

**BERKELEY TOWNSHIP HOUSING AUTHORITY  
REGULAR MEETING: JUNE 27, 2013**

**PRESENT:** GRACE DEKKER, EXECUTIVE DIRECTOR  
LYNNE NUTLEY, CHAIRPERSON  
KATHLEEN NUNN, VICE-CHAIRPERSON  
KATHERINE FULCOMER, COMMISSIONER  
NIKOLAUS SEITZ, COMMISSIONER  
JUDITH NOONAN, COMMISSIONER  
NILDA GARIBALDI, COMMISSIONER  
RICHARD LARSEN, AUDITOR  
TERRENCE CORRISTON, LEGAL COUNSEL

**ABSENT:** SOPHIE KAUCHAK, COMMISSIONER  
JANET MALANGA, TRANSCRIBER

**CALL TO ORDER:** Chairperson Nutley attested that the meeting had been duly advertised and that the public had sufficient notice as to the time, date and place of the meeting.

**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.

Mr. Larsen spoke to the Board regarding the audit. His opinion was the financial statements present fairly and all material respects the financial condition of the BTHA. He said it was a very good outcome and was something that they expected. He reviewed several key parts of the audit. He said that they did not identify any deficiencies in the internal control of financial reporting that need to be reported. He stated that they look at compliance issues and they stated that there were no instances of non-compliance that are required to be reported. Their opinion on each major federal program they give the Authority an unmodified opinion and say that they complied in all material respects, which is a fantastic outcome. The Internal Control Structure over compliance they did not identify any deficiencies. Of the three reports they had no findings and nothing needs to be reported to HUD and there is no corrective action plan that needs to be completed. The Board members discussed building on HA land and what could be done to meet the needs of the people, what is the most feasible and still have an impact and make it worthwhile. Mr. Larsen said that times are tough but the HA had good financial management around over the years because they built up some reserves to withstand this. Mr. Seitz questioned a note that was in the audit regarding health coverage and it was

determined that was in there by error and would be removed because there was no new or additional health coverage.

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

**AUTHORIZATION BY THE BOARD TO APPROVE THE MINUTES FOR THE CLOSED SESSION OF THE MARCH BOARD MEETING:** A motion was made by Commissioner Noonan to approve the Closed Session Minutes. The motion was seconded by Commissioner Seitz. Roll call found all in favor.

**AUTHORIZATION BY THE BOARD TO APPROVE FOR PAYMENTS POINTS A THROUGH D:** A motion was made to approve the payments by Commissioner Noonan. The motion was seconded by Commissioner Nunn. Roll call found all in favor.

#### **REPORTS TO THE BOARD**

**LEGAL COUNSEL -** Mr. Corrison advised that he has been working on the by-laws and he is going to meet with the Director and a committee to make some recommendations to bring the by-laws up to date. He reviewed the proposals for the web page (three) he did a projected cost for five years. He recommended Maztech based on price \$3,180.00. Commissioner Noonan called for a motion for Maztech for \$3,180.00 for the HA website. Commissioner Fulcomer seconded the motion. Roll call found all in favor.

**The tape ended and when switched to the other side I was unable to transcribe.**

**BERKELEY TOWNSHIP HOUSING AUTHORITY**  
**REGULAR MEETING: September 26, 2013**

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

**ABSENT:** JANET MALANGA, TRANSCRIBER

**CALL TO ORDER:** Chairperson Nutley attested that the meeting had been duly advertised and that the public had sufficient notice as to the time, date and place of the meeting.

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

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

**ROLL CALL:** Roll call was read as listed above.

**AUTHORIZATION BY THE BOARD TO APPROVE THE MINUTES FOR THE JUNE BOARD MEETING:** A motion was made by Commissioner Noonan to approve the Minutes. The motion was seconded by Commissioner Seitz. Roll call found all in favor except Commissioner Kauchak who abstained.

**AUTHORIZATION BY THE BOARD TO APPROVE THE MINUTES FOR THE CLOSED SESSION OF THE JUNE BOARD MEETING:** A motion was made by Commissioner Noonan to approve the Minutes. The motion was seconded by Commissioner Nunn. Roll call found all in favor with the exception of Commissioner Kauchak who abstained.

