

**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 February 2, 2016 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
NILDA GARIBALDI, COMMISSIONER (Via Telephone)
NIKOLAUS SEITZ, COMMISSIONER (Via Telephone)
ANGIEFRATIANNI, COMMISSIONER (Via Telephone)
KATHERINE FULCOMER, COMMISSIONER (Via Telephone)
TERRENCE CORRISTON, LEGAL COUNSEL (Via Telephone)

ABSENT: JUDY NOONAN, COMMISSIONER
JANET MALANGA, TRANSCRIBER

CALL TO ORDER: Public Meetings Act, adequate notice of this meeting has been provided in the following manner; in January 2016 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. This is a rescheduled meeting from January 26, 2016.

PLEDGE OF ALLEGIANCE: Dispensed

MOMENT OF SILENCE: Dispensed

ROLL CALL: Roll call was read as listed above.

AUTHORIZATION BY THE BOARD TO APPROVE THE MINUTES FOR THE NOVEMBER BOARD MEETING: A motion by Commissioner Seitz to approve the Minutes from the November Board meeting. The motion was seconded by Commissioner Garibaldi. Roll call found all others in favor.

AUTHORIZATION BY THE BOARD TO APPROVE THE MINUTES FOR THE CLOSED SESSION OF THE NOVEMBER BOARD MEETING: No Closed Session

AUTHORIZATION BY THE BOARD TO APPROVE FOR PAYMENTS POINTS A THROUGH F: A motion was made to approve the payments points A through F by Commissioner Seitz. The motion was seconded by Commissioner Fulcomer. Roll call found all in favor.

REPORTS TO THE BOARD:

LEGAL COUNSEL –Mr. Corriston said that he did not have anything significant to report to the Board. There are documents that need to be filed with the borough. They revised the Procurement Policy as per HUD. The HA is subject to both State and Federal procurement laws. There were only minor changes, nothing significant.

EXECUTIVE DIRECTOR- the Executive Director said that there were two Resolutions added, 2016-1-9 as the Personal Vehicle in an emergency situation and 2016-1-10 The Minimum of overtime for the maintenance staff when they are on call. There was also a question about Resolution #7, she spoke with Terry and Mr. Seitz had a good point that they need to put the number in the Resolution. She made a suggestion and Lynne will make a motion as to what she feels will be adequate.

No Board members had any questions about the Executive Director's report.

(MAINTENANCE) The Executive Director said that the HA had a lot of turnovers. They are also doing some internal transfers from within. Maintenance spent a lot of time getting ready for the snow. They spent almost twenty one day and twelve the next. They redid the front hallway. Bob fired one of the PIC boys as he could not come to work.

APPROVE RESOLUTIONS

- 2016-1-1 To Adopt the 2016 State Budget**
- 2016-1-2 To Approve the Revised Procurement Policy**
- 2016-1-3 To Approve Audit Services from Fallon & Larsen, LLP**
- 2016-1-4 To Approve Merit Increases for Employees**
- 2016-1-5 To Approve the Revised By-Laws**
- 2016-1-6 To Approve Grace Dekker as Fund Commissioner for 2016**
- 2016-1-7 To Approve an Amount to Set Aside for Medical Trust for Employees in the amount of \$250,000.00**
- 2016-1-8 To Approve Writing Off 2015 Uncollected Rent/Damages**
- 2016-1-9 To Approve Flat Fee of \$150.00 For Use of Personal Vehicle in an Emergency at the Director's Discretion**
- 2016-1-10 To Approve a Minimum of Four Hours will be paid for Emergency Call Out Added to Current Overtime Personnel Policy**

Commissioner Seitz asked for clarification on the amount for Resolution 1-7. He then asked about Resolution 1-9 if that was in accordance with standard procedure that other aspects of municipal government would use the same. The Director said that the Personnel Policy stated that they only get mileage this snow storm if they did not use their own vehicles during the past snow storm they could not have got the van out to transport the tractor from one site to another. There was no way for Bob to get to the other site unless he used his own vehicle. In the future if they had to use their own vehicle only for emergency purposes would they get this flat fee. If this Resolution is adopted the HA would not need to make another Resolution in the future. This would be at the Director's discretion.

A motion was made by Commissioner Seitz to approve the Resolution. The motion was seconded by Commissioner Garibaldi. 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 Fulcomer to adjourn for the evening. The motion was seconded by Commissioner Seitz. Roll call found all in favor.