

**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 January 29, 2019, at 4:10 PM in the Community Room, located at the Administration Building at 44 Frederick Drive, Bayville NJ.

PRESENT: GRACE DEKKER, DIRECTOR
KATHLEEN NUNN, VICE CHAIRPERSON
NILDA GARIBALDI, COMMISSIONER
JENNIFER BACCHIONE, COMMISSIONER
KELLY GROSSE, COMMISSIONER
DENISE PELLECCIA, COMMISSIONER
TERRENCE CORRISTON, LEGAL COUNSEL
DAVE CIARROCCA, ACCOUNTANT
BOB DEKKER, MAINTENANCE SUPERINTENDENT
LINDA CONWAY, SUPERVISOR OF ACCOUNTS

ABSENT: JANET MALANGA, TRANSCRIBER
JUDY NOONAN, CHAIRPERSON
ANGIE FRATIANNI, COMMISSIONER

CALL TO ORDER: Public Meetings Act, adequate notice of this meeting has been provided in the following manner; on January 15, 2019 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 our troops around the world and for the fire department.

ROLL CALL: Roll call was read as listed above.

AUTHORIZATION BY THE BOARD TO APPROVE THE MINUTES FOR THE NOVEMBER BOARD MEETING: There was some discussion regarding the Minutes. The Board would like times noted when people arrive late or leave early. Commissioner Grosse said on page 4 the bottom paragraph she did not state what was in the Minutes it was Commissioner Pelleccchia. There was another spot where it said Commissioner Grosse and should be Commissioner Pelleccchia. Corrections will be made. They discussed Commissioner Noonan being in on the meeting with the Mayor. There was discussion between board members of when talking about meeting with the Mayor if and who made a conflict of interest regarding Commissioner Noonan. Bob wanted

Commissioner Noonan at a meeting with the Mayor because she heard what was said. The Director was going to listen to the tape again. There was not a quorum and the Minutes will be tabled until the next meeting.

NO CLOSED SESSION MINUTES TO APPROVE

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

REPORTS TO THE BOARD:

LEGAL COUNSEL- Mr. Corrison said he was originally going to discuss the government shut down and that at this point even if the government shuts down again the HA will be paid for March and April. The issue of what the HA would do will be pushed off at this time because there is not much they can do if they are not funded. The HA is good thru April.

Things have been quiet there were a couple of issues with tenants not complying with the rules or violating agreements they made previously, and he is working on them as well as non-payments. Three Notices to Quit have been served. There was a question on Legal Counsel's contract and how that takes place. The Director said if there was the option to extend it will be next year if not then it would be up the end of April. The HA advertises in the paper for Legal Counsel, they request RFPS and then the Director does an evaluation like she does in the file. It is a HUD form and then based on her recommendation, their past performance and qualifications according to the evaluation sheet is how they pick someone and go forward. The RFP is in the Legal Notice section of the newspaper and posted on the HA website. The accountant was approved for two years.

ACCOUNTANT – Dave Ciarrocca said that he was working on the year end. Once he makes all his year-end adjustments and prepares his work papers for the auditor the board will have a report. This was the first year the HA completed 2018 being funded through RAD.

DIRECTOR – The Director said there were no calls regarding her report but would answer any questions anyone had. There are six resolutions enclosed;

- The adoption of the State Budget.
- The House rules were updated for parking stickers, smoking. More details with regards to where they can smoke and also the plumbing. No wipes at all can be flushed down the toilet.
- The maintenance charge list was the same as last year. The charges have not been increased they are sent out each year.
- The Joint Insurance Fund to approve Grace as Commissioner.
- The audit services the RFP came in the HA only received two. Grace and Linda did evaluation. Grace's resolution was Novogradac and Company. Mr. Larsen is

extremely familiar with the RAD program and how it works and has done the audits in the past and is familiar with the corporation. The other was from Francis McConnell, references were fine, but he was not as familiar with RAD.

- The Section 8 SEMAP will be done and sent in electronically by the end of February.
- Opening the waiting list for both Sites. Will open the list approximately March 1st and close on April 1st.

Fraudulent Check, there was a check made out to the Asbury Park Press. The Asbury Park Press sent a notice that the HA was late with a payment. The HA called the bank. The Asbury Park Press said they never got the check. A police report was filed. The HA brought Provident Bank in and downloaded Treasury Software. The software has to be on the computer now when they enter checks, it bridges QuickBooks with the bank and the software converts the information to the bank and then they alert to the HA if they have anything fraudulent.

The Director listed in her report some things that went on and if anyone had any questions. Commissioner Pellecchia came out and went around the sites with Bob Dekker. Commissioner Grosse asked if there was any response from the town and there was not. There is no alternate for the Joint Insurance Fund.

The Board had a discussion and Commissioner Bacchione stated that she felt that everything was resolved at the HA last meeting and that the HA should be left alone. She stated that when the audit is done this year, they can see it and address any questions with the auditor.

Commissioner Grosse stated that her husband is the president of Town Council and that he did not see the request that the director sent over. She stated that Mr. Grosse will contact her regarding a meeting and address any concerns. Commissioner Grosse said there is either an issue or not with the HA and she sees no issues here.

MAINTENANCE SUPERINTENDENT – Bob Dekker said that he was not going to let it go with the Township that he wanted to talk with somebody. There were items discussed in public that never should have been discussed and it was slander and there is no truth to it. Bob Dekker heard this from other people in the Township, as well as, Commissioner Noonan hearing the same.

Maintenance did close the year out. They worked through the holiday break to complete Apartment 25 and they finished it, got CO and moved tenant into it. All annual inspections have been started for Frederick Drive. They completed all inspections and all the work. They had the RAD inspector from Lakewood HA come at the same time to kill two birds with one stone. All the inspection reports are in. Site B will be February 4th and maintenance will do the same thing. All fire extinguishers are re-certified. A senior tenant passed away. The HA would like to transfer within so updates/renovations can be done. All the tenants have parking permits so police can ticket cars that should not be there. There are not assigned parking spots.

APPROVE RESOLUTIONS-

- 2019-1-1 To Approve the State of New Jersey Adopted 2019 Budget**
- 2019-1-2 To Approve the Amended House Rules**
- 2019-1-3 To Approve the Maintenance Charge List for 2019**
- 2019-1-4 To Approve Grace Dekker as the JIF Fund Commissioner**
- 2019-1-6 To Approve the Opening if the PBV Waiting List**

A motion was made to approve the Resolutions by Commissioner Grosse. The motion was seconded by Commissioner Bacchione. Commissioner Bacchione abstained from 2019-1-1 Adoption of the State Budget. She said that she needed to read that more.

2019-1-5 To Approve Audit Services for the Year by Novogradac

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

UNFINISHED BUSINESS – None

NEW BUSINESS – None

CLOSED SESSION – None

MOTION TO ADJOURN – A motion was made to adjourn for the evening by Commissioner Pellecchia. The motion was seconded by Commissioner Garibaldi. Roll Call found all in favor. The time was 4:51 PM.