

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON JUNE 15, 2016**  
**AT 25 WYNNEWOOD AVENUE, HADDON TOWNSHIP, NEW JERSEY**

*Chairperson Alma Zwick opened tonight's meeting at 7:00 p.m. In attendance was Executive Director Joseph Iacovino, Chairperson Alma Zwick, Rosa Tanzi, Vice-Chairperson, Brian Seltzer, Frank Jackson, and Sr. Anne Lillis, Tenant Representative. Mary Berko was excused.*

*For the first order of business, Chairperson Zwick entertained a motion on the minutes from last month's meeting held on May 18, 2016. Rosa made the motion to approve, with Sr. Anne seconding the motion. All members in attendance voted in the affirmative with no members opposed. Motion is carried.*

*Rosa said that she wanted to congratulate everyone on the excellent PHAS {Public Housing Assessment System} score we received recently from HUD. She said it reflects the very good work of Management.*

*The E.D. explained that tomorrow's court appearance with William Kiggins was cancelled as both attorneys came up with an agreement which has him on a six-month probation. It will be signed by Mr. Kiggins' attorney as well as the presiding Judge, Thomas Shusted. The E.D. noted the office will maintain a daily diary on Mr. Kiggins, and if there is any further incident of disorderly conduct (as outlined in agreement), action may be taken as outlined.*

*Chairperson Zwick noted a resolution to be signed for a Change Order #2 with regard to the new parking lot. There was no difference in the monetary amount. The E.D. read it aloud and a motion was made and seconded to approve the Work Order #2 changes with all members present voting in the affirmative. Motion is carried.*

*Chairperson Zwick then reviewed the financial statements with the Board as prepared by Tom Furlong and included in tonight's meeting packet. The unpaid bill report was also before the board. Chairperson Zwick entertained a motion on the unpaid bills, totaling \$84,758.97. A motion was made by Rosa to approve, with motion seconded by Sr. Anne. All members present voted in the affirmative, none opposed. Motion is carried. The resolution with the payroll figures and unpaid bill totals was circulated and signed by those members present this evening. It was explained by the E.D. and the Chairperson that there were some larger than usual expenditures due to the Parking Lot invoice as well as the second premium on our JIF insurance.*

*The E.D. was very complimentary to our Maintenance Team, Mark and Bob. He noted that they save us a considerable amount of money by making many in-house repairs (whenever feasible); therefore not having to pay expensive outside Contractors.*

***Also reviewed by the Board were the Executive Director and Manager Reports as well as the Engineer's Report which outlined the status of pending projects for the Housing Authority.***

***The E.D. said that with Sr. Anne Lillis (with her good nature) as the new Tenant Representative, several residents have been complaining to her about various issues, including maintenance problems. The E.D. said that the correct procedure is to come to the office and a Work Order will be issued; Sr. Anne should not have to respond to these complaints herself. Any emergency maintenance problem is always quickly addressed.***

***With no other business before the board, Chairperson Zwick entertained a motion to adjourn. A motion was made and seconded to adjourn. All members present voted in the affirmative, none opposed. Motion is carried. Tonight's meeting adjourned at 7:15 p.m.***

***Respectfully submitted,***

***Joe Iacovino, Executive Director***

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON JULY 20, 2016**  
**AT 25 WYNNEWOOD AVENUE, HADDON TOWNSHIP, NEW JERSEY**

*Chairperson Alma Zwick opened tonight's meeting at 7:00 p.m. In attendance were Executive Director Joseph Iacovino, Chairperson Alma Zwick, Rosa Tanzi, Vice-Chairperson, Mary Berko, Brian Seltzer, Frank Jackson, and Sr. Anne Lillis, Tenant Representative.*

*For the first order of business, Chairperson Zwick entertained a motion on the minutes from last month's meeting held on June 15, 2016. Rosa made the motion to approve, with Mary seconding the motion. All members in attendance voted in the affirmative with no members opposed. Motion is carried.*

*Chairperson Zwick explained to the Board that resident Fran Tedesco called her and was complaining about several maintenance issues. She explained to Fran that there is a procedure set forth for complaints; that being going to the office and giving them the information. It will then be looked into and addressed appropriately. Chairperson Zwick also stated that Fran will not go to the office for whatever reason. Chairperson Zwick also said that she told Fran she is not comfortable speaking to her on a one on one basis. Any persons can come to the Board meeting as it is open to the public.*

