

BERKELEY TOWNSHIP HOUSING AUTHORITY**REGULAR MEETING: June 24, 2014**

These Minutes are not verbatim, but a condensed version of what transpired at the Berkeley Township Housing Authority Board of Commissioners Meeting held on June 24, 2014 at 4:00 PM in the Community Room, located at the Administration Building at 44 Frederick Drive, Bayville NJ.

PRESENT: GRACE DEKKER, EXECUTIVE DIRECTOR
LYNNE NUTLEY, CHAIRPERSON
KATHLEEN NUNN, VICE-CHAIRPERSON
JUDITH NOONAN, COMMISSIONER
NILDA GARIBALDI, COMMISSIONER
SOPHIE KAUCHAK, COMMISSIONER
NIKOLAUS SEITZ, COMMISSIONER
ROBERT DEKKER, MAINTENANCE SUPERVISOR
DAVE CIARROCCA, ACCOUNTANT

ABSENT: KATHERINE FULCOMER, COMMISSIONER
TERRENCE CORRISTON, LEGAL COUNSEL
JANET MALANGA, TRANSCRIBER

CALL TO ORDER: Public Meetings Act, adequate notice of this meeting has been provided in the following manner; on January 17, 2014 a notice of all meetings was provided to the Township of Berkeley Clerks Office, the Asbury Park Press, and was posted on the Authority official public bulletin board at the BTHA's Administration Buildings as well as the BTHA's Website.

PLEDGE OF ALLEGIANCE: All those present recited the Pledge of Allegiance.

MOMENT OF SILENCE: A moment of silence was observed for the troops oversea.

ROLL CALL: Roll call was read as listed above.

AUTHORIZATION BY THE BOARD TO APPROVE THE MINUTES FOR THE MARCH BOARD MEETING: A motion was made by Judy Noonan to approve the Minutes. The motion was seconded by Kathleen Nunn. Roll call found all in favor.

AUTHORIZATION BY THE BOARD TO APPROVE THE MINUTES FOR THE CLOSED SESSION OF THE MARCH BOARD MEETING: No Closed Session Minutes for March.

AUTHORIZATION BY THE BOARD TO APPROVE FOR PAYMENTS POINTS A THROUGH E ALSO TO INCLUDE THE ITEMS FROM THE HANDOUT: A motion was made by Judy Noonan to approve the payments. The motion was seconded by Kathleen Nunn. Roll call found all others to be in favor.

REPORTS TO THE BOARD:

Mr. Larsen went over reports from his audit. It was his opinion the financial statements present fairly the financial condition of the BTHA. That is the highest level of assurance that an auditor can give. It is an unmodified opinion. The audit did not identify any deficiencies in the internal control. There were no instances of non-compliance. His opinion was that the Housing Choice Voucher Program and New Construction Program they HA did comply with compliance requirements of those two major programs. They also look at the HA internal control and they did not identify any deficiencies. There were no findings in his audit.

Mr. Larsen then went over the financial statement. From Dec 2012 to December 2013 there was a slight deterioration in the financial condition. It was not much and the HA is holding the line pretty good. The financial strength is determined by looking at liquidity not equity. The HA has current assets in 2013 of \$610,000.00 and current liabilities of \$151,000.00. The HA did a nice job watching expenses. There is about seven months of reserves.

ACCOUNTANT – Dave Ciarrocca said that the HA is at a very challenging financial time. The budget committee would meet in August, Kathy Nunn, Lynn Nutley, Nikolaus Seltz and Dave to go over some ideas on what the HA could do. The HA does not know about Bayridge at this point. The contract is over in July but there is some controversy that the State is saying if there is a HA in the jurisdiction of that building they should keep it which would be BTHA.

HUD is saying that is not the way. The HA will keep it until HUD takes it and then once it is resolved it may come back to the HA.

EXECUTIVE DIRECTOR- The Executive Director reviewed her report. HUD would not permit her to raise rent but she asked about raising late charges. The HA is having a problem with people not paying their rent. She asked if the Board would allow an increase in late charges. The tenants have the opportunity to get free food and they do not come out. The HA is now sending them to court for habitual late rent.

The generator was installed because of hurricane Sandy. The HA renewed the continuum of care vouchers. The contract with Brick has ended. It should have generated about \$4,800.00 with the re-inspections that Bob did the HA made about \$8,500.00. The HA is asking Brick to give BTHA the vouchers that are in the HA's jurisdiction which would be about 37 vouchers.

The Capital Fund resolution is included in the packet. The Joint Insurance resolution is also included. The HA is going to have a meeting with the residents. There are a lot of illegal tenants at the HA. Operation Schoolhouse would like to continue next year that has to be approved by the school board. The HA did a payroll audit they do not know the outcome yet.

MAINTENANCE SUPERVISOR- The HA had a couple turnovers. None of the apartments were in bad shape. Maintenance cleaned out a clog in the pipes some tenants were complaining about the water temperatures. They did some work in the laundry room. There are problems with illegal tenants. It is very difficult to get people out for illegal tenants. The HA lease says no guests for more than ten days out of the year. The sanitation department finally got a new truck that lifts dumpsters and the HA got all new dumpsters. The cameras need work they were installed in 2001. The cameras are what started to save the HA.

APPROVE RESOLUTIONS

- 2014-6-1 To Approve an Increase to the Late Charge**
- 2014-6-2 To Approve the Installation of a Back-Up Generator**
- 2014-6-3 To Accept the 2014 Capital Fund**
- 2014-6-4 T Approve the Updated Employment Practices per the Joint Insurance Fund**

A motion was made to approve the resolutions by Judy Noonan. The motion was seconded by Nikolaus Seitz. Roll call found all in favor.

There was an additional resolution that was passed out.

- 2014-6-5 To Approve the Renewal of the Membership in NJ Public Housing Authority Joint Insurance Fund.**

A motion was made by Judy Noonan to approve the resolution. The motion was seconded by Nikolaus Seitz. Roll call found all in favor.

UNFINISHED BUSINESS –Nilda discussed the flyer that was passed out regarding illegal tenants.

NEW BUSINESS – None

PUBLIC PORTION – None

CLOSED SESSION – None

MOTION TO ADJOURN –Judy Noonan made a motion to adjourn, all were in favor.