

**CORRECTED MINUTES
FROM
NOVEMBER 27, 2018**

**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 27, 2018, at 4:10 PM in the Community Room, located at the Administration Building at 44 Frederick Drive, Bayville NJ.

PRESENT: GRACE DEKKER, EXECUTIVE DIRECTOR
JUDY NOONAN, CHAIRPERSON
KATHLEEN NUNN, VICE CHAIRPERSON
NILDA GARIBALDI, COMMISSIONER (Arrived late)
ANGIE FRATIANNI, COMMISSIONER
JENNIFER BACCHIONE, COMMISSIONER (Left early)
KELLY GROSSE, COMMISSIONER (Arrived late)
DENISE PELLACCHIA, COMMISSIONER
TERRENCE CORRISTON, LEGAL COUNSEL
DAVE CIARROCCA, ACCOUNTANT
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; on January 12, 2018 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.

A moment of silence was observed for the families in California, the fireman and the military in Afghanistan.

ROLL CALL: Roll call was read as listed above.

AUTHORIZATION BY THE BOARD TO APPROVE THE MINUTES FOR THE OCTOBER BOARD MEETING: Commissioner Pellacchia made a motion to approve the Minutes. The motion was seconded by Commissioner Nunn. Roll call found all in favor.

NO CLOSED SESSION MINUTES TO APPROVE

AUTHORIZATION BY THE BOARD TO APPROVE FOR PAYMENTS POINTS A THROUGH C: A motion was made to approve the payments by Commissioner Nunn.

The motion was seconded by Commission Bacchione. Roll call found all in favor. A motion was made by Commissioner Nunn to approve B-C payments. The motion was seconded by Commissioner Fratianni. Roll call found all in favor.

REPORTS TO THE BOARD:

LEGAL COUNSEL- Legal Counsel said there was no significant report this month with respect to any of the landlord tenant matters. A hearing officer came for one of the tenants to try and resolve some of the situations. There is a court date for her with Children Protective Services.

EXECUTIVE DIRECTOR – The Executive Director said that Rich Larson sent over an engagement letter. He will do a tax compliance for the corporation. (Kelly Grosse arrived at the meeting) his charges were \$2,850.00 for his services. There is a write off for one tenant, her rent was over \$700 per month and she was behind and left. The HA did put it on her credit report and have sent it to legal counsel to see if there is anything we can do to recapture it. She does not work but she does collect Social Security. It is also reported to HUD and the PIC system in the event she applies elsewhere they will know she owes money to us. The cost of a lien is very high. Dave Ciarrocca said once you write them off it does not preclude you from collecting.

There are several move-ins and move outs this month. Check signer information was in the packet. The HA is doing an update by taking Mr. Seitz off and Jennifer Bacchione was added as a signer and once the two new commissioners are done with their courses they could be added as a check signer as well. The computers need to be updated and email will be updated. The cost is enclosed for a new computer, updates and software.

There is a letter in the packet from the General Deputy talking about the RAD conversion and how successful it has been. Enclosed is information for a workshop on Stress Management. Grace will attend. Anyone interested please fill out forms. The HA will be conducting year end closing, inspections recertifications, reports for SEMAP and repayment agreements. Grace would like to open up the waiting list. There is no December meeting. The Minutes will be done in the office now by Linda or Arlene and compensation will be written and shown to the board.

MAINTENANCE SUPERVISOR – Bob said that it was the end of the year and they are trying to close out all the work orders from inspections. All the winterization has been done at both sites. Three tenants passed away. Bob and Rob will renovate the senior apartment. There were 8 Section 8 inspections in November and 4 for Lakewood Housing Authority. There were 9 annual inspections. Inspections start in February at the Senior Site and maintenance staff will do all the work. In March they will do the other

site. They will also prepare for the annual RAD inspection. Bob has four years worth of LED light bulbs thanks to Home Depot.

ACCOUNTANT – Dave Ciarrocca spoke to the Board about the budget and financial statement. He does the budget analysis every couple of months. Overall it was projected the HA would have a \$32,000 deficit and thru ten months they actually had a surplus of about \$42,000. The HA is almost \$70,000 ahead of what they anticipated. Bob has made both sites very energy efficient which creates savings. Bob said within the last nine years the HA installed new boilers. Grace applied for a grant thru Ocean Inc. for that and received funds for that. They completed the roofs, so they don't have to do all at once. They did that for the windows also. If the windows break Home Depot replaces for free. Grace would like for the commissioners to all see apartment #25 and #6 as a model at the senior site. Terry lets the HA know when there are any grants available and then Grace applies for it. The HA does not qualify for a lot of grants because they are so small. Most grants are approved for the HA with 250 units or more.

