

MINUTES OF THE HADDON TOWNSHIP
HOUSING AUTHORITY FOR MEETING HELD ON FEBRUARY 17, 2021
AT 25 WYNNEWOOD AVENUE, HADDON TOWNSHIP, NEW JERSEY

The meeting was called to order at 7:00 p.m. by Chairperson Alma Zwick. Tonight's meeting was held in our Community Room due the Corona Virus precautions as we had two gentlemen from Air Pure to talk about Air Purifiers for our building.

Roll call was taken by Chairperson Alma Zwick. In attendance were Chairperson Alma Zwick, Vice-Chairperson Douglas Wallace, Brian Seltzer, Rosa Tanzi and Sharon Smith. Mary Berko was excused. Also in attendance were Patsy Coyne and Ellie Connell, Managers.

The first item on tonight's agenda was the representatives from Air Pure Technology, David McDonough and his associate were in attendance to talk about their company. They own Dave's Cleaning Service, Inc. and Mac's Maintenance companies and are selling the Air Pure System. Unfortunately, their Video presentation had technical problems, so they both spoke on the effectiveness and benefits of the Air Pure Technology system. They explained that it is greatly effective against the Covid-19 Virus and just generally very healthy when being used. They explained that it was invented by Nasa almost 40 years ago, and has been improved over the years by modification and is now being used in treating millions of homes, businesses, hospitals, doctors' offices, nursing homes, hotels, schools, etc. They explained that it would be most effective used in our building in the common areas. They further noted that the Air Pure system neutralizes pollutants and contaminants in places that other technologies and filtration systems cannot reach. The units are compact and affordable. Following several questions and comments about the system, the Board and Staff thanked them for their attendance at our meeting this evening. The Board will consider it and it was indicated that other proposals have to be obtained before making a decision on this product.

The next order of business was the review of the unpaid bills/payroll as outlined in the Accountant's report. Sharon questioned the two payments made for the P.I.L.O.T. to the Township of Haddon. Ellie replied that Tom Furlong, our Accountant sent the information to pay both 2019 and 2020 with the January 2021 invoices. With no further questions or comments, Vice Chairperson Wallace entertained a motion to approve same. A motion was made by Rosa and seconded by Sharon to approve the unpaid bills and payroll amounts, totaling \$73,663.90. All members present voted in the affirmative, none opposed. Motion is carried. The approved Resolution with the payroll figures and unpaid bill totals was circulated and signed by all members present and filed accordingly.

There were two additional resolutions to be approved this evening. The Resolution approving the new Generator had been circulated and the Board was sent information prior to the meeting outlining the Information on the new generator. Doug made a motion to approve the resolution with Rosa seconding the motion. All members present voted in the affirmative, none opposed. Motion is carried. Also, the resolution approving Rosa Tanzi as a signatory with 1st Colonial Bank for both of our accounts was also approved and seconded with all members present voting in the affirmative, none opposed. Motion is carried. Both resolutions were circulated and signed by all members present and filed accordingly.

Also reviewed was the Office Report.

The Board then went into Executive Session.

With no other business before the board, a motion was entertained to adjourn. A motion was made and seconded to adjourn. All members present voted in the affirmative, none opposed. Motion is carried. The meeting adjourned at approximately 8:30 p.m.

*Respectfully submitted,
Alma Zwick, Chairperson*

MINUTES OF THE HADDON TOWNSHIP
HOUSING AUTHORITY FOR MEETING HELD ON MARCH 17, 2021
AT 25 WYNNEWOOD AVENUE, HADDON TOWNSHIP, NEW JERSEY

The meeting was called to order at 7:00 p.m. by Chairperson Alma Zwick.

Roll call was taken by Chairperson Alma Zwick. In attendance were Chairperson Alma Zwick, Vice-Chairperson Douglas Wallace, Brian Seltzer, Rosa Tanzi and Sharon Smith. Mary Berko was excused. Also in attendance was Patsy Coyne, Manager. Ellie Connell was not feeling well and did not attend.

