

## MINUTES OF MEETING (MOM) – HHA BOARD MEETING

Alma Zwick, Chairperson, opened the meeting on Wednesday, October 19, 2022, at approximately 7:00 p.m. with all Board members were physically present, except for Doug Wallace and Mary Berko, both of whom participated by telephone.

1. There were no Minutes of Meeting to approve, since there was no meeting in September 2022..
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 for the fiscal year 2023.

The budget year will begin on January 1, 2023. The budget needs to be approved at our November 2022 meeting. There is a 45-day review period by DCA to approve the budget for Jan. 1, 2023.

Tom provided the board copies of extended reports and summarized the good overall financial status of HTHA. The rents received are set by law at 30% of income. Overall, receipt of rents for 2022 was up by 5%. HHA operates at a 6-month reserve and continues to operate with a surplus. Referenced to provided reports.

- Motion to approve the 2021 audit (Resolution October (2022-2) was done by oral vote: unanimous
- Resolution – October (2022-1): Motion to approve invoice payments of \$59,920.33 and payroll of \$13,313.64 for a total of \$73,233.97. Motion by Rosa; seconded by Alma. Unanimous approval
- Resolution – (October 2022-4): Motion to approve the bid by Geocom Industries, Inc. For tub-to-shower conversion for 20 apartments, made by Rosa; seconded by Alma. Unanimous approval. Approval of the 2022 budget. Motion by Brian; seconded by Rosa. Passed unanimously.
- Doug brought up to vote on Budget at this meeting rather than November since everyone has a copy and is present. Made by

Doug to approve Resolution (October 2022-3), the budget for 2023. Seconded by Alma. Unanimous approval.

- Alma made motion that staff should be given 1-week salary as a holiday bonus. No objections.
- Doug made a motion to approve salary increase for the staff for fiscal year 2023. Rosa seconded. Unanimous approval.
- Christmas festivity for dinner to take place at Amici on Wednesday, December 14, 2022, at 4:30 p.m. No objections.
- Walter Norris, executive director, delivered his Office Report:
  - It is hopeful that the new generator will be installed around the end of March 2023.
  - We are happy to have a successful bidder for the tub-to-shower project. Staff will meet with potential vendor on Tuesday, November 15, 2022.
  - The operation is running smoothly without a hiccup.
  - 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;
  - Each month all bills are reviewed and entered in QuickBooks

4. Motion to adjourn made by Rosa Tanzi; seconded by Alma.

5. The Board was adjourned at 7:45 p.m.

6. It was decided that the November 2022 meeting is not needed.

7. The next Board meeting is scheduled for Wednesday, December 21, 2022, at 7:00 p.m. in the office at HHA.

Submitted by:

Walter Norris  
Executive Director

## MOM FOR HADDON HOUSING AUTHORITY BOARD MEETING

December 15, 2022, at 7:00 p.m.

1. Meeting was held off-site at Amici's Restaurant (duly advertised) and opened 4:41 p.m. by Alma.
2. In attendance were Alma, Brian, Rosa Tanzi, Larry, Reda, and Walter Norris. Excused absentees were Mary Berko and Doug Wallace.
3. No members of the public were in attendance at this meeting.
4. Motion was made to adopt the minutes of the previous meeting from October 19, 2022. Motion by Larry, and seconded by Brian. Motion passed.
5. Walter talked about the Christmas party this evening as a thank-you for the dedication and commitment by the Board members for their time and service to HTHA. There was a moment of silence for the passing of our former Board Member, Sharon Smith.
6. Reda, our resident representative, said that she was happy to be part of this celebration and is grateful for the courtesies shown to her. She has enjoyed being part of the Board.
7. The Lions' Club provided Thanksgiving dinner for the residents, and the event was well received and was a success.
8. Motion was made to adopt the 2023 HTHA budget. Motion by Rosa and seconded by Larry. Motion passed.
9. Walter talked about the project to convert bathtubs into showers. The conversion will begin in several weeks. It was decided that the conversion will take place in twenty (20) apartments per year.
10. Everybody wished each other a peaceful and fulfilling holiday season and a healthy New Year.
11. Motion to close the meeting by Rosa; seconded by Brian. Motion passed.
12. Next in-person meeting is scheduled for Wednesday, January 18, 2023, at 7:00 p.m.

Submitted by:

Walter Norris

Executive Director



# MINUTES FOR THE HADDON HOUSING AUTHORITY BOARD MEETING

Wednesday, January 18, 2023 at 7:00 p.m.

1. Meeting held at the office of the HTHA in Haddon Township, NJ.
2. In attendance were Alma Zwick, Rosa Tanzi, Larry Gasparone, Douglas Wallace (by phone), and Walter Norris.
3. Alma opened the meeting at 7:00 p.m. Roll call taken. Excused were Brian Seltzer, and Mary Berko.
4. Motion was made to approve the minutes of the previous meeting from December 15, 2022. Motion to approve by Rosa and seconded by Larry. Motion passed.
5. Two resolutions were addressed:

First resolution: to pay the bills. After review, Larry made the motion to pass; Alma seconded. Motion passed.

Second resolution: To appoint Executive Director, Walter, as JIF representative. Motion to accept by Rosa; seconded by Doug. Motion passed.

