

**BERKELEY TOWNSHIP HOUSING AUTHORITY
REGULAR MEETING:**

These Minutes are not verbatim, but a condensed version of what transpired at the Berkeley Township Housing Authority Board of Commissioners Meeting held on October 24, 2017 at 4:00 PM in the Community Room, located at the Administration Building at 44 Frederick Drive, Bayville NJ.

PRESENT: GRACE DEKKER, EXECUTIVE DIRECTOR
NIKOLAUS SEITZ, VICE-CHAIRPERSON
KATHLEEN NUNN, CHAIRPERSON
NILDA GARIBALDI, COMMISSIONER
JUDY NOONAN, COMMISSIONER
JENNIFER BACCHIONE, COMMISSIONER
TERRENCE CORRISTON, LEGAL COUNSEL
BOB DEKKER, MAINTENANCE SUPERVISOR
ANGIE FRATIANNI, COMMISSIONER
DAVID CIARROCCA, CPA
RICHARD LARSEN, CPA – AUDITOR

ABSENT: JANET MALANGA, TRANSCRIBER
ROBERT DEKKER, MAINTENANCE SUPERVISOR

CALL TO ORDER: Public Meetings Act, adequate notice of this meeting has been provided in the following manner; on January 10, 2017 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 men and women who serve in the armed forces home and abroad to protect our country.

ROLL CALL: Roll call was read as listed above.

A vote was taken for the nomination of Officers. Commissioner Nunn nominated Commissioner Seitz for the position of Chairperson. Commissioner Garibaldi nominated Commissioner Nunn for the position of Vice-Chairperson. Commissioner Seitz nominated Commissioner Noonan; however, she declined. A vote was taken and all were in favor of the nominations. Commissioner Seitz will serve as the Chairperson and Commissioner Nunn will serve as the Vice-Chairperson.

AUTHORIZATION BY THE BOARD TO APPROVE THE MINUTES FOR THE OCTOBER BOARD MEETING A motion was made to approve the Minutes by Commissioner Noonan. The motion was seconded by Commissioner Nunn.

NO CLOSED SESSION MINUTES TO APPROVE No Closed Session to approve.

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

REPORTS TO THE BOARD:

LEGAL COUNSEL - Mr. Corriston discussed an eviction and a few issues regarding rent. He also said that the Director made a very good choice by converting to RAD and the Board approving it.

AUDITOR – Richard Larsen reviewed the 2016 Audit and discussed it in great detail. The Housing Authority Audit revealed no administrative deficiencies and no findings were disclosed in accordance with CFR200.516a. The Housing Authority staff is conscious of their spending in spite of HUD costs.

ACCOUNTANT – David Ciarroca introduced the 2018 State Budget. This was the first step of a two part process. Any questions were answered by Mr.Ciarrocca.

EXECUTIVE DIRECTOR – The Director introduced our new Commissioner, Kelly Grosse. We are waiting for her to take her Oath.

The Contract for Accounting Services for the one year period commencing December 1, 2017 through November 30, 2018 was submitted by David W. Ciarrocca, CPA, LLC. Compensation for his services rendered for the annual period will be \$ 20,400.00 payable monthly in the amount of \$ 1,700.00. The Authority, at their sole discretion, may extend this Contract for an additional year at an amount of \$ 21,000.00.

The Waiting List for the Project Based Voucher Program was opened on October 16, 2017. Approved applicants will be placed on a Waiting List. Applications can only be obtained on-line unless a 504 Accommodation is requested.

The Housing Authority must renew their membership for our insurance policies with the Joint Insurance Fund (JIF). The effective date is January 1, 2018 through December 31, 2020.

The Continuum of Care (COC) Program will end in January, 2018. HUD did a review on this program and no discrepancies were found.

Jaclyn Souffront filed a Civil Rights Complaint against the Housing Authority. The complaint was filed after we agreed that she could keep her cat and agreed on inspections until the unit passes Housing Quality Standards (HQS). Ms. Souffront's complaint was that the Housing Authority did not give her proper notice regarding the inspections.

It was stated that the Berkeley Police Department is not notifying us of matters that are occurring on Housing Authority property. In spite of the fact that our liaison is very responsive, we still hear about situations from the Residents.

There was a broken pipe in the crawlspace at our Senior Site. A claim referencing the damage was submitted to the Insurance Company.

MAINTENANCE SUPERVISOR – Mr. Dekker was absent. The Director discussed unit turnovers, apartment inspections and work orders generated by the inspections.

APPROVE RESOLUTIONS-

- 2017-10-1 To Approve Accounting Services from David W. Ciarrocca, CPA, LLC**
- 2017-10-2 To Approve the 2016 Annual Audit**
- 2017-10-3 To Approve the 2018 State Budget**
- 2017-10-4 To Approve the Opening of the PBV Waiting List**
- 2017-10-5 To Renew Membership with the Joint Insurance Fund (JIF) Until 2020**

A motion was made to approve the resolutions by Commissioner Noonan. Commissioner Frattiani seconded the motion. Roll call found all in favor.

UNFINISHED BUSINESS – None

NEW BUSINESS – None

PUBLIC PORTION – None

CLOSED SESSION – None

MOTION TO ADJOURN – A motion was made by Commissioner Nunn. The motion was seconded by Commissioner Bacchione. Roll call found all in favor.