**AUTHORIZATION BY THE BOARD TO APPROVE FOR PAYMENTS POINTS A THROUGH D:** A motion was made by Commissioner Noonan to approve the payments. The motion was seconded by Commissioner Nunn. Roll call all in favor.

## REPORTS TO THE BOARD

**LEGAL COUNSEL** - Mr. Corrison handed out a tool kit summary. He said that with the cuts that HUD implemented it is becoming more difficult to survive; particularly a small housing authority. There were efforts to maximize whatever returns housing authorities can and to seek other methods of funding housing authorities. He had an RFP for a developing partner for the 1 ½ acre of property the HA has and to solicit proposals for a tax credit deal to develop the property. The HA would be contributing the land and management skills. HUD is putting out another program called RAD.

The HA is subsidized by the federal government through an annual contributions contract. When the HA was built they entered into a contract with HUD whereby HUD agreed to support the housing. HUD agrees to give you supplements to make up the difference between what the rents don't pay and what are your actual needs, your costs and there is a formula to figure out what HUD will fund. For several years they have been cutting the amount that they are funding. They are telling you today that you are getting 83% of what you need and that you have to make due.

With the new RAD program instead of having an annual contributions contract you are basically converting the program to Section 8 and the tenants that live in the units get a Section 8 voucher instead of being a Public Housing resident. The annual contributions contract goes out the window and gets terminated and you get a Section 8 contract which is good for 15-20 years. If the HA did away with the Public Housing contract and entered into a Section 8 contract now they have a guaranteed source and you are able to leverage that property to borrow money to assist if you are able to get funds through tax credit programs. The program is a project based voucher.

Dave Ciarrocca discussed RAD and some financial issues and subsidy with the Board members. He said that in Atlantic City he spoke with a lot of accountants that he worked with for almost thirty years and people have been scared into thinking that this may be an escape or solution and he said he was leaning towards that himself. All you have to do is look at the numbers. If the HA does tax credit funding it provides options and resources that the HA does not have now. Dave said that the Capital Fund leveraging would be paid off. REAC inspection would be gone which would save money. The HA would still be held accountable to standards. The decision needs to be made by December 31<sup>st</sup> the HA has to put a proposal out first and then they could present at the next meeting. The lawyer and accountant would have to look at the application together and then a consultant would have to do the application and that is very costly. HUD would have to approve and separate the property. It would be better to get someone to be a developer and does the RAD. Commissioner Nunn made a motion to pursue the matter. The motion was seconded by Commissioner Noonan. Roll call found all in favor.

The program will last until 160,000 vouchers are issued. Funding for the program is at its maximum and the concern is that next year's funding will be smaller so you want to get your application with this year's funding. About 15% of the units available were applied for so far. The program has been out for over a year and nobody is applying for it, they do not know about it.

**ACCOUNTANT** - Dave Ciarrocca said that this was what he came to discuss. Next month he would present the 2014 budget. Grace said she and Dave went over salary increases and he was there to answer any questions. The increases are retroactive from January and the increase is 3% for 2014 budget. Grace spoke to Lynne and said that she would go without an increase and discuss the Board giving her an extra week vacation.

**EXECUTIVE DIRECTOR**-Grace reviewed her report. Mazteck was in there and the resolution was approved at the last meeting and included in this packet. This was for the web page. Tuesday the HA got a call from the township and Arlene was unable to help them so the administrator from the town, Chris Reed, got into a confrontation with Linda on the telephone. Linda was so upset that she felt as though she was going to be sick he was so nasty. He wanted to know who Grace was on the phone with. Grace called him back and asked him what he needed and he wants to make sure the HA and other people in the town are doing RFPs or RFQs properly. Grace was insulted as the township does not have anything to with how the HA runs their business. Once again this is creating a conflict in the office. Mr. Reed was very abrupt. Grace said that she has no problem giving anyone anything that they want they can ask for it the proper way and ask for it nicely, they can also put in in writing.

