

**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 November 28, 2017 at 4:10 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  
ANGIE FRATIANNI, COMMISSIONER  
JENNIFER BACCHIONE, COMMISSIONER  
KELLY GROSSE, COMMISSIONER  
TERRENCE CORRISTON, LEGAL COUNSEL  
BOB DEKKER, MAINTENANCE SUPERVISOR

**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; 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.

**AUTHORIZATION BY THE BOARD TO APPROVE THE MINUTES FOR THE OCTOBER BOARD MEETING A** correction was needed on the Minutes regarding Bob Dekker being marked present and absent. These Minutes were not typed by Janet Malanga they were typed at the Housing Authority and needed minor corrections. There was also a question on page 2 regarding the resident's name being in the Minutes. Mr. Corrison said that because it is just a complaint it is ok once they file a complaint it is public information. There was also a concern that the HA did not note the time the meeting starts. The Chairperson can now announce the time prior to all meetings starting. A motion was made to approve the Minutes by Commissioner Fratianni. The motion was seconded by Commissioner Nunn. Roll Call found all in favor.

**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 was made to approve the Minutes by Commissioner Nunn. The motion was seconded by Commissioner Garibaldi. Roll Call found all in favor.

**REPORTS TO THE BOARD:**

**LEGAL COUNSEL-** The attorney said that the HA had an eviction scheduled for last month but both tenants paid prior to the court date. The HA has more scheduled for next month. He said that it is necessary to stay on top of that and they have a good routine going now and has resulted in very good accounts receivable. Kuddos to staff! There are big changes coming up, and next year will be a challenge. He then explained the eviction process to the Board.

**EXECUTIVE DIRECTOR-** The Executive Director said she spoke with the Accountant and the Budget Committee regarding salary increases. She thought that what they came up with was in the best interest of the HA. There are two increases, one for Robert Moeller and the other for Arlene Feula. The other staff members will get two floating holidays instead of an increase.

The Continuum of Care program has closed out and there were no findings. The Joint Insurance Fund they did process a check for the HA of \$11,770 most of all of that work was done in house. Verizon has started the work at Site B.

All the Housing Applications are open and will would like to close the Waiting List on December 21<sup>st</sup>.

She said that the Community Room at Site B is used for Operation Schoolhouse the HA has to pay for certification which is different from what the town gives the HA. The HA had not received an invoice since 2013 now the HA has to pay catch up from then until now. If the HA did not have Operation Schoolhouse they would not have to pay this but it is because there are children in the building. The HA will need to increase the cost for Operation Schoolhouse.

The HA had a Thanksgiving party for the seniors and it went well. . The office will be closed for the holiday as per the Personnel Policy. The emails will be checked and Bob and Robbie will be on call.

**MAINTENANCE SUPERVISOR** – Mr. Dekker told the Board about Verizon and how they are in the unit with them while they are doing the work. Maintenance is doing a mini inspection on the units while they are in there. They discussed Fios. He said there were only two apartment turnovers in the past couple months with not much damage at all. Bob said that he met with Dave and discussed the maintenance budget for next year. He said that they made a lot of purchases this year and will be ok next year as a result. He said they were in good shape ending the year.

**APPROVE RESOLUTIONS-**

**2017-11-1 To Approve the 2018 Board Meeting Schedule**

A motion was made by Commissioner Nunn to approve the Resolution. The motion was seconded by Commissioner Garibaldi. Roll call found all others in favor.

**2017-11-2 To Approve 2018 Payroll Increase**

A motion was made by Commissioner Nunn to approve the Resolution. The motion was seconded by Commissioner Garibaldi. Roll call found all others in favor.

**2017-11-3 To Approve Closing Waiting List**

A motion was made by Commissioner Bacchione to approve the Resolution. The motion was seconded by Commissioner Grosse. Roll call found all others in favor.

**UNFINISHED BUSINESS –None**

**NEW BUSINESS** –Judy Noonan is coming up for renewal with Town Council. She has been with the HA for five years now and does work well with a lot of tenants and has completed all of her courses. Grace would like to send something to Town Council asking her to stay.

There was a discussion regarding the liaison and the police department and what the HA might be able to do.

**PUBLIC PORTION – None**

**CLOSED SESSION – None**

**MOTION TO ADJOURN** –A motion was made at 5:05 pm by Commissioner Nunn to adjourn for the evening. The motion was seconded by Commissioner Fratianni. Roll call found all in favor.