

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.
2. Old Business –
 - Salaries of employees for 2022. After some discussion, motion was made by Doug to approve a one-time 5% increase due to the economic impact. Seconded by Larry. Approved by all present.
 - Motion that employees receive 1-week's pay as a holiday bonus by Rosa; seconded by Larry. Motion carried.
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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.
- We are settled on our holiday dinner on Tuesday, December 14, 2021 at 5:00 at Giumarello's in Westmont for staff and board members of HHA and their spouses. Any alcohol must be paid by the individual because HA funds are forbidden to be used for that purpose.
 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

MINUTES OF MEETING (MOM) – HHA BOARD MEETING

Walter Norris, E.D., opened the meeting on Wednesday, January 19, 2022, at approximately 7:00 p.m.; Board members were present, except for Doug Wallace, who participated by telephone. One Board member was excused: Alma Zwick, Chairperson.

1. Motion to approve the MOM of the previous meeting on November 17, 2021 was made by Brian Seltzer and seconded by Rosa Tanzi. Approved by all present.
2. Old Business –
 - There were no minutes of meeting from December 2021 because the meeting for December 2021 was waived.
3. New Business:
 - Motions were made for the following Resolutions:
 1. Resolution (2022-1) - To approve invoice payments of \$73,082.80 and of payroll of \$15,357.82 for a total of \$88,440.62. Motion by Rosa and seconded by Larry. Approved.
 - ii. Resolution (2022-2) - Appointment of Walter Norris, Executive Director, as the Fund Commissioner for the N.J. Public Housing Authority Joint Insurance Fund the Year 2022. Motion by Rosa, seconded by Doug. Approved.
 - iii. Resolution (2022-3) - Appointment by Haddon Authority of Haddon Township to Hardenbergh Insurance Group as its Risk Management Consultant effective January 1, 2022 in accordance with 40A:11-5. Motion by Larry, seconded by Reba. Approved.
 - iv. Resolution (2022-4) - Appointment of Walter Norris, as part-time Executive Director for the Housing Authority of the Township of Haddon until such time as he decides to step down with ample notice, or until, in its discretion, the Board decides to terminate his position,

such position to commence on January 1, 2022. Motion by Rosa, seconded by Brian. Approved.

- According to the Engineer's report, there is still a delay for the new generator to be installed due to the waiting time for parts.

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4. Walter Norris, executive director, delivered his Office Report as follows:

- 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

5. Discussion arose regarding the tenure of Mary Berko, who was appointed by the Township to serve on our Board. Her tenure ends in December 2022. Mary has not attended for a period of time since she resides in Collingswood Manor but is still interested in remaining on the Board. This discussion will continue at the next meeting.

6. Since January of each year is the typical time for a Reorganization of the Board, this matter will be tabled until the February, 2022 meeting.

7. Motion to adjourn made by Doug; seconded by Rosa.

8. The Board was adjourned at 7:25 p.m.

9. The next Board meeting will be held on Wednesday, March 16, 2022, 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, February 16, 2022, at approximately 7:00 p.m.; All Board members were present, except for Doug Wallace and Mary Berko, both of whom participated by telephone.

1. Motion to approve the MOM of the previous meeting of January 19, 2022, was made by Rosa Tanzi and seconded by Larry Gasperone. Approved by a majority; one abstention.
2. Old Business –
 - Reorganization of the Board was held. Alma Zwick agreed to continue as chairperson. Due to distance, Doug did not wish to continue as vice-chair. Brian Seltzer agreed to assume the position of vice-chair.
3. New Business:
 - Motions were made for the following Resolution:
 1. Resolution (2022-1) - To approve invoice payments of \$43,686.04 and of payroll of \$13,536.75 for a total of \$57,220.79. Motion to approve the resolution by Rosa and seconded by Reda. Approved.
 - According to the Engineer's report, there is still a delay for the new generator to be installed due to the waiting time for parts. Still not sure if the price due to inflation or delay will elevate the original cost.
 - Accountant's report dated February 14, 2022, was attached and distributed to the board members for their review.
 - Also, attached to the agenda to the board members was the budgeted statement of operating receipts and expenditures and changes in unrestricted net position for the 1 month ended January 31, 2022.
4. Walter Norris, executive director, delivered his Office Report as follows:
 - 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

5. Discussion arose from Doug Wallace about the monies to begin installing new showers in the building. Doug questioned that there should have been a report this month regarding those funds for this project. Walter stated that he will look into it and report at the next board meeting.
6. There was some discussion as to how the installation of showers would begin. This matter is best left to the decision of the staff at HHA rather than the board members. .
7. Motion to adjourn made by Doug; seconded by Rosa.
8. The Board was adjourned at 7:25 p.m.
9. The next Board meeting will be held on Wednesday, March 16, 2022, at 7:00 p.m. in the office at HHA.