*It was noted that the Barbecue set for Thursday (tomorrow) July 21<sup>st</sup> was cancelled due to a lack of residents signing up. It was noted that we will have a get-together in the cooler days of Fall.*

*Chairperson Zwick then entertained a motion to approve Vice-Chairperson Rosa Tanzi as A signatory for the Housing Authority with 1<sup>st</sup> Colonial Bank. Frank made a motion to approve with Mary seconding the motion. All members present voted in the affirmative, none opposed. The E.D. explained to Rosa that she will take a copy of the approved Resolution to 1<sup>st</sup> Colonial Bank and then sign the appropriate papers.*

*Chairperson Zwick then entertained a motion to approve an upgrade to our current Security system/cameras, etc. The E.D. noted that this new system will extensively cover both the outside and inside of our building. It also allows for additional time (up to 30 days) to check any previous activity that was captured by the cameras that needs to be checked and/or reviewed. The new system will be a definite asset to our office. Tek Cad has given us the best price of the three bids received. The price is \$25,500.00. Rosa made a motion to approve the new Security System with Alma seconding. All members present voted in the affirmative, none opposed. Motion is carried. The work will begin sometime in August.*

*Chairperson Zwick then reviewed the financial statements with the Board as prepared by Tom Furlong and included in tonight's meeting packet. The unpaid bill report was also before the board. Chairperson Zwick entertained a motion on the unpaid bills, totaling \$57,118.14. A motion was made by Brian to approve, with motion seconded by Rosa. All members present*

***voted in the affirmative, none opposed. Motion is carried. The resolution with the payroll figures and unpaid bill totals was circulated and signed by those members present this evening.***

***Also reviewed by the Board were the Executive Director and Manager Reports as well as the Engineer's Report which outlined the status of pending projects for the Housing Authority. The E.D. noted that we still have one additional invoice we are waiting for with regard to our new parking lot and landscaping. We will release all monies as long as everything is done to specifications. He also noted that Mark and Bob are going to be re-stripping the parking stalls under the speedline to enhance the area as well.***

***With no other business before the board, Chairperson Zwick entertained a motion to adjourn. A motion was made and seconded to adjourn. All members present voted in the affirmative, none opposed. Motion is carried. Tonight's meeting adjourned at 7:35 p.m.***

***Respectfully submitted,***

***Joe Iacovino, Executive Director***

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON AUGUST 17, 2016**  
**AT 25 WYNNEWOOD AVENUE, HADDON TOWNSHIP, NEW JERSEY**

*Chairperson Alma Zwick opened tonight's meeting at 6:55 p.m. In attendance were Executive Director Joseph Iacovino, Chairperson Alma Zwick, Rosa Tanzi, Vice-Chairperson, Mary Berko, Frank Jackson, and Sr. Anne Lillis, Tenant Representative. Excused was Brian Seltzer.*

*For the first order of business, Chairperson Zwick entertained a motion on the minutes from last month's meeting held on July 20, 2016. Rosa made the motion to approve, with Sr. Anne seconding the motion. All members in attendance voted in the affirmative with no members opposed. Motion is carried.*

*The E.D. spoke on the sad passing of Ellie Connell's mother and all Board Members approved \$150.00 to send a plant with fresh flowers and a gift card from a local restaurant to purchase food as well.*

*Sr. Anne questioned the E.D. as to when the lighting under the speedline will be finished up to Glenwood Avenue. She noted that at night it is quite dark in this section where there is parking and would like to see this completed as soon as possible. The E.D. replied that it should be completed in about a week.*

*Chairperson Zwick then reviewed the financial statements with the Board as prepared by Tom Furlong and included in tonight's meeting packet. The unpaid bill report was also before the board. Chairperson Zwick entertained a motion on the unpaid bills, totaling \$75,190.00. A motion was made by Rosa to approve, with motion seconded by Mary. All members present voted in the affirmative, none opposed. Motion is carried. The resolution with the payroll figures and unpaid bill totals was circulated and signed by those members present this evening.*