## New Business:

- Reda, our Tenant Representative, was not able to take the mandatory classes and can no longer hold that title. It was determined by the Board that she should remain, without a voting voice, because of her interaction with the other residents and her active communication with the office staff.
  - Walter talked about the project to convert bathtubs into showers. The conversion has begun, the first conversion to take place of twenty (20) apartments per year.
  - Walter spoke on the HTHA's various activities and the ongoing monthly inspections and monitoring of funds received and paid out.
6. Motion to adjourn by Rosa, seconded by Alma. Motion passed.
  7. Next in-person meeting is scheduled for Wednesday, February 15, 2023, at 7:00 p.m.

Submitted by:

Walter Norris, Executive Director

## MOM FOR HADDON HOUSING AUTHORITY BOARD MEETING

Wednesday, February 15, 2023, at 7:00 p.m.

1. Meeting held at the office HTHA in Haddon Township, NJ.
2. In attendance were Alma Zwick, Rosa Tanzi, Larry Gasperone, Douglas Wallace (by phone), Mary Berko, Brian Seltzer, and Walter Norris.
3. Alma opened the meeting at 7:00 p.m. Roll call taken.
4. Motion to adopt the minutes of the previous meeting on January 18, 2023, 2022. Motion to adopt by Rosa and seconded by Larry. Motion passed.
5. One resolution was addressed:

Resolution 2023-1: To pay invoice payments of \$181,350.33 and payroll of \$13,995.43 for a total of \$195,345.76. First resolution: to pay the bills. After review, Rosa made the motion to pass; Alma seconded. Motion passed.

### New Business:

- Walter talked about the project to convert bathtubs into showers. The conversion continues; 5 more due in the next week.
  - St. Patrick's get together being scheduled for St. Patty's day.
  - Walter gave a state of the HTHA referring to various activities and the ongoing monthly inspections and monitoring of funds received and paid out.
  - Walter stated that he is not available for March 2023 Board meeting.
6. Motion to adjourn by Rosa, seconded by Larry. Motion passed.
  7. Next in-person meeting is scheduled for Wednesday, March 15, 2023, is postponed until Wednesday April 19, 2023, at 7:00 p.m.

Submitted by:

Walter Norris

Executive Director

## MOM FOR HADDON HOUSING AUTHORITY BOARD MEETING

Wednesday, April 19, 2023, at 7:00 p.m.

1. Meeting held at the office HTHA in Haddon Township, NJ.
2. In attendance were Alma Zwick, Rosa Tanzi, Larry Gasperone, Douglas Wallace (by phone), Brian Seltzer, and Walter Norris.
3. Alma opened the meeting at 7:00 p.m. Roll call taken.
4. Moment of silence was offered regarding the passing of Mary Berko. A reminder that her funeral is scheduled for Saturday, April 22, 2023, at 11:00 a.m. at St. Vincent Pallotti Church.
5. There were no minutes because there was no meeting in March 2023.
6. One resolution was addressed:

Resolution 2023-1: To pay invoice payments of \$78,177.65 and payroll of \$16,309.50 for a total of \$94,487.15. After review, Rosa made the motion to pass; Alma seconded. Motion passed.

### New Business:

- Walter talked about the project to convert bathtubs into showers. The conversions for this fiscal year are just about complete.
  - Walter gave a state of the HTHA referring to various activities and the ongoing monthly inspections and monitoring of funds received and paid out.
  - Needed an additional person for the Board, it was mentioned and discussed that Trish Newman was interested and would be an active participant. She needs to write a letter to the Township with her request and take the necessary classes to be a Board member.
7. Motion to adjourn by Rosa, seconded by Larry. Motion passed.
  8. Next in-person meeting is scheduled for Wednesday, May 17, 2023, at 7:00 p.m.

Submitted by:

Walter Norris

Executive Director



## **M.O.M. FOR HADDON HOUSING AUTHORITY BOARD MEETING**

**Wednesday, May 17, 2023, at 7:00 p.m.**

1. Meeting held at the office of the HTHA in Haddon Township, NJ.
2. In attendance were Alma Zwick, Rosa Tanzi, Larry Gasperone, Douglas Wallace (by phone), Brian Seltzer, and Walter Norris.
3. Alma opened the meeting at 7:00 p.m. Roll call taken.
4. Minutes from April 19, 2023 presented. Motion to accept the minutes made by Doug and seconded by Larry.
5. Three resolutions were addressed and approved as follows:

Resolution May 2023-1: To accept the 5-year PHA plan and Annual PHA Plan as outlined in the attached HUD form 5007. Motion to accept resolution made by Alma, seconded by Larry. Motion passed.

Resolution May 2023-2: To approve Board of Commissioner Lawrence Gasperone as an authorized signatory with 1<sup>st</sup> Colonial Community bank for both our operating Account and Escrow Account. Motion to accept made by Alma, seconded by Brian. Larry abstained. Motion passed.

Resolution May 2023-3: To approve invoice payments of \$42,139.82 and payroll of \$13,313.74 for a total of \$55,453.56. Motion to accept by Brian and seconded by Larry. Motion passed.

### **New Business:**

- Walter stated that the generator is due this month.
- Walter gave the state of the HTHA referring to various activities and the ongoing monthly inspections, and funds monitored as being received and paid out.
- Walter reviewed the Office Report of activities which engage the residents at different times during the month.
- It is important that, as a Tenant Rep, that Reda Burch physically attend monthly meetings. Motion to adjourn by Brian, seconded by Doug. Motion passed.

Next in-person meeting is scheduled for **Wednesday, June 21, 2023 at 7:00 p.m.**

Submitted by:

Walter Norris

Executive Director