Chairperson Zwick entertained a motion to approve the minutes from the meeting held on February 17, 2021. Doug made a motion to approve, with Sharon seconding the motion. All members present voted in the affirmative, no persons opposed. Motion is carried.

The next order of business was the review of the unpaid bills/payroll as outlined in the Accountant's report. A motion was entertained to approve the unpaid bills and payroll amounts. A motion was made by Rosa and seconded by Doug to approve the unpaid bills and payroll amounts, totaling \$49,154.75. All members present voted in the affirmative, none opposed. Motion is carried. The approved Resolution with the payroll figures and unpaid bill totals was circulated and signed by all members present and filed accordingly.

Sharon spoke about the purchase of several Air Purifiers for the building that was discussed and presented to the Board at a recent meeting. She explained that by entering into the Cooperative Pricing Agreement with the Educational Services Commission of the State of New Jersey {for the Provision and performance of goods and services}, obtaining three quotes for this product would not be necessary.

In this regard, a second Resolution was on the Agenda outlining this Cooperative Pricing Agreement. A motion was entertained on this Resolution, with a motion made and seconded to approve. All members present voted in the affirmative, none opposed. Motion is carried. This approved Resolution was circulated and signed by all members present and filed accordingly.

Also reviewed was the Office Report.

Discussion ensued regarding the Position of hiring a new Executive Director. There were comments about the salary as well as the number of hours he would be working for our Housing Authority. Other discussion ensued with regard to this position.

With no other business before the board, a motion was entertained to adjourn. A motion was made and seconded to adjourn. All members present voted in the affirmative, none opposed. Motion is carried. The meeting adjourned at approximately 7:30 p.m.

*Respectfully submitted,
Alma Zwick, Chairperson*

MINUTES OF THE HADDON TOWNSHIP
HOUSING AUTHORITY FOR MEETING HELD ON APRIL 21, 2021
AT 25 WYNNEWOOD AVENUE, HADDON TOWNSHIP, NEW JERSEY

The meeting was called to order at 7:00 p.m. by Chairperson Alma Zwick.

Roll call was taken. In attendance were Chairperson Alma Zwick, Vice-Chairperson Douglas Wallace, Brian Seltzer, Rosa Tanzi and Sharon Smith. Mary Berko was excused.

Also in attendance were Patsy Coyne and Ellie Connell, Managers.

Chairperson Zwick entertained a motion to approve the minutes from the meeting held on March 17, 2021. Rosa made a motion to approve, with Doug seconding the motion. All members present voted in the affirmative, no persons opposed. Motion is carried.

Sharon explained that she had the Agreement from the Educational Services Commission of New Jersey so that we will be able to participate in their Cooperative Pricing System. This will allow us to purchase the Air Purifiers for the building that were previously discussed without having to get additional Proposals. The Resolution signed tonight by all Board Members authorizing our Housing Authority to enter into this Cooperative Pricing Agreement will then be sent to the Commission along with their Agreement for a final approval from the Educational Services Commission of the State of New Jersey.

The next order of business was the review of the unpaid bills/payroll as outlined in the Accountant's report. Vice Chairperson Wallace asked about the bill for a repair to our Boilers on the unpaid bill list detail. Ellie explained that the office looked into a warranty that might still be active from when we had our new boilers installed. Our Insurance Company, after investigating the repair, said we will be receiving a check in the amount of \$5,800.00 after our deductible of \$5,000.00 towards the repair of \$10,800.00. Doug was very happy to hear that as were the other Board of Commissioners.

A motion was then entertained to approve the unpaid bills and payroll amounts. A motion was made by Rosa and seconded by Sharon to approve the unpaid bills and payroll amounts, totaling \$102,357.66. All members present voted in the affirmative, none opposed. Motion is carried. The approved Resolution with the payroll figures and unpaid bill totals was circulated and signed by all members present and filed accordingly.

Also reviewed was the Office Report.

With no other business before the board, a motion was entertained to adjourn. A motion was made by Alma and seconded by Rosa to adjourn. All members present voted in the affirmative, none opposed. Motion is carried. The meeting adjourned at approximately 7:15 p.m.