*Also reviewed by the Board were the Executive Director and Manager Reports as well as the Engineer's Report which outlined the status of pending projects for the Housing Authority. The ponding of water adjacent to the new parking lot has been a concern. Sr. Anne noted also that some of the new trees planted at this location are dying. The E.D. replied that there is a 72 hour allowance for the ponding to dissipate following a rainstorm and any trees that are dying will be replaced under the warranty.*

*The E.D. noted that he received correspondence as well as several phone calls from a Michael Sylvanovich, an Acquisition Manager for Crown Castle for the sale and transfer of the existing wireless tenant contracts in place on our roof, and to market the remainder of the property for an agreed upon amount of money. It was decided unanimously by the Board that we would not be interested in entering in any new agreements with regard to Wireless Towers on the roof of Rohrer Towers I.*

*The E.D. complimented the Managers for going out of their way to help residents with forms such as the Cooling Credit, Lifeline, Medicaid, and various other medical and miscellaneous forms they need help with. Those residents who don't have anyone to assist them appreciate the help from the office.*

*With no other business before the board, Chairperson Zwick entertained a motion to adjourn. A motion was made and seconded to adjourn. All members present voted in the affirmative, none opposed. Motion is carried. Tonight's meeting adjourned at 7:45 p.m.*

*Respectfully submitted,*

*Joe Iacovino, Executive Director*

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON SEPTEMBER 21, 2016**  
**AT 25 WYNNEWOOD AVENUE, HADDON TOWNSHIP, NEW JERSEY**

*Chairperson Alma Zwick opened tonight's meeting at 7:00 p.m. In attendance were Chairperson Alma Zwick, Rosa Tanzi, Vice-Chairperson, Mary Berko, Frank Jackson, Brian Seltzer and Sr. Anne Lillis, Tenant Representative. Excused was Executive Director Joseph Iacovino. Also in attendance were Managers Patsy Coyne and Ellie Connell, as well as Gregory Fusco, Engineer.*

*For the first order of business, Chairperson Zwick entertained a motion on the minutes from last month's meeting held on August 17, 2016. Rosa made the motion to approve, with Frank seconding the motion. All members in attendance voted in the affirmative with no members opposed. Motion is carried.*

*Mary Berko asked how close are we to receiving our full subsidy amount for the year? Patsy noted that she will check the figures and let her know.*

*There were several Resolutions for approval this evening:*

*A Change Work Order #3 was before the board with regard to the new parking lot. No change to the amount of the project was involved. Chairperson Zwick entertained a motion on this resolution; Rosa made a motion to approve with Frank seconding the motion. All members present voted in the affirmative, none opposed. Motion is carried.*

*The next resolution were mandated changes every three years for the Employee Policies and Procedures manual. The changes made to the existing manual are outlined in the resolution. Chairperson Zwick entertained a motion to approve said changes. Brian made a motion to approve with Sr. Anne seconding the motion. All members present voted in the affirmative, none opposed. Motion is carried.*

*Chairperson Zwick then reviewed the financial statements with the Board as prepared by Tom Furlong and included in tonight's meeting packet. The unpaid bill report was also before the board. Chairperson Zwick entertained a motion on the unpaid bills, totaling \$48,335.50. A motion was made by Mary to approve, with motion seconded by Brian. 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 those members present this evening.*

*Also reviewed by the Board were the Executive Director and Manager Reports as well as the Engineer's Report which outlined the status of pending projects for the Housing Authority. It was noted from the Managers report that there have been some new move-ins this past month. Also noted were some long-time residents of Rohrer Towers now in Assisted Living.*

*Following the reports, Sr. Anne questioned our Engineer on the report he submits each month for the meeting. She said that there is a lot of redundancy each month. Greg replied that that the lighting under the speedline is very near completion and the hold-up was waiting for permission from Patco. (This will complete the project.) He also noted that the exhaust fans that were replaced have problems with the belts keep breaking and he has contacted the manufacturer to meet with Mark about this. He has dropped off replacement belts for Mark in the meantime.*

