

**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 October 27, 2020, at 4:00 PM.

PRESENT: GRACE DEKKER, EXECUTIVE DIRECTOR
JENNIFER BACCHIONE, CHAIRPERSON
KELLY GROSSE, VICE-CHAIRPERSON
JAMES BYRNES, COMMISSIONER
NILDA GARIBALDI, COMMISSIONER
DENISE PELLECCCHIA, COMMISSIONER
TERRENCE CORRISTON, LEGAL COUNSEL
DAVID CIARROCCA, ACCOUNTANT

ABSENT: MARIA PELLECCCHIA, COMMISSIONER
KATHLEEN NUNN, COMMISSIONER
JANET MALANGA, TRANSCRIBER (Last Meeting)

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 MINUTES FOR THE SEPTEMBER BOARD MEETING: It needed to be noted that Jennifer Bacchione left the Board Meeting at 4:00 PM at September's meeting. A motion was made by Commissioner Denise Pelleccchia to approve the Minutes. The motion was seconded by Commissioner Grosse. Roll call found all in favor.

NO CLOSED SESSION MINUTES TO APPROVE

AUTHORIZATION BY THE BOARD TO APPROVE ALL PAYMENT POINTS A THROUGH C FOR THE MONTH OCTOBER 2020:

A motion was made by Commissioner Garibaldi. The motion was seconded by Commissioner Denise Pellecchia. Roll call found all in favor.

LEGAL COUNSEL –Terry said that there was an extension on moratorium and that court will be held via zoom. They discussed a “judgement” and how that works. Grace said that court costs are added back into cases. Current tenants can talk to Social Services to see if they can get money, but it all depends on how many times they have been late or asked for help before. In public housing residents are only paying a third of their income as rent and they do not qualify for an exemption because the HA would lower their rent if their income changed. Tenants pay 30% of their income and utilities are included. Minimum rent is fifty dollars. Tenants are aware that social services are there to help them.

EXECUTIVE DIRECTOR: Jim Byrnes was welcomed again as a new Commissioner. Grace said that her and Commissioner Bacchione spoke about changing next months meeting to December 1st. Dave Ciarrocca is at the meeting to present and explain the budgets. The option to extend the contract for accounting with Dave Ciarrocca is in the packet. Each year when they go out for bid, they do have a clause for Dave Ciarrocca and Terry Corriston to extend the contract so that the HA does not have to go out for bid. The FMR is published by HUD and used for Section 8. This year we are using 90% of the Fair Market Rent. It is by jurisdictions and the zip codes. We have disabled persons outside of Berkeley. That is also counted on SEMAP. This will be effective for 1/21. The meeting schedule was in the packet for the next year.

There are no contracts going on. Commissioner Denise Pellecchia had a question on the Minutes. She was asking about the working capital and if it was a true number. Dave said yes that was correct. Dave Ciarrocca said working capital was the current assets divided by the current liabilities.

They discussed Fair Market Values and how they work. Grace said they have rentals that they could rent for less, but they must go by HUD’s FMR.

The HA did not go out for bid for the accountant because they had the option to extend. The HA uses the option to extend so that they do not have to go out for bid. His contract was approved previously approved with the option to extend. The HA does a scoring sheet on their knowledge. The scoring is done by Grace and Linda and a board member will now be added. The HA locks in the price with the accountant with that option. His contract went up \$300. Dave was the only one that submitted last year. The Executive Director said that she puts her faith in the two professionals that the HA has. Dave and Terry know the answers to all questions asked and are always available when she needs them.

Bob Dekker got a \$37,000 Grant for free LED lights. Grace and Terry spoke with the contractor regarding the contract. The heat is on. The annual inspections have started up again. They spent seven hours in one unit making repairs. They are transferring

someone to another unit for a barrier free apartment. Cape May Housing Authority asked Bob to come and do preventative maintenance training but he does not have time to do that. Bob and Robbie do all the renovations and repairs in apartments except for flooring.

There was a motion made to approve the Consent Agenda by Commissioner Garibaldi. The motion was seconded by Commissioner Grosse. Roll call found all in favor.

Dave Ciarrocca reviewed the budget with the Board. He explained that it was a multiple step process. He said this was not required to be sent to HUD because they are not a troubled HA. He said this year was a little bit of a challenge with COVID 19. It has had some effect on rents and certain expenses. The maintenance staff saves the HA a lot of money by doing everything internally. The HA is adopting two resolutions. The first one is just the HUD resolution which is a standard form, and it will be sent to HUD. The second is the State budget which they will approve. Kelly Grosse came in early and spoke with Grace, Dave, and Terry to come up with suggestions for an account for Retiree Health Benefits. They discussed who was entitled to health benefits and that it could not be changed for current employees, only future employees. Grace and the Vice Chair could update the information for future employees and present it to the Board for discussion and approval. They discussed CARE funds that the HA received and what they could be spent on.

RESOLUTIONS

2020-10-1 To Approve the HUD Operating Budget for 2021

2020-10-2 To Approve Accounting Services from David W. Ciarrocca, CPA per the Option to Extend

2020-10-3 To Approve the Fair Market Rents (FMR's) Payment Standard

2020-10-4 To Approve the Board Meeting Dates for the Year 2021

2020-10-5 To Approve the State Budget for the Year 2021

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

UNFINISHED BUSINESS – Commissioner Byrnes said that there is some financing for Veteran housing and would like to set up a zoom meeting to discuss.

NEW BUSINESS – Commissioner Grosse said that there was an Evergreen Clause, and she would like to stop the Evergreen renewal. Commissioner Grosse said she did not think it was the best for the HA. This clause is regarding the Executive Director's contract. Terry said that you could not take out the clause as that would be a breach of contract. They could exercise the option of not extending it for another year. In June,

her contract would be for a remainder of four years. A motion was made by Commissioner Grosse not to continue with extending the Evergreen Clause in the Executive Director's contract in June. The motion was seconded by Commissioner Denise Pellecchia. Commissioner Garibaldi voted no. Roll call found all others to be in favor. The Chairperson said that she feels that Grace is doing an excellent job and had nothing to do with her ability just that she did not think it was in the best interest of the HA. The Vice Chair agreed with Grace's ability.

PUBLIC PORTION – None

CLOSED SESSION – None

MOTION TO ADJOURN: A motion was made by Commissioner Bacchione to adjourn for the evening. The motion was seconded by Commissioner Grosse. The time was 5:25 PM.