

**BERKELEY TOWNSHIP HOUSING AUTHORITY Corrected  
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 27, 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  
NILDA GARIBALDI, COMMISSIONER  
KATHERINE FULCOMER, COMMISSIONER  
NIKOLAUS SEITZ, COMMISSIONER  
ANGIE FRATIANNI COMMISSIONER  
TERRENCE CORRISTON, LEGAL COUNSEL  
BOB DEKKER, MAINTENANCE SUPERVISOR

**ABSENT:** JANET MALANGA, TRANSCRIBER

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

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

Chairperson Nutley welcomed Angie Bradiani to Board.

**AUTHORIZATION BY THE BOARD TO APPROVE THE MINUTES FOR THE SEPTEMBER BOARD MEETING:** A motion was made by Commissioner Noonan. The motion was seconded by Commissioner Seitz. Roll call found all in favor.

**AUTHORIZATION BY THE BOARD TO APPROVE THE MINUTES FOR THE CLOSED SESSION OF THE SEPTEMBER 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. The motion was seconded by Commissioner Nunn. Roll call found all in favor.

**LEGAL COUNSEL** –Legal Counsel said that he had nothing significant to report. They did work on the final revisions to the by-laws. There were a couple of tenant issues but nothing earth shattering. Commissioner Noonan asked what the status was of the tenant that was making all the complaints. The Executive Director said that they never came forward on anything, they never came to any meetings and there was nothing. She said about twenty tenants have called and came up for renewals and said that they do not want any part of that. She did write a letter about an adjustment and the HA is looking into that.

**EXECUTIVE DIRECTOR-** The Executive Director stated the Five Year Plan and the Annual Plan were enclosed in the packet and explained what it was for. She said they she included the RAD conversion. There is a Resolution for this. She explained the process.

The HA only got one proposal back for Accounting and that was from Dave Ciarrocca C.P.A. The cost of living was put in. The merit increases were counted in budget, Director will advise the if anyone is entitled to the Merit raise.

The State Budget is complete. It is a two part process to accept it then approve it and then the State does their part even though the HA does not get any money from them. The physical condition assessment the PCA for RAD is a new project that they are doing and they are converting the Public Housing into tenant based vouchers. The reason is the HA is losing so much money in the Public Housing they are not funding dollar for dollar. The RAD program is very new to housing authorities they are not doing tax credits.

There is nothing going on at this time with the building of the apartments. They have not heard back from Stan or the State to get a straight answer on if they are considered an area of redevelopment. If the State does not find the HA in need of redevelopment then there is something else that they can do but the Town and the Engineer has to be on board. The Board agreed they want to Terry to proceed with a letter and find out what is going on. This was a motion made by Commissioner Noonan. The motion was seconded by Commissioner Nunn. Roll call found all in favor.

Mr. Seitz asked if the Five year plan was a final and the Director stated it was a draft. He also had a question on pg.56 point 8 earned income disregard. Tenants who are employed and currently receiving the EID exclusion at the time of conversion will continue with it. Terry said this was HUD's requirement that you adopt these provisions into your Five Year or Annual Plan in order to qualify for RAD. What happens is because the HA is converting from Public Housing to Section 8 one of the differences is they don't have to pay their 30% for another year. The year after that they pay half of the 30%. That is not a Section 8 program for non-disabled people.

Mr. Seitz also questioned the printout for the PHA plan on page 4 HUD strategic goal to improve community quality of life and economic liability. The implement measures to deconcentrate poverty by bringing higher income public housing. He asked if the HA is going to discriminate against anyone. The HA is all low income said the HA attorney you want to have stratification and a mix. This has been HUDs push for years. The want to make sure that there is a mix. People can stay at the HA and pay the maximum rent which is market rent. HUD has been encouraging people to make money and they are very important modeling for other people who live there. They are not getting a hand out as they are paying market rent they are just not moving. This just talking about a mix of people.

Dave Ciarrocca the accountant said the HA is HUD subsidized not State subsidized. All authorities are required to submit an annual budget to the DCA. It is a two-step process. The initial step is to introduce the Budget to the State of NJ DCA and they have 45 days to review the Budget and ask any questions and hopefully get back to the HA. He said the HA still does not have the 2015 adopted budget back. The 2015 budget was a completely revised format. The State is so far behind. He explained the process to the Board. The budget for 2016 he is projecting a \$69,527 loss. That is all related to the anticipated budget cut. The Operating Subsidy they are talking about in the low 80's. He is assuming a 17% subsidy cut. The budgets are reflecting the deficits and said that if the HA was funded the way they are supposed to be funded there would be a surplus. The have been able to function because they built up the operating reserve over the years. Last year they HA had a nice bonus of over a million dollars and are going to use that money to provide as much service as they can to the residents. He said the HA would be okay over the next couple of years and they are in pretty good shape.

## **APPROVE RESOLUTIONS**

- 2015-10-1 To Approve the 5 Year Plan and the Annual Plan**
- 2015-10-2 To Approve Fee Accounting Services from David W. Ciarrocca, C.P.A.**
- 2015-10-3 To Approve Cost of Living Increase for 2016**
- 2015-10-4 To Approve the 2016 State Budget**
- 2015-10-5 To Approve the PCA for the RAD Program**

A motion was made by Commissioner Noonan to approve the Resolutions with the review any merit increases. The motion was seconded by Commissioner Nunn. Roll call found all in favor.

**UNFINISHED BUSINESS** – Revised By-Laws – Commissioner Fulcomer said under Article 2. That the Director should attend the meeting in a regular basis and no meeting should be conducted without the Director/Secretary. She asked if you cannot have a meeting with them it should be changed to shall. Commissioner Fulcomer questioned what would happen if there was a Director that the Commissioners would want to meet or the Director could not be there something urgent. They wanted to insert the words in case of an emergency. Article 3 Section 2 Commissioner Fulcomer said under meetings should be regular and that is usually adopted by a Resolution by Commissioners when you set the calendar so would this conflict with that kind of a procedure because you saying that the day of the meeting may be changed. The Commissioners approve the meeting schedule and then they are left with that unless someone needs a special meeting. The regular meetings will be held as established by the Board at its Annual Meeting as established by the Board by Resolution. Commissioner Fulcomer then spoke about Article 4 Section 1 under amendments. Nothing was changed on that. Commissioner Fulcomer said that she would put it in the last page under Article 5 that Robert’s Rules of Order that the guidelines and the conduct of the meetings. There was not a consensus on that. It shall provide guidelines and most things have to refer to Robert’s Rules. Everyone agreed it should be written to refer to Robert’s Rules. Terry will make revisions and get them out.

**NEW BUSINESS** – Motion for Chair and Vice Chair – Chairperson Nutley nominated Kathy Nunn for another term as Vice-Chairperson. Commissioner Fulcomer seconded the motion. Roll call found all in favor of closing the nominations. A motion was made for Lynne Nutley for Chairperson by Commissioner Noonan. The motion was seconded by Commissioner Garibaldi. There were no other nominations. A motion was made by Chairperson Noonan to close and the motion was seconded by Commissioner Garibaldi. Roll call found all in favor.

**PUBLIC PORTION** – None

**CLOSED SESSION** – None

**MOTION TO ADJOURN** – A motion was made by Commissioner Nutley. The motion was seconded by Commissioner Fulcomer. Roll call found all in favor.