*Respectfully submitted,
Alma Zwick, Chairperson
c/o The Haddon Twp. Housing Authority*

MINUTES OF THE HADDON TOWNSHIP
HOUSING AUTHORITY FOR MEETING HELD ON JUNE 16, 2021
AT 25 WYNNEWOOD AVENUE, HADDON TOWNSHIP, NEW JERSEY

The meeting was called to order at 7:00 p.m. by Chairperson Alma Zwick.

Roll call was taken. In attendance were Chairperson Alma Zwick, Vice-Chairperson Douglas Wallace, Brian Seltzer, Rosa Tanzi and Sharon Smith.

Also in attendance were Patsy Coyne and Ellie Connell, Managers.

Chairperson Zwick entertained a motion to approve the minutes from the meeting held on April 21, 2021. Rosa made a motion to approve, with Doug seconding the motion. All members present voted in the affirmative, no persons opposed. Motion is carried. There was no meeting held in May, 2021.

The next order of business was the review of the unpaid bills/payroll as outlined in the Accountant's report. Vice Chairperson Wallace took over the meeting on behalf of Chairperson Zwick.

A motion was then entertained to approve the unpaid bills and payroll amounts. A motion was made by Rosa and seconded by Brian to approve the unpaid bills and payroll amounts, totaling \$73,806.76. All members present voted in the affirmative, none opposed. Motion is carried. The approved Resolution with the payroll figures and unpaid bill totals was circulated and signed by all members present and filed accordingly.

Ellie, with regard to a vendor bill to Floor Coverings International, explained that three of our floors had problems with the plank flooring pulling up in certain sections and had become hazardous. These three floors were replaced with new planking which turned out very well. Also, there was discussion concerning the new generator and the timeline sent to the office by our Engineer for the process to install the new generator. The release for bidding is scheduled for July 12, 2021. Also discussed were the four new air purifiers; the staff explained to the board that letters will be sent to each resident explaining that these had been installed for extra precautions due to the corona virus and any future viruses. There is one in the lobby and one in the Community Room. (Also, the office and the Maintenance office.)

Also reviewed was the Office Report.

With no other business before the board, a motion was entertained to adjourn. A motion was made by Alma and seconded by Sharon to adjourn. All members present voted in the affirmative, none opposed. Motion is carried. The meeting adjourned at approximately 7:15 p.m.

*Respectfully submitted,
Alma Zwick, Chairperson
c/o The Haddon Twp. Housing Authority*

MINUTES OF MEETING (MOM) – HHA BOARD MEETING

Alma Zwick, Chairperson, opened the meeting on Wednesday, July 21, 2021, at approximately 7:00 p.m. with all Board members present, except for Doug Wallace, who was excused.

1. Motion to approve the MOM of the previous meeting on June 16, 2021 was made by Rosa Tanzi and seconded by Sharon Smith. Approved by all, except Larry Gasperone who abstained.
2. Ellie Connell administered the oath to the new members on the board, namely, Lawrence Gasperone, Reda Burch, and Walter Norris.
3. Old Business – None
4. New Business:
 - Account's report – held over to the next meeting
 - 2 unpaid electric bills; motion to pay the bills by Rosa Tanzi and seconded by Brian Seltzer – approved unanimously
 - Walter Norris, new executive director, delivered Office Report as follows:
 - Bids for Generator Project went out on July 12; bid meeting to take place July 27, 2021; all bids due August 10, 2021
 - On Wednesday, July 14, 2021, two reps from Camden County Senior Services issued \$30 in coupons to eligible residents for the Farmer's market
 - We have 3 quotes for the bathtub-to-shower replacement
 - On Friday, July 23, 2021, HHA will host our first Therapy dog, Molly
 - The family room is being used again for card/board games, and bingo has started back 2 days a week.
 - All rents have been collected and deposited at First Colonial Bank
 - Recertifications are ongoing and up-to-date; August is completed, and September is being worked on.
 - Each month all bills are reviewed and entered in QuickBooks

5. There were three (3) resolutions up for adoption:

1. To retain the part-time services of Walter Norris as executive director until December 31, 2021, at the remuneration rate of \$2,250.00 per month.