Submitted by:

Walter Norris
Executive Director

MINUTES OF MEETING (M.O.M.) – HHA BOARD MEETING

Alma Zwick, Chairperson, opened the meeting on Wednesday, March 16, 2022, at approximately 7:05 p.m.; Board members were present, except for Doug Wallace and Mary Berko, both of whom participated by telephone. One Board member, Brian Seltzer, was excused:

1. Motion to approve the MOM of the previous meeting on February 16, 2022, was made by Rosa Tanzi and seconded by Larry. Approved by all present.
2. Old Business –
 - The ongoing discussion about the generator continues, with the latest information being that, due to the unavailability of parts, it will not be ready for installation before December 2022.
 - As a follow-up to our ongoing discussions regarding the installation of walk-in tubs at the pace of 20 per year, the suggested format is to begin with those persons with the greatest need. There is a general consensus approving such an approach.
3. New Business:
 - Motion was made for the following Resolution:
 1. Resolution March 16, 2022 (2022-1) - To approve invoice payments of \$46,035.46 and of payroll of \$13,831.01 for a total of \$59,866.47. Motion by Rosa and seconded by Larry. Approved.
 - Reda was asked to speak to the status of the residents since she is our resident board member. Reda stated that all seems to be good, with some minor grumblings about small problems, but nothing serious. It appears that most of the residents are very satisfied with their units and with the services rendered by the staff.
 - A question arose regarding the parking situation. The matter will be discussed with the staff.
 - It was brought up that the Lions' Club along with Frank Jackson used to provide for the tenants at Thanksgiving. Since the pandemic, their contribution has been on hold. HHTA should reach out to see if they will continue their assistance this year.

- There was a brief discussion regarding the funds held in reserve and the necessity to keep ample funds in case there is an emergency that requires a large expenditure. An example in the past was the infestation of bed bugs and the expensive treatment to cure the problem.
 - According to the Engineer's report, there is still a delay for the new generator to be installed due to the waiting time for parts.
4. Walter Norris, Executive Director, delivered his Office Report as follows:
 - a. Card/board games ongoing
 - b. All rents have been collected and deposited
 - c. Recertifications are ongoing and up-to-date
 - d. Each month all bills are reviewed and entered into QuickBooks
 5. Motion to adjourn made by Rosa; seconded by Reda.
 6. The Board was adjourned at 7:25 p.m.
 7. The next Board meeting will be held on Wednesday, April 20, 2022, 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, April 20, 2022, at approximately 7:00 p.m.; Board members were present, except for Doug Wallace, who participated by telephone. One Board member, Brian Seltzer, was excused:

1. Motion to approve the MOM of the previous meeting on March 16, 2022, was made by Larry and seconded by Rosa. Approved by all were present.
2. Old Business –
3. Memo was read into the minutes from the engineer, Lee Mestres, regarding the advertisement for the installation of walk-in tubs. Mr. Mestres contacted Elliot Garney from Bath Fitter {they installed our walk-in shower in unit 305} and will forward to him the bid package once they are completed. Pre-bid date is Thursday, May 12, 2022, at 9:00 a.m.; bid due date is Wednesday, May 25, 2022 at 10:00 a.m.
4. Auditors' report is scheduled to be ready for the May 2022 meeting.
5. New Business:
 - Motion was made for the following Resolution:
 1. Resolution April 20, 2022 (2022-1) - To approve invoice payments of \$86,650.67 and of payroll of \$16,125.26 for a total of \$102,775.93. Motion to accept the resolution by Rosa and seconded by Doug. Approved.
 - When called upon, Reda reported that everyone seems to be happy. Reda comes to the lobby everyday and interacts with her fellow tenants. There appears to be no discontent.
6. Walter Norris, executive director, delivered his Office Report as follows:
 - a. He will be attending the Hard Rock Casino from May 1 to 3 for a state-wide conference with NJNHARO to continue taking courses and to interact with other housing authority officials.
 - b. All rents have been collected and deposited
 - c. Recertifications are ongoing and up-to-date

d. Each month all bills are reviewed and entered into QuickBooks

7. Motion to adjourn made by Rosa; seconded by Reda.
8. The Board was adjourned at 7:20 p.m.
9. The next Board meeting will be held on Wednesday, May 18, 2022, 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, May 18, 2022, at approximately 7:00 p.m.; all Board members were present, except for Doug Wallace, who was excused.

