\$220.00
102169	01/16/2019	No	CHK	Integrated Systems & Services	55486	Yes	\$210.00
102170	01/16/2019	No	CHK	Jb Sales & Service	96325147	Yes	\$216.49
102171	01/16/2019	No	CHK	Jcp&L	Jan 3	Yes	\$4,216.87
102172	01/16/2019	No	CHK	Kepwel Spring Water	106245	Yes	\$14.00
102173	01/16/2019	No	CHK	Lowe's Business Acct/Gemb	829, 616,569	Yes	\$400.50
102174	01/16/2019	No	CHK	New Jersey Natural Gas Compan	Vendor Invoice Transactions Jan 19	Yes	\$10,427.35
102175	01/16/2019	No	CHK	Optimum	internet	Yes	\$221.88
102176	01/16/2019	No	CHK	Photo Offset Printing	22294	Yes	\$30.00
102177	01/16/2019	No	CHK	Quill Corporation	3811059	Yes	\$279.92
102178	01/16/2019	No	CHK	Scoles Floorshine Ind.	421503	Yes	\$255.41
102179	01/16/2019	No	CHK	Spectera, Inc.	20181220000149	Yes	\$54.18
102180	01/16/2019	No	CHK	Staples Credit Plan	Office supplies	Yes	\$128.29
102181	01/16/2019	No	CHK	Township Hardware, Inc	\$22.28 (3724) \$13.96 (3848) \$11.96	Yes	\$88.17
102182	01/16/2019	No	CHK	Verizon Wireless	Telephones	Yes	\$105.75
102183	01/17/2019	No	CHK	Anchor Pest Control	3799,6106,6636,38, 39, 40,5263,69	Yes	\$3,558.28
102184	01/17/2019	No	CHK	Block Line Systems	54177190115	Yes	\$2,091.53
102185	01/17/2019	No	CHK	Ebonics Computer Systems	Computer-replace battery	Yes	\$90.00
102186	01/17/2019	No	CHK	Roto-Rooter & Drain Service	#26029 Apt 206 flooded out	Yes	\$105.00
102187	01/17/2019	No	CHK	Shell	93087534901	Yes	\$76.99
102188	01/18/2019	No	CHK	Photo Offset Printing	#10 Window Envelopes	Yes	\$95.00
102189	01/18/2019	No	CHK	Richard C Sciria, Esq.	December 2018 Invoice	Yes	\$1,133.75
102190	01/23/2019	No	CHK	Anchor Pest Control	Bi-Monthly Service	No	\$285.00
102191	01/23/2019	No	CHK	Cannon Financial Services, Inc.	Contract Charge 1/1/19 - 1/31/19	No	\$86.78
102192	01/23/2019	No	CHK	Garofano, Joseph	Reimbursement for incorrect pensio	Yes	\$427.84
102193	01/23/2019	No	CHK	New Jersey Public Housing Autho	January 2019	Yes	\$33,121.00
102194	01/23/2019	No	CHK	Pitney Bowes	Invoice #1010871831 - Account #00	No	\$105.00
102195	01/23/2019	No	CHK	Superior Office Systems, Inc.	Inv. #775935 - 12/24/18 - 3/23/19 Ac	Yes	\$93.60
102196	01/31/2019	No	CHK	Atlas Elevator Inc.	January service contract	No	\$300.00
102197	01/31/2019	No	CHK	Building Net Llc	Yearly Data Service Boiler Monitorin	No	\$1,188.00
102198	01/31/2019	No	CHK	Dearborn National Life Ins. Co.	1/1/2019 - 3/31/2019	No	\$393.75
102199	01/31/2019	No	CHK	Ha Of The City Of Perth Amboy	Management & Accounting Fee 2/20	No	\$4,231.25
102200	01/31/2019	No	CHK	Premier Security	Installation of Intercom New Office	No	\$2,570.00
102201	01/31/2019	No	CHK	Robert Griggs Plumbing & Heatin	Service Call 1/3/19	No	\$2,524.40

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

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102202	01/31/2019	No	CHK	Verizon Wireless	December & January Billing	No	\$199.78
						Cleared: 31	\$85,078.07
						Uncleared: 11	\$11,900.93
						Total Payments: 42	\$96,979.00

**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	\$96,979.00	\$0.00
<b>Total:</b>	<b>\$96,979.00</b>	<b>\$0.00</b>

*End of Report*