

## **BERKELEY TOWNSHIP HOUSING AUTHORITY**

### **REGULAR MEETING:** June 30, 2015

*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 30, 2015 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  
NIKOLAUS SEITZ, COMMISSIONER  
NILDA GARIBALDI, COMMISSIONER  
KATHERINE FULCOMER, COMMISSIONER  
TERRENCE CORRISTON, LEGAL COUNSEL  
BOB DEKKER, MAINTENANCE SUPERVISOR  
RICHARD LARSEN, AUDITOR  
DAVE CIARROCCA, ACCOUNTANT

**ABSENT:** JANET MALANGA, TRANSCRIBER

**CALL TO ORDER:** Public Meetings Act, adequate notice of this meeting has been provided in the following manner; on January 2015 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 overseas.

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

Chairperson Nutley said that they received the scores from PHAS and SEMAP and it was 100% and congratulated and thanked the staff for the magnificent work they do to get the score that the HA got.

Richard Larsen the auditor for the HA said that there were three reports in the financials. He gives an opinion on the HA's financial statements. They did not identify any deficiencies in the internal control structure. That is the highest level of insurance that they can give. He said that there were three reports and all is good which is fantastic. He reviewed his reports with the Board members. He said the HA watched their expenditures and held the line which is good. Mr. Larsen and Dave Ciarrocca then discussed funding cuts and lost revenue and HA financials.

Grace said that in the packet the actuary was enclosed for the retirees and asked if anyone had any questions they ask Mr. Larsen and Mr. Ciarrocca while they were there. The HA budgeted for it but wanted an account that would just be specific for that and only used for those people that out in their twenty five or thirty five years. If anyone agreed Mr. Larsen could come up with a figure and then she could let the Board know if everybody wanted to approve something to be put away in a trust account that would be irrevocable in order to completely shield it from HUD. Mr. Ciarrocca said that just setting aside money but if HUD comes up and do some kind of reserve recapture those funds would be potentially targeted if you move it to an irrevocable trust then even on the financials you would see those dollars classified as restricted. You would need a legal document to make it an irrevocable trust. A document was filed years ago that if you worked for the HA twenty five years your medical benefits would be paid. Dave said when an employee retires and they are entitled to benefits the State then sends

two bills, an active employee bill and an inactive employee bill covering those employees that have retired.

**AUTHORIZATION BY THE BOARD TO APPROVE THE MINUTES FOR THE MARCH BOARD MEETING:**

A motion was made to approve the March Minutes by Commissioner Noonan. The motion was seconded by Commissioner Fulcomer. 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

**AUTHORIZATION BY THE BOARD TO APPROVE FOR PAYMENTS POINTS A THROUGH F: REPORTS TO THE BOARD:**

A motion was made by Commissioner Noonan to approve the payments. The motion was seconded by Commissioner Seitz. Roll call found all in favor.

**LEGAL COUNSEL** – Mr. Corrison said that they were in court on an adjourned case. Things are relatively routine. It was asked about texting in meetings and if it was a violation of Sunshine Law and Mr. Corrison said that he did not think it did. His opinion is that if you could show that people were texting each other during the meeting and communicating privately at a meeting he supposed it might amongst each other. At a meeting your discussions are supposed to be public. If you are texting someone that the meeting is running long he did not think that was a problem. It is up to the Board to decide if texting is allowed during a meeting.

**EXECUTIVE DIRECTOR**- Grace said that everyone needs to acknowledge and sign that everyone received the audit and that it has been gone over. They are not going to do Resolution #1 it will be tabled because there is no amount it should not be approved at this time. At the next meeting she will have something that Terry can report on and the Board can agree to an amount.

The tax credit for the new property there was an updated letter from T & M. AT this point the HA is trying to get someone from the State to approve something and then it will go before the planning board. The RAD is something that was talked about months ago about converting the public housing to RAD. She send out the PCA and they have had four people respond and want to get that proposal. Bob is going to have to answer what questions they may have. It is due July 24<sup>th</sup> or 27<sup>th</sup>.

Wells Fargo, she showed the Board the accounts that have been closed out. They just closed out the most recent CDs that matured they will be deposited into the account. Provident bank has gone out of their way to make this as smooth as possible.

The HA did excellent on SEMAP and PHAS regarding Section 8 and Public Housing. The By-Laws are unfinished business. There are notes and suggestions from Terry that the HA put into the new By-Laws. The NAHRO the National organization has put Lynne Nutley on their Board and they are hoping to have her be approved to sit on that Board for the year 2015-2016.

She said that the COC audit went well and she was waiting for feedback and hopefully the HA will not have anything on the vouchers for the mental, chronically ill and homeless. They did not get any scoring back on that.

She reached out to the police department asking for extra patrolling.

Maintenance has had their dump truck for 21 years and the van is 15 years old. She would like Bob to go out and get prices for new vehicles and the Board will be given three quotes to review.

There are two increases for Robbie and Arlene. Robbie has been with the HA for a long time and deserves the increase. Now that the HA has some extra funds she would like to give them that as they work very hard. Robbie will be given additional responsibility and Arlene has gone over and above her two days per week and helps out with Section 8 and Public Housing which was much more than she was hired to do.

**MAINTENANCE SUPERVISOR** –He talked about wanting to get a pickup truck instead of a dump truck and then get a separate dump trailer. He was getting ready for inspections and said that he has not had any major issues. They will be starting the summer PIC program. They have been doing it for 26 years. He has had the kids all year. Home Depot in Lacey Twp. treats the HA really good and really takes care of the HA. They call the HA when they are having sales.

### **APPROVE RESOLUTIONS**

- 2015-6-1      To Approve an Annuity for Medical Coverage for Future Retirees  
(Tabled until an amount is established)**
  
- 2015-6-2      To Approve the Annual Audit for Year Ended 12-31-2014**  
A motion was made to approve the Resolution by Commissioner Noonan. The motion was seconded by Commissioner Fulcomer. Roll call found all in favor.
  
- 2015-6-3      To Approve the Revised By-Laws**

*Tape was finished on one side and there was nothing on Side B of the tape. Apparently the record button was not pushed.*