

**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 27th, 2022, at 4:05 PM, located at the Administration Building at 44 Frederick Drive, Bayville NJ.

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

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 MAY BOARD MEETING: A motion was made to approve the May, 2022 Board meeting minutes, 1st by Commissioner Pelleccchia and 2nd by Commissioner Garibaldi. All in favor. Commissioner Grosse abstained.

AUTHORIZATION BY THE BOARD TO APPROVE FOR PAYMENTS POINTS A THROUGH C: A motion was made to approve the payments for June through September 2022, 1st by Commissioner Grosse, 2nd by Commissioner Pelleccchia. All in favor.

LEGAL COUNSEL – New move-in gave false statements regarding family size. Should have 1 bedroom unit and housed in a 2 bedroom. Re-payment of \$1800.00. No response. Some tenants not maintaining property, and many have illegal guests. Change to criminal background checks on new applications.

ACCOUNTANT – 2023 Budget will be a challenge. Will be submitted in November and it's a 2-step process through a portal. Will be sent to State in November and possibly back in

December. Building materials costs have increased. Utility costs are up. New work van is needed now and another in near future. Purchase of new work vans comes out of Operating Account.

A Community Block Grant is within the Township. Can apply with Township and if all monies are not used, can be granted to Housing Authority. RAD is eligible to apply for grants. OCAF will be increased.

EXECUTIVE DIRECTOR – Rich Larsen did Audit and waiting for State. House rules were revised. Operation Schoolhouse started on October. Shredding company (America Shred) was on-site and we followed HUD Retention Guidelines. The Housing Authority received 4 new Section 8 vouchers that will generate about \$1,000.00 in Admin Fees plus a one-time administration of \$3,000.00 (\$750.00 for each voucher.) Insurance will update all items. Insurance will increase. Problems at Site B are being handled. Voting will again take place in November at Site B.

MAINTENANCE – Problems with tenants maintaining units. 12 apartments have been completed (completed renovations included) with 15 total by the end of year. Materials costly. Home Depot is working with us to get better prices. Open a new account with Sherwin Williams with a GSA contract with 30% less. This is worst year for renovations. Trying to keep up with work orders and outside maintenance. Truck (work van) is needed.

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.

- 2022-9-1 Approve Tenant House Rules for Site A & B
- 2022-9-2 Approve the Disposal of Housing Records in Accordance with HUD Retention Guidelines
- 2022-9-3 Approve an Hourly Increase for an employee

Personnel Committee met and in keeping everything fair, a merit increase is retroactive from September 2022.

Approve Resolutions - 1st by Commissioner Grosse, 2nd by Commissioner Pellecchia.

All Approved

PUBLIC PORTION – NONE

NEW BUSINESS – MOVE BOARD MEETINGS TO 4:30PM (Requested by Commissioner Ytreboe and Commissioner Mika.

CLOSED SESSION – NONE

MOTION TO ADJOURN –A motion was made to adjourn *at 5:00 pm* in the evening by Commissioner Bacchione, 1st by Commissioner Pellecchia, 2nd by Commissioner Grosse. All approved and in favor.

Front Board Minutes/September 2022