This resolution was amended so that Walter Norris would be paid as an employee of HHA, and not as a contractor.

2. To approve Walter Norris as an authorized signatory with 1st Colonial Community Bank, commencing July 21, 2021.

3. To appoint Walter Norris as its Fund Commissioner for the N.J. Public Housing Authority Joint Insurance Fund for the Fund Year 2021.

6. The three (3) resolutions as outlined in #5 above were unanimously approved as amended.
7. The Board members were given brochures of the 3 bids to convert bathtub-to-shower. It was agreed that one unit should go through this conversion before deciding on which bid to consider long term.
8. The Board was notified that there would be no Board meeting on Wednesday, August 18, 2021.
9. The next Board meeting will be held on Wednesday, September 15, 2021, at 7:00 p.m. in the office at HHA.

Submitted by:

Walter Norris
Executive Director

MINUTES OF MEETING (MOM) – HHA BOARD MEETING

Alma Zwick, Chairperson, opened the meeting on Wednesday, September 15, 2021, at approximately 7:00 p.m. with all Board members present, except for Brian Seltzer, who was excused.

1. Motion to approve the MOM of the previous meeting on July 21, 2021 was made by Larry Gasperone and seconded by Rosa Tanzi. Approved by all were present.
2. Old Business – None
3. New Business:
 - Unpaid bills of \$38,477.34 be paid. Motion to pay the bills by Rosa Tanzi and seconded by Doug Wallace
 - Resolution of Amendment to the February 2021 motion to approve \$200,000 for new generator. The amendment states that the final amount is \$219,000. Also the contractor is named in the Resolution. Motion by Rosa Tanzi to approve; seconded by Larry Gasperone – approved unanimously
 - Walter Norris, executive director, delivered his Office Report as follows:
 - He asked the Board if it would consider approving his attendance at a conference in Atlantic City November 16-17, 2021 for NJ/NAHRO to attend a required course and to interact with other Eds from other housing authorities. The cost is \$600 plus \$120 for 1-night accommodation. The Board gave a verbal approval for attendance and reimbursement.
 - On Wednesday, July 14, 2021, two reps from Camden County Senior Services issued \$30 in coupons to eligible residents for the Farmer's market
 - We have 3 quotes for the bathtub-to-shower replacement
 - On Friday, July 23, 2021, HHA will host our first Therapy dog, Molly
 - The family room is being used again for card/board games, and bingo has started back 2 days a week.

- All rents have been collected and deposited at First Colonial Bank
 - Recertifications are ongoing and up-to-date; August is completed, and September is being worked on.
 - Each month all bills are reviewed and entered in QuickBooks
4. Discussion ensued regarding Mary Berko's term on the board and what, if anything, can the Board do to thank her for her long-term service as a Board member at Rohrer Tower I. The matter was tabled until a future meeting.
 5. Motion to adjourn made by Rosa Tanzi; seconded by Doug Wallace.
 6. The Board was adjourned at 7:25 p.m.
 7. The next Board meeting will be held on Wednesday, October 20, 2021, at 7:00 p.m. in the office at HHA.

Submitted by:

Walter Norris
Executive Director

MINUTES OF MEETING (MOM) – HHA BOARD MEETING

Alma Zwick, Chairperson, opened the meeting on Wednesday, October 20, 2021, at approximately 7:00 p.m. with all Board members present, except for Doug Wallace, who participated by telephone.

1. Motion to approve the MOM of the previous meeting on September 15, 2021 was made by Rosa Tanzi and seconded by Sharon. Approved by all were present.
2. Old Business – None
3. New Business:
 - Tom Furlong, our accountant, attended the meeting in person and discussed the aspects of the proposed 2022 budget for the HHA.

The budget year will begin on January 1, 2022. The budget must be approved by November 1, 2021. Two copies need to be sent to DCA. There is a 45-day review period by DCA for it to approved the budget for Jan. 1, 2022.