APPROVE RESOLUTIONS-

2018-11-1 – To Approve Tax Compliant Engagement services from Novogradac and Company for the year 2016, 2017 & 2018.

2018-11-2 – To Approve the Writing Off 2018 Uncollected Rent and Damages in the Amount of \$2,128.28

2018-11-3 – To Upgrade the Check Signers and to Add Jennifer Bacchione

Commissioner Bacchione made a motion to approve the Resolutions. Commissioner Nunn seconded the motion. Roll call found all in favor.

UNFINISHED BUSINESS – None

NEW BUSINESS – Commissioner Grosse said that she still has many questions such as employee evaluations. She said that Grace completed the evaluations and Angie and Judy and other commissioners over the years signed off of on them. She asked if someone else should be completing their evaluations. Grace said that she does all of the staff. It is part of her job to complete them. The board completes Grace's and Mr. Dekker's. Grace stated that anyone can see the personnel policy and if they don't have one already there is a sample in there. Grace said there is a personnel and budget committee with three commissioners. If commissioner Grosse would like to sit on one and replace Mr. Seitz, if the rest of the board agrees then she can sit on it. Board agreed, Commissioner Grosse, Nunn and Noonan will sit. We have two or three commissioners who always sign off on them and then discussed at meeting. Commissioner Grosse asked what the evaluation goes over; Grace said there are questions such as productivity, dependability and cooperation with the board.

Commissioner Grosse said that Judy made a good point in her letter that if the HA fails, the commissioners fail. If the township is asking questions, then the commissioners needs to give an answer. Grace and the other Commissioners stated the HA is doing well and has not encountered negativity. Terry said for her to take a look at the policy and if she has any suggestions that would be great. There are questions in evaluations that go to the success of the agency. Grace said information is always in the report with regards to the committees. Grace said that in September the Board could discuss increases. Terry said that the budget is not in stone and it can always be fixed if there are budget issues. Grace said the budget is a two-step process and it is first presented to the Board and then Dave goes over it and then it gets approved after DCA then it gets adopted.

Judy, Kathy Nunn and Kelly will be on the budget/personnel committee. Bob Dekker said he did not understand why the Township would want to dissolve the HA. (Jennifer Bacchione left the meeting) He asked Judy what that was all about. He said he keeps hearing this and the treasurer stated if the HA goes under the township would have to assume it. That is incorrect. Grace said all the Resolutions, audits, budgets and everything is always online so not sure why the township is doing this. Grace said the salaries are on the computer also. Bob said he did not understand why everyone from the township is talking about their salaries, everything with the HA is an open book and the township doesn't contribute anything here at the HA. HUD knows what the township said with regards to dissolving the HA. Grace said she or her staff have never been written up, haven't been a troubled agency since 98, she has never received a bad audit, never got a negative budget returned and has never had HUD come down and give her a corrective action plan that the HA is failing. BTHA is not a troubled HA. Terry said that if someone is trying to make a political statement it is harmful to the people that work here and can potentially be negative for the commissioners, the staffs' work here is very stressful. The town is not responsible for the HA but should care about all entities associated with the town. BTHA will not go under.

Grace said that someone is making statements about the salaries of her and Bob. They take their job seriously. She did not hire Bob. She cares about the HA residents and her staff. Denise said that she feels it is a conflict of interest that the chairperson is a councilwoman. Judy said she never discusses anything with the council unless she is asked. Denise asked if she was misinterpreting information from the council. Denise thinks that people think she was put on this board as a political person. Grace said there were many people waiting to get on the board prior to the last members. The Township told me was nobody interested and then Denise was placed on the Board. Your name was never mentioned that is why others were surprised they didn't get voted in. This was the same when Kelly was put on the board, there were other people that were interested. Judy wrote the letter because she was getting pushed and she felt like it was getting personal against the HA. Nilda asked why it is not a conflict of interest to have two persons on the board married to councilpersons. The DCA says that one paid person from the township can sit. Judy is the HA's one and she will be here until 2022. Grace said that politics should not be in the HA. Bob asked for this to be put on record

to protect them. Bob would like it on record that he would like a meeting with the mayor and does not want his name slandered anymore. Grace said she would like to move forward, and everyone needs to work together as a team to continue to be successful as a team. Kelly would like to be a part of the meeting with the mayor. Grace will call and see if the mayor will meet with them. Kathy will also be there, Dave and the chairperson.

CLOSED SESSION – None

MOTION TO ADJOURN – All were in favor to adjourn for the evening.