*Sr. Anne also mentioned that ponding is still occurring where the new parking lot is located. Greg said that there is a 72-hour period after a significant rain for the ponding to dry up. There is also some shrubbery that needs to be replaced. Greg said that he will have these items checked and has added it to his "punch list." There are still some items on the monthly report that will be addressed in the months to come. Sr. Anne also questioned warranties on projects that have been finished. Greg said that with large projects, a Performance Bond is issued by the Contractor to complete the project, followed by a Maintenance Bond which is usually for a one-year period. Warranties are not always available in an actual hard copy but are provided through the Maintenance Bond. Rosa mentioned that you don't usually receive a hard copy warranty for the file, but it will be provided through the contracted information.*

*Greg mentioned that several years ago the windows, doors and balcony doors were replaced in the entire building. It was noted by Greg that the company which supplies new screening, hardware, etc. erroneously sent needed items to the wrong address and this has caused a delay for our Maintenance Staff to make needed repairs. Greg apologized for this mistake. He will make sure this is straightened out as soon as possible.*

*With no other business before the board, Chairperson Zwick opened the meeting up to the public. Coming forward was resident Frances Tedesco, Apt. 509. She was complaining about having mice recently and appreciated the cooperation of the office, but it is taking a long time to get rid of the problem. The exterminator has also done everything he can. She also complained about maintenance issues that should be addressed; the vestibule carpet is dirty as well as the entrance to the elevators. She spoke about the family room furniture and carpeting needing attention. With that it was mentioned by Chairperson Zwick that we will soon be addressing the family room with some much-needed remodeling, which Greg mentioned does not need his engineering review to accomplish.*

*With no other business before the board, Chairperson Zwick entertained a motion to adjourn. A motion was made and seconded to adjourn. All members present voted in the affirmative, none opposed. Motion is carried. Tonight's meeting adjourned at approximately 8:00 p.m.*

*Respectfully submitted,*

*Joe Iacovino, Executive Director  
(As prepared by Ellie Connell)*



**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON OCTOBER 19, 2016**  
**AT 25 WYNNEWOOD AVENUE, HADDON TOWNSHIP, NEW JERSEY**

*Chairperson Alma Zwick opened tonight's meeting at 7:00 p.m. In attendance were Executive Director Joe Iacovino, Chairperson Alma Zwick, Rosa Tanzi, Vice-Chairperson, Mary Berko, Frank Jackson, Brian Seltzer and Sr. Anne Lillis, Tenant Representative. Also attending this evening's meeting was our Accountant, Tom Furlong.*

*For the first order of business, Chairperson Zwick entertained a motion on the minutes from last month's meeting held on September 21, 2016. Rosa made the motion to approve, with Brian seconding the motion. All members in attendance voted in the affirmative with no members opposed. Motion is carried.*

*Tom Furlong then reviewed the 2017 Budget with the Board. He noted that there is about a 3% increase in expenses with the hope that revenue also increases. Tom noted that he used the same format for the Budget as he did last year. The Board was satisfied with the Budget as presented. Tom was also very complimentary to our building's maintenance including the Boiler Room which he said is very well taken care of.*

*Chairperson Zwick then reviewed the financial statements with the Board as prepared by Tom Furlong and included in tonight's meeting packet. The unpaid bill report was also before the board. Chairperson Zwick entertained a motion on the unpaid bills, totaling \$65,751.21. A motion was made by Mary to approve, with motion seconded by Sr. Anne. A roll call vote was taken with all members present voting in the affirmative, none opposed. Motion is carried. The approved resolution with the payroll figures and unpaid bill totals was circulated and signed by those members present this evening. Chairperson Zwick commented that in reviewing the monthly bill report, the taxes we pay as outlined in our monthly report are reasonable, and the staff does a good job in keeping the expenses down as well.*

*Also reviewed by the Board were the Executive Director and Manager Reports as well as the Engineer's Report which outlined the status of pending projects for the Housing Authority. It was noted by the E.D. that those projects that have not yet been started, as outlined in the Engineer's report, will not commence until 2017 in keeping with the 5 year plan.*

*The E.D. spoke on the new security cameras and how efficient they are. They give us the opportunity to see all of the common areas, each floor (elevator and stairwell area) and all of the outdoor areas of our building. It also allows us to rewind about 30 days prior if we have to find something in particular. We can also print if necessary.*

