

**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 29, 2020, at 3:00 PM.

PRESENT: GRACE DEKKER, DIRECTOR
JENNIFER BACCHIONE, CHAIRPERSON
KELLY GROSSE, VICE-CHAIRPERSON
JIM BYRNES, COMMISSIONER---Via Telephone
NILDA GARIBALDI, COMMISSIONER
MARIA PELLECCCHIA, COMMISSIONER---Absent
KATHY NUNN, COMMISSIONER ----Absent
DENISE PELLECCCHIA, COMMISSIONER
TERRENCE CORRISTON, LEGAL COUNSEL
DAVE CIARROCCA, ACCOUNTANT
RICH LARSEN, AUDITOR
JOHN CAMERA, TOWN ADMINISTRATOR

CALL TO ORDER: Public Meetings Act, adequate notice of this meeting has been provided in the following manner; on January 15, 2020 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.

**AUTHORIZATION BY THE BOARD TO APPROVE THE SPECIAL CLOSED
MINUTES FOR THE JULY 15, 2020 and SEPTEMBER 29, 2020 MINUTES**

2020- BOARD MEETING: Commissioner Grosse pointed out that the wording was incorrect on the Minutes. The HA does not have a credit card. The Township charged beach. The correction in the minutes should state that there was an issue with the Township charging beach badges and the HA name was inserted by mistake. The HA was misidentified on a woman's purchase of beach badges.

There was also a question about staff bringing computers home and it was clarified that Arlene did this during COVID the HA purchased a laptop that can be used if work had to be completed and approved by the Director. There was also a question about the Emergency Repair for Boiler and the bill being in the packet. Denise Pellecchia wanted it made clear that she did not send an email to the Township. In the minutes, the Board

wanted it changed in NEW BUSINESS to state that Judy Noonan “also stated” that an email was sent to John Camera at the Township.

A motion was made to approve the Minutes with changes by Commissioner Grosse. The motion was seconded by Commissioner Garibaldi all in favor. Commissioner Byrnes abstained and Commissioner Denise Pellecchia abstained.

NO CLOSED SESSION MINUTES FOR SEPTEMBER 29th, 2020 TO APPROVE.

AUTHORIZATION BY THE BOARD TO APPROVE ALL PAYMENT POINTS A THROUGH C FOR THE MONTHS OF JUNE 2020 TO SEPTEMBER 2020:

A motion was made by Commissioner Grosse to approve the payments. The motion was seconded by Commissioner Denise Pellecchia. Commissioner Byrnes abstained. Roll call found all others in favor.

REPORTS TO THE BOARD:

LEGAL COUNSEL – Legal Counsel said that so far everything was going well. There were a couple of non-payment cases. HUD had a moratorium and by the time the moratorium ended the people had paid up on their rent. There are three cases that have been put into collections and they are going to attempt to collect on people who skipped out owing the HA money. There is now a federal moratorium in the sense if someone can come forward and certify that they cannot pay rent because of a change of circumstances of income they would have an additional time period. The tenants at the HA have income-based rent now.

EXECUTIVE DIRECTOR: The Executive Director went over highlights of her report. She was glad that none of the Commissioners have called in with COVID. She stated that there was no staff and 1 senior resident reported to the HA and to the Department of Health with COVID. There was a tenant at the site that unfortunately had other complications and will be moving out to assisted living and the HA is very sorry to see him go as well as other tenants.

The Chairperson and Vice-Chairperson needs to be reappointed at this meeting. Denise called today and discussed the renewal of the JIF policy. JIF insurance is usually an increase of about \$3000 per year. Grace put the information in the packet. JIF is a self-insured fund and is non-profit. They do it to provide a service not to make money. It is vastly cheaper. The HA has never had any worker’s comp claims.

Bob did a JIF safety review, and the property and the property, buildings and grounds were inspected and there were **no findings** reported.

There was a letter regarding Operation Schoolhouse. The HA would love for them to come back. At this point they are not sure what they are going to be doing. The Cares Act money Dave will go over. The HA did receive money for that. Site B, there is an issue with a resident and me and Terry and are addressing it.

Rich Larsen Auditor had a report for the Board. They gave the HA an unmodified opinion which is the highest level of assurance they can give. There were no material weaknesses documented. In the guidance report the opinion was unmodified as well. The three reports were given **the highest level of assurance. A very positive outcome.** This audit was 100% remotely done.

He reviewed more detail about his audit. Reviewed surplus and deficits of the HA. The HA is showing a deficit on the books and he explained why. They discussed what employees of the HA will get retirement benefits. The Director stated that she saves the HA \$15,000 per year by not taking insurance. She does not receive a stipend for not taking insurance. All employees contribute to their health insurance. Employees pay 35% of the insurance premiums. Dave Ciarrocca discussed the pension financials. The HA has a reserve and eight months of operating funds. Commissioner Denise Pellecchia said the HA had a liability for the pension and medical for the future and asked what if the HA goes belly up? The Director said this was brought up before and the Township is in no way responsible for anything that the HA does not the bills not any of the liability. HUD would take the HA and merge it with another HA. Terry stated that HUD would take over before the Township. HUD is liable for this agency. The most important thing Rich Larsen said is that the money that is being counted, the bulk of it, 80% is because the State has defunded the pension and the State is going to have to figure out a way to fix it.

RESOLUTIONS:

There was a consent agenda to approve:

- 2020-9-1 To Approve the Renewal of Membership in the Joint Insurance Fund (JIF)**
- 2020-9-2 To Approve the 2019 Audit**

Commissioner Grosse made a motion to approve the consent motion to approve the Resolutions. Commissioner Garibaldi seconded the motion. Roll call found all in favor.

Rich Larsen then discussed liquid reserves. The assets were purchased with capital grants not operating reserves. Operating income can be added back. The HA had adjusted operating income of \$27,000. The HA working capital is measured by current assets and current liabilities and per audit has current assets of \$741,000 and current liabilities of \$95,000. The HA has working capital of \$646,000. The HA has 8.68 months of reserves.

He then answered questions board members had. Operating grants decreased. This was because unit months leased increased on the housing choice voucher program. With the conversion to RAD the HA no longer draws down from the capital fund. The HA has no long-term debt? There is no long-term interest-bearing debt as in bonds or mortgages. This does not include pensions. The \$126,000 in administrative expense was the pension reduction. The voucher program is a higher risk program, so it affects the audit but not internal control.

John Camera wanted to make it clear that he nor the Mayor or anyone in the township **is plotting to shut down the HA**. Stating he understands it is a HUD Property. The township has three authorities, and he realizes that BTHA is very different and is autonomous. The only concern is more expense coming for BTHA. The township just wanted to question some things for the future. He asked the HA to consider doing an interim financial report rather than waiting until the end of this fiscal year. The Director stated that a financial report has been done, one every two months for years. And the Board receives a copy. John asked if he could get a copy every few months.

The Director gave a short report on Maintenance.

A motion was made by Commissioner Denise Pellecchia to keep the Chair and Vice-Chairperson the same. Commissioner Garibaldi seconded the motion. All were in favor.

UNFINISHED BUSINESS – None

NEW BUSINESS – None

PUBLIC PORTION – None

CLOSED SESSION – None

MOTION TO ADJOURN: A motion was made to adjourn for the evening. The time was 4:35 PM. Roll call found all in favor.