The problem that she has is that it is ironic that the Board packet went out on Monday and on Tuesday the HA got this telephone call. She assumes that someone on the Board is letting the town know what is going on in the HA. It is not appropriate or ethical that the town gets involved in what they do. All the Board members should know that nothing in the packet is to be discussed until it comes before the Board. She immediately called Terry and he said that we can give it to the town and she does not have a problem giving it to them. She asked if anyone was telling the town what is going on. Nobody admitted to letting the town know anything from the packet. The HA goes over and above how they do proposals they are sent out to qualified people. She said that she has been with the HA for over 17 years and everyone takes their job very seriously. Judy said she would like for the attorney to send something to Mr. Reed on how the HA functions and that maybe he is not aware of the responsibilities. Nobody should be abused on the phone or talked rude to. The attorney discussed what he could put in a letter to the township.

Mr. Corrison said that he would make the Township aware of what the HA regulations are and that they are using the small purchase process. Commissioner Noonan stated that she wanted it pointed out that they received the information before the HA had an open

meeting. Grace said that he did not say that. Commissioner Noonan said that she is the liaison and she planned on saying something to him. Commissioner Nutley said to just put in in writing and go from there. Commissioner Noonan made a motion for Legal Counsel to send a letter to Mr. Reed at the Township. Commissioner Kauchak seconded the motion. Roll call found all in favor.

The Executive Director said that a few checks came in for the FEMA money and she put in the packet for review. She said the HA should be done with FEMA. She went to the insurance company and put in a claim for the funds that they did not get paid for FEMA. They did agree to \$69,605, they are still reviewing but that is their cost estimate on what they could give the HA for damages.

The Executive Director said that Resolution 2013-9-2 is to open the Public Housing waiting list. She said it will open on the 30<sup>th</sup>. She then stated that the staff at the HA does a great job and with regards to salary increase due to the financial cut the HA cannot give 3% that they put in there. They did do evaluations and spoke to Lynn.

There was corrosion in the pipes from IB Miller from water damage that they did and the attorney and Bob worked together on that. She said that Terry did a letter and Bob talked to them and they got the money that it cost the company to come out and make the repairs in the panel box. There is nothing new with the Operating Reserve litigation. Bob got appointed by the Ocean County Board of Chosen Freeholders he is now on the Ocean County Workforce investment board and this is a volunteer position that meets quarterly.

**MAINTENANCE SUPERVISOR** - Bob said there was one turnover. He is converting pole lights at Site B with new bulbs it will only draw a  $\frac{1}{4}$  of an amp. He did a lot of Section B inspections for Brick HA and Berkeley HA. The boilers are on and the heating system is on for the season.

#### **APPROVE RESOLUTIONS-**

##### **2013-9-1 TO ACCEPT THE 2013 CAPITAL FUND PROGRAM GRANT**

Commissioner Noonan made a motion to approve the Resolution. Commissioner Seikes seconded the motion. Roll call found all in favor.

##### **2013-9-2 TO APPROVE THE OPENING OF THE PUBLIC HOUSING WAITING LIST**

Commissioner Noonan made a motion to approve the Resolution. Commissioner Nunn seconded the motion. Roll call found all in favor.

##### **2013-9-3 TO APPROVE A COST OF LIVING INCREASE FOR THE BERKELEY HOUSING AUTHORITY EMPLOYEES**

Commissioner Kauchak made a motion to approve the Resolution. Commissioner Noonan seconded the motion. The Board agreed that Grace Dekker would get an extra week vacation in lieu of a salary increase. Roll call found all in favor.

**UNFINISHED BUSINESS - None**

**NEW BUSINESS -None**

**PUBLIC PORTION-None**

**CLOSED SESSION -None**

**MOTION TO ADJOURN - Commissioner Noonan made a motion to adjourn. The motion was seconded by Commissioner Nunn. Roll call found all in favor.**



# HOUSING AUTHORITY Of The TOWNSHIP OF BERKELEY

44 FREDERICK DRIVE • BAYVILLE, NEW JERSEY 08721 • (732) 269-2312 • FAX: (732) 269-7709

## BOARD MEETING SCHEDULE 2014

Last Tuesday of every month at 4:00pm unless indicated

January 28, 2014

March 25, 2014

June 24, 2014

September 30, 2014

\*October 28, 2014 - Annual Reorganization Meeting  
(4<sup>th</sup> Thursday of the Month)

November 25, 2014

Normal payments will be made  
when no monthly Board Meeting is scheduled

Front:Board Meeting Schedule/2014



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