1. Motion to approve the MOM of the previous meeting on April 20, 2022, was made by Larry and seconded by Reda. Approved by all present.
2. Old Business –
3. Memo was read into the minutes from the engineer, Lee Mestres, stating that there is no news about the generator. The generator is scheduled for delivery in December 2022. There is an assumption that the contractor will want to start work in the Fall of 2022 to prep for the actual installation. Mr. Mestres also confirmed with Bathfitter that they will be submitting a bid regarding the project of tub to shower.
4. Auditors' report is scheduled to be ready for the May 2022 meeting.
5. New Business:

- Auditor's report took place by telephone from Michael Holt of Holt, McNally & Associates regarding HTHA's financial statements and data for the year ended December 31, 2020. Mr. Holt did a cursory review of their 53-page report. In summary, there were no material weaknesses and HTHA is in full compliance with all accounting procedures on the running of the operation.

The Board signed the Audit Review Certificate certifying that they had reviewed the Annual Audit Report for the fiscal year ended December 31, 2020.

Walter Norris, executive director, signed the Resolution 2022-01 adopting the 2020 Annual Audit Report.

- Motion was made for the following Resolution:

1. Resolution May 18, 2022 (2022-1) - To approve invoice payments of \$58,900.90 and of payroll of \$12,781.92 for a total of \$71,682.82. Motion to accept the resolution by Rosa and seconded by Reda. Approved.
6. Walter Norris, Executive Director, delivered his Office Report as follows:
 - a. A new tenant was moving in on June 1, 2022
 - b. Pre-bid meeting was held for tub to shower. Only one person was in attendance. There may be other bidders who might send in their bids.
 - c. We are providing music in the common room.
 - d. Card/board games continue in the community room.
 - e. All rents have been collected and deposited
 - f. Recertifications are ongoing and up-to-date. June 2022 is completed.
 - g. Each month all bills are reviewed and entered into QuickBooks
7. Trustees discussed activities that may be available for tenants over the summer. Lions' Club will hopefully resume their participation this coming Thanksgiving. The idea of any activities will be discussed with the staff by the E.D.
8. Motion to adjourn made by Rosa; seconded by Reda.
9. The Board was adjourned at 7:35 p.m.
10. The next Board meeting will be held on Wednesday, June 15, 2022, 2021, at 7:00 p.m. in the office at HHA.

Submitted by:

Walter Norris
Executive Director

MINUTES OF MEETING (MOM) – HTHA BOARD MEETING

Walter Norris, Executive Director, opened the meeting on Wednesday, July 20, 2022, at approximately 7:00 p.m.; Board members were present in person, except for Doug Wallace, who participated by telephone. Two Board members were excused: Alma Zwick and Mary Berko.

1. There were no minutes of meeting for June 2022, because the meeting was cancelled.

Old Business –

2. Discussion around the bathroom situation of changing tubs into shower stalls is ongoing. There was another setback because no bids have been received for this project. It needs to be determined what future plans can be made so that this important project can proceed expeditiously.

New Business:

- Motion was made for the following Resolution:
 1. Resolution July 20, 2022 (2022-1) - To approve invoice payments of \$45,676.54 and of payroll of \$16,381.20 for a total of \$62,057.74. Motion to accept the resolution by Rosa and seconded by Larry. Approved.
 - When called upon, Reda reported that everyone seems to be happy. Reda comes to the lobby every day and interacts with her fellow tenants.
3. Walter Norris, executive director, delivered his Office Report as follows:
 - a. All rents have been collected and deposited
 - b. Recertifications are ongoing and up-to-date
 - c. Each month all bills are reviewed and entered into QuickBooks
 - d. A representative from JIF (Joint Insurance Fund) came to the office and to go over “right to Know” information.
 - e. Music in the family room has been successful.

- f. Coffee and donuts were a success this month.
 - g. Staff continues to assist several tenants who are homebound with getting additional services.
 - h. Card/Board games are on going.
- 4. Motion to adjourn made by Rosa; seconded by Reda.
- 5. The Board was adjourned at 7:20 p.m.
- 6. The next Board meeting will be held on Wednesday, August 17, 2022, at 7:00 p.m. in the office at HHA.

Submitted by:

A handwritten signature in cursive script, appearing to read "Walter Norris".

Walter Norris
Executive Director

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Submitted by:

Walter Norris
Executive Director