

**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 September 30, 2019, at 4:10 PM in the Community Room, located at the Administration Building at 44 Frederick Drive, Bayville NJ.*

**PRESENT:** GRACE DEKKER, DIRECTOR  
JUDY NOONAN, CHAIRPERSON  
KATHLEEN NUNN, VICE CHAIRPERSON  
JENNIFER BACCHIONE, COMMISSIONER  
DENISE PELLECHIA COMMISSIONER  
MARIA PELLECHIA, COMMISSIONER  
RICH LARSEN, AUDITOR, NOVAGRADAC & CO  
DAVE CIARROCCA, CPA  
TERRENCE CORRISTON, LEGAL COUNSEL  
ROBERT DEKKER, MAINTENANCE SUPERINTENDENT  
LINDA CONWAY, ADMIN

**ASSISTANT**

**ABSENT:** NILDA GARIBALDI, COMMISSIONER  
KELLY GROSSE, COMMISSIONER  
JANET MALANGA, TRANSCRIBER

**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 Clerk's 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.

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

**RICHARD LARSEN,** The BTHA's independent auditor said that he did the audit for the fiscal year December 31, 2018. They had to wait for information from the state to finish the audit. It was a good audit report and they gave an unmodified opinion on the authority's financial statements, that is the highest level of assurance they can give as an auditor. They must review the internal control structure at the authority. They are sure the HA follows through on everything. They review the Minutes, look for fraud, residents' files, resolutions, payroll, etc. They do not give an opinion they test it and

report back. This test found all areas to be in compliance with the HUD regulations. The last report in the package is the uniform guidance. This is federal law and requires anytime a federal or state agency expends in excess of \$750,000 they have to have a uniform guidance audit; they have to give an opinion if the HA complies with the major grant provisions with the Housing choice voucher grant/program. There are tons of strings attached with that money, so they test to make sure files are correct, processing people off of the waiting list, doing inspections. It is a very tough program to maintain compliance. They had no findings and no issues, and they give the HA an unmodified opinion on the voucher program. Mr. Larsen said he was audited from HUD because they do so many audits for other housing authorities.

**AUTHORIZATION BY THE BOARD TO APPROVE THE MINUTES FOR THE MAY BOARD MEETING:** A motion was made to approve the Minutes by Commissioner Noonan. The motion was seconded by Commissioner Nunn. Commissioner Maria Pellecchia abstained. Roll call found all others to be in favor.

#### **NO CLOSED SESSION MINUTES TO APPROVE**

**AUTHORIZATION BY THE BOARD TO APPROVE FOR PAYMENTS POINTS A THROUGH C OPERATING ACCOUNT:** A motion was made by Commissioner Bacchione to approve the payments. The motion was seconded by Commissioner Denise Pellecchia. Commissioner Maria Pellecchia abstained.

**SECURITY DEPOSIT ACCOUNT** - A motion was made by Commissioner Bacchione for the security deposit account. The motion was seconded Commissioner Nunn. Commissioner Maria Pellecchia abstained.

**SECTION 8 HOUSING ASSISTANCE PAYMENT ACCOUNT** - A motion was made for the Housing Assistant Accounts for payment by Commissioner Pellecchia. The motion was seconded by Commissioner Nunn. Commissioner Maria Pellecchia abstained.

#### **REPORTS TO THE BOARD:**

**LEGAL COUNSEL** – Legal Counsel said that there were a few trips to court. There was someone who was months behind on rent and did not even come to court on the first day. She is habitual. She came in with an order to show cause. They went to discuss with the judge and the judge ruled that she could not stay because she did not have all the money and gave her time. She then came up with the full amount of rent and Grace said that she did not want to do this and wanted her evicted for the HA is spending more money going back and forth to court every month. The judge said that she could stay. She was late eleven times in one year.

**EXECUTIVE DIRECTOR** – The HA had a passing of one of the commissioners Angie Fratianni. Welcome to a new commissioner Maria Pellecchia. The HA will send a copy of the approved audit to John Camera from the township. The tax form for 2018 for the BT Housing Corporation was enclosed in the packet. The joint insurance fund policies

were answered to get that renewed. They added the cyber information onto the computers. They got new washers and dryers. The budget committee talked about the budget and will be presented next month. The three members of the committee decided that a cost of living increase (3%) would go to the employees and Grace would not get that she would get an extension of three years to her contract for a full 5-year contract. The HA has 16 port vouchers coming in from other housing authorities. The HA was hit with move outs, evictions at once and are completing renovations at Site A.

**MAINTENANCE REPORT-** Robert Dekker said they have been extremely busy. They have been renovating apartments at Site A. They got a lot of sidewalks done at Magnolia. There was a tenant that was addicted to drugs and she went into rehab and they had to clean all of her apartment which had needles and blood which put them at risk. There was also an apartment with damage from smoking continuing to keep up with ground maintenance.

**DAVE CIARROCCA** – Spoke to the board about the budget and adopting the budget in January. The HA is not required to send a budget to HUD they just need to prepare it and keep forms internally. He will go over the complete budget at the meeting in October. He spoke with the budget committee. He read Commissioner Grosse's email in agreement with committee.

A motion was made by Commissioner Nunn. Commissioner Pellecchia seconded the motion. All others were in favor to approve.

#### **APPROVE RESOLUTIONS-**

**2019-9-1 To Personally Review the 2018 Annual Audit**

**2019-9-2 To Approve the Five-Year Plan (2020-2024)**

**2019-9-3 To Approve 2019 Payroll Increases and to Extend Grace Dekker's Contract**

A motion was made to approve the Resolutions by Commissioner Pellecchia. The motion was seconded by Commissioner Nunn.

**UNFINISHED BUSINESS** – None

**NEW BUSINESS** – None

**CLOSED SESSION** – None

**MOTION TO ADJOURN** – All in favor 4:44 PM.