Tom provided the board with a 1-page summary. The rents received are set by law at 30% of income. Overall, receipt of rents for 2021 was up by 5%. The projected expense between 2021 and 2022 is up less than 1%. HHA operates at a -month reserve. The surplus from the 2021 budget is \$47,230.00.

- Resolution 1 – October 2021: Motion to approve unpaid bills, review of accountant's reports, unpaid bill detail, various reports, etc. Motion by Rosa; seconded by Alma.

On the question: was the quarterly water bill paid? Proof was provided that it was paid. Motion passed unanimously.

- Resolution 2 – October 2021: Approval of the 2022 budget. Motion by Brian; seconded by Rosa. Passed unanimously.
- Resolution 3 – October 2021: Approval of updates to the Employer Handbook as mandated by the Municipal Excess Liability Joint Insurance Fund (JIF) every 3 years.

It was explained that the handbook has an extended policy on harassment extending the original 5 pages to almost 18 pages.

Motion by Rosa; seconded by Larry. Passes unanimously.

- Resolution 4 – October 2021: Naming contact person for the Employment Liability Attorney Consultation Service for the NJ Public Housing Authority Joint Insurance Fund (JIF).

Ellie Connell was the first designee and Patsy Coyne as the second designee.

Motion by Rosa; seconded by Sharon. Passed unanimously.

- Walter Norris, executive director, delivered his Office Report as follows:
 - It is hopeful that the new generator will be installed around the end of November 2021.
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 - Bathfitters said it would take 12 to 16 weeks before it can install the first conversion of a tub into a shower.
 - The operation here is running smoothly here without hardly a hiccup.
 - Walter stated that he intends to learn about other housing authorities and complete some courses at the November 16-17 NAHARO convention.
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5. It was also discussed about some type of holiday gathering for the residents. This discussion is tabled for the November 2021 meeting. ensured regarding Mary Berko's term on the board and what, if anything, can the Board do to thank her for her long-term service as a Board member at Rohrer Tower I. The matter was tabled until our meeting in December 2021.
6. Motion to adjourn made by Rosa; seconded by Reda.
7. The Board was adjourned at 7:40 p.m.
8. The next Board meeting will be held on Wednesday, November 17, 2021, at 7:30 p.m. in the office at HHA.

Submitted by:

Walter Norris
Executive Director

MINUTES OF MEETING (MOM) – HHA BOARD MEETING

Alma Zwick, Chairperson, opened the meeting virtually on Wednesday, November 17, 2021, at approximately 7:00 p.m.; Board members were present, except for Doug Wallace, who participated by telephone. Two board members were excused: Sharon and Brian,

1. Motion to approve the MOM of the previous meeting on October 20, 2021 was made by Rosa Tanzi and seconded by Alma. Approved by all were present.
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3. New Business:

- Motion that the bills in the amount of \$52,295.52 be approved for payment, made by Rosa; seconded by Larry. Motion carried.
- According to the Engineer's report, it can take as long as 40 weeks for the new generator to be installed due to the waiting time for parts.

4. November 2021 Office Report (summary)

- 98% occupancy
- Bath Fitters coming November 29, 2021
- Holiday celebration for residents two floors at a time
- Card/board games ongoing
- All rents have been collected and deposited
- Recertifications are ongoing and up-to-date
- Each month all bills are reviewed and entered into QuickBooks

4. Walter Norris, Executive Director, delivered his Office Report as follows:

- Attendance at the NAHARO convention at the Tropicana in Atlantic City from Monday, November 15 to Wednesday 17, 2021, was very productive and informative, including the fulfillment of the day-long required course for Ethics, required of Executive Director. Also, attendance at a pest control seminar gave insight into the problems with pest control and solutions for large buildings. Also, there was interactive with directors from other programs and sharing of ideas, problems, and solutions. There is another major seminar scheduled from May 1 to 4, 2022 at the Hard Rock Resort in Atlantic City.
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1. Motion to adjourn made by Rosa; seconded by Reda.
2. The Board was adjourned at 7:40 p.m.
3. The next Board meeting will be held on Wednesday, December 15, 2021, at 7:00 p.m. in the office at HHA.

Submitted by:

Walter Norris
Executive Director