*Chairperson Zwick noted that under new business this evening, the annual employee increase is to be discussed for calendar year 2017. The Board reviewed either a 2% or 3% increase, but Chairperson Zwick explained that it would be better to do some research and see what percentage increase is being given to other employees of the county, state, etc. The increase would then be voted on at next month's meeting.*

*Also to be approved this evening is the 2017 Housing Authority Budget (as reviewed with Tom Furlong) with the Adoption of the Budget taking place at the December meeting. Brian made a motion to adopt the budget as presented with Mary seconding the budget approval. The E.D. then took a roll call vote with all members present voting in the affirmative, none opposed. Motion is carried.*

*With no other business before the board, Chairperson Zwick entertained a motion to adjourn. Rosa made a motion to adjourn with Mary seconding the motion. All members present voted in the affirmative, none opposed. Motion is carried. Tonight's meeting adjourned at approximately 7:40 p.m.*

*Respectfully submitted,*

*Joe Iacovino, Executive Director*

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON NOVEMBER 16, 2016**  
**AT 25 WYNNEWOOD AVENUE, HADDON TOWNSHIP, NEW JERSEY**

*Chairperson Alma Zwick opened tonight's meeting at 7:00 p.m. In attendance were Executive Director Joe Iacovino, Chairperson Alma Zwick, Rosa Tanzi, Vice-Chairperson, Mary Berko, Frank Jackson, and Brian Seltzer. Excused was Sr. Anne Lillis, Tenant Representative.*

*For the first order of business, Chairperson Zwick entertained a motion on the minutes from last month's meeting held on October 19, 2016. Rosa made the motion to approve, with Mary seconding the motion. All members in attendance voted in the affirmative with no members opposed. Motion is carried.*

*On tonight's agenda, and previously discussed last month, were the employees' raises for 2017. Chairperson Zwick read a note from Sr. Anne (she was excused this evening) that she was in favor of the 3% increase for 2017. Motion was seconded with a roll call vote taken. All members voted in the affirmative, none opposed. Motion is carried. Chairperson Zwick entertained a motion on the Christmas Bonus for the employees in the amount of one week's salary. A motion was made and seconded to approve with a roll call vote taken. All members voted in the affirmative (including Sr. Anne by way of her note), with none opposed. Motion is carried.*

*The E.D. thanked Frank Jackson on behalf of the Board and Staff for the very nice Thanksgiving Dinner the Westmont Lions prepared on Sunday, November 20<sup>th</sup> for our residents. He said that it was enjoyed by all!*

*The E.D. explained that Command Company is taking care of some issues associated with the new parking lot. They have re-planted some bushes that were dying and are addressing some severe puddling which could lead to icing this winter. Once everything has been addressed, the last payment will be made.*

*Chairperson Zwick then reviewed the financial statements with the Board as prepared by Tom Furlong and included in tonight's meeting packet. The unpaid bill report was also before the board. Chairperson Zwick entertained a motion on the unpaid bills, totaling \$57,828.16. A motion was made by Brian to approve, with motion seconded by Rosa. A roll call vote was taken with all members present voting in the affirmative, none opposed. Motion is carried. The approved resolution with the payroll figures and unpaid bill totals was circulated and signed by those members present this evening.*

*Also reviewed by the Board were the Executive Director and Manager Reports as well as the Engineer's Report which outlined the status of pending projects for the Housing Authority. There were no questions on the reports.*

***The E.D. noted that our annual Christmas party held in mid-December is always a nice event at Rohrer Towers. We will have the same caterers, Summit, who always prepare a delicious menu with attractive set-ups. We will also have the same D.J. from the Halloween party who was very entertaining.***

***The E.D. explained that in the New Year, we have approximately \$17,000 to spend on upgrading our Family Room from our capital budget and five year plan. We look forward to these renovations.***

***The E.D. noted that the Managers have been working to assist resident Maxwell Rowe, who lives in apartment 410, to transfer to Assisted Living as his mental health has severely declined. Charles Nathanson, our attorney, is taking care of the legal matters associated with this transfer.***

***With no other business before the board, Chairperson Zwick entertained a motion to adjourn. Brian made a motion to adjourn with Rosa seconding the motion. All members present voted in the affirmative, none opposed. Motion is carried. Tonight's meeting adjourned at approximately 7:22 p.m.***

***Respectfully submitted,***

***Joe Iacovino, Executive Director***