

**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 May 24, 2022, at 4:09 PM, located at the Administration Building at 44 Frederick Drive, Bayville NJ via Zoom.*

**PRESENT:** GRACE DEKKER, EXECUTIVE DIRECTOR  
JENNIFER BACCHIONE, CHAIRPERSON  
KELLY GROSSE, VICE CHAIRPERSON (ABSENT)  
NILDA GARIBALDI, COMMISSIONER  
DENISE PELLECCIA, COMMISSIONER  
DAVID YTREBOE, COMMISSIONER  
KEN MIKA, COMMISSIONER  
TERRENCE CORRISTON, LEGAL COUNSEL  
DAVID CIARROCCA, ACCOUNTANT  
LINDA CONWAY, BOOKKEEPER  
ARLENE FEULA, TRANSCRIBER

**PUBLIC:** RICH LARSEN, AUDITOR

**CALL TO ORDER:** Public Meetings Act, adequate notice of this meeting has been provided in the following manner: on January 19, 2022, 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.

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

**AUTHORIZATION BY THE BOARD TO APPROVE THE MINUTES FOR THE JANUARY BOARD MEETING:** A motion was made to approve the January 25<sup>th</sup>, 2022 Board meeting minutes, 1<sup>st</sup> by Commissioner Garibaldi and 2<sup>nd</sup> by Commissioner Ytreboe. All in favor. Commissioner Pelleccia abstained.

**AUTHORIZATION BY THE BOARD TO APPROVE FOR PAYMENTS POINTS A THROUGH C:** A motion was made to approve the payments for January and February 1<sup>st</sup> by Commissioner Pelleccia, 2<sup>nd</sup> by Commissioner Garibaldi. All in favor. Commissioner Mika abstained

**LEGAL COUNSEL** – There has been active tenancy and 1 eviction. Rents are on target. There were a few security deposits returned. Courts are now open. Commissioner classes must be taken and completed. Jim Byrnes is no longer on Board as of March 2022. Non-compliant with taking required classes. Was told many times by Director and Chairperson Bacchione.

**ACCOUNTANT** – All utilities have increased. Seasonal charges are in effect. Electricity is higher now but will decrease in fall/winter and vice-versa. Fuel costs (Gas) has increased.

**AUDITOR** – Rich Larsen: 2020 Financial Statements had no findings or issues. There is 9 months of reserves which is good and the highest ever which shows on the Profit and Loss Statement. Average of other Housing Authorities is 4 to 6 months. Audit for the year 2021 due September 30<sup>th</sup>, 2022. Rich reminded everyone we are no longer PH but RAD. Financials all strong.

**EXECUTIVE DIRECTOR** – Corporation meeting Approve adjustment factor 3% for PBV rents (HUD approved). Some security deposits increased. Many maintenance upgrades. Township gas pumps have been down since February. Housing Authority given QuickChek gas cards. Wasn't cost effective due to the fees we were charged. Increase in Petty Cash to \$600 for fuel. Have been having drug and mental issues with residents, as well as, neglect and destruction of units. We are 97% occupied. Payroll/WorkersComp audit (State) in June. New check signers will be added when Bank provides signature cards. Attorney working on Lease revision to provide access for inspections. Approve Resolution #2022-5-4.

**MAINTENANCE** – Cost of renovating apartments have become costly. Keeping up on grounds, work orders in between renovating. Tenants that move out some have destroyed their unit. Boilers have been upgraded due to many issues. Kids from another apartment complex have broken back fence at Site A many times. Police were called. Landlord has been contacted.

**APPROVE RESOLUTIONS-** Any member who wishes to have a matter removed from the Consent Agenda may do so. All other matters will be voted on by a Consent Agenda Vote. Chairperson Bacchione asked for Consent.

- 2022-5-1 Approve Audit for Year-End 12-31-202
- 2022-5-2 Approve Increase in Petty Cash for Fuel
- 2022-5-3 Approve Increase in Resident's Security Deposit on PBV
- 2022-5-4 Approve Lease revision for Inspection of Apartments (Legal Counsel)

Approve Resolutions - 1<sup>st</sup> by Commissioner Ytreboe, 2<sup>nd</sup> by Commissioner Pellecchia.

All Approved

**PUBLIC PORTION – NONE**

**NEW BUSINESS – NONE**

**CLOSED SESSION – NONE**

**MOTION TO ADJOURN** –A motion was made to adjourn *at 4:45 pm* in the evening by Commissioner Bacchione. 1<sup>st</sup> by Commissioner Grosse. 2<sup>nd</sup> by Commissioner Ytreboe. All approved and in favor.