

**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 December 6th, 2022, at 4:08 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 PELLECCIA, COMMISSIONER (ABSENT)
DAVID YTREBOE, COMMISSIONER
KEN MIKA, COMMISSIONER (ABSENT)
DAVE CIARROCCA, ACCOUNTANT
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 NOVEMBER BOARD MEETING: A motion was made to approve the December 2022 Board meeting minutes, 1st by Commissioner Garibaldi and 2nd by Commissioner Bacchione. Commissioner Grosse and Commissioner Ytreboe abstained.

AUTHORIZATION BY THE BOARD TO APPROVE FOR PAYMENTS POINTS A THROUGH C: A motion was made to approve the payments for November 2022, 1st by Commissioner Garibaldi and 2nd by Commissioner Ytreboe. All in favor.

LEGAL COUNSEL – Courts have opened. Settled some cases. Large amounts of monies owed will be sent for collections and reported to credit agencies.

State law requirement for waiting lists that veterans are 1st as preference followed by homelessness. Can close waiting list early if overrun with applications.

No conflict of interest of shared services with Lakewood Housing Authority.

ACCOUNTANT – Year end transfers will be made. Budget has multiple steps: 1st is HUD Budget then DCA Budget. Surplus in budget of \$30,000 to \$35,000 with the personnel changes. Added 4 Fair Share Section 8 vouchers and also added 2 Port-Ins.

There were 5 employee end of year buy backs down from 7.

Budget Committee passed a 3% COLA increase for employees and Grace will receive 4%, as stated in her contract, for year 2023.

EXECUTIVE DIRECTOR – Shared services with Lakewood Housing will take effect 1-1-2023.

Approve Resolution to Renew as JIF Fund Commissioner.

5 Buy Back sick days, per Personnel Policy, down from 7 for 2022.

Waiting list will open by the end of January with Veterans having 1st preference.

Rich Larsen, our auditor, is planning to be at our January board meeting to discuss the state's GASB 75 and Audit.

No further developments with the CDBG Grant. Berkeley Township doesn't receive very much money from the County as we are not an "entitled" town and the minimal amount of monies they receive are used in the Township. Legal counsel was looking into information on how the Housing Authority can apply.

HUD approved our waiver to increase the FMR's to 120%.

There were 16 apartment turnovers this year and as of now there will be 3 in January.

MAINTENANCE – NONE

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.

- 2022-12-1 Approve 2023 HUD Operating Budget with COLA included
- 2022-12-2 Approve 2023 State Budget
- 2022-12-3 Approve Co-Operation Agreement with Lakewood Housing Authority
- 2022-12-4 Approve Grace Dekker Fund Commissioner for the NJ Public Housing Authority Joint Insurance Fund
- 2022-12-5 Approve Opening of Waiting List
- 2022-12-6 Approve Write Offs for 2022

Approve Resolutions - 1st by Commissioner Ytreboe, 2nd by Commissioner Garibaldi.
All Approved

PUBLIC PORTION – NONE

UNFINISHED BUSINESS – Board Calendar change October 24th to October 30th, 2023 @ 4:30 p.m.

NEW BUSINESS – Audit Services Proposal sent out and due by January 13th, 2023.

CLOSED SESSION – NONE

MOTION TO ADJOURN –A motion was made to adjourn at 4:42 pm in the evening by Commissioner Bacchione, 1st by Commissioner Grosse and 2nd by Commissioner Ytreboe. All approved and in favor.