

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON DECEMBER 17, 2014**  
**AT 25 WYNNEWOOD AVENUE, HADDON TOWNSHIP, NEW JERSEY**

**The time for tonight's meeting was rescheduled to 5:00 p.m. and**  
**Was duly advertised as such**

**Chairperson Alma Zwick opened tonight's meeting at 5:00 p.m. In attendance were Executive Director Joseph Iacovino, Chairperson Alma Zwick, Vice-Chairperson Mary Berko, Frank Jackson, Brian Seltzer, Rosa Tanzi, and Lou Cernava, Tenant Representative.**

**For the first order of business, Chairperson Zwick entertained a motion on the minutes from last month's meeting held on November 19, 2014. 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.**

**The board asked the E.D. about the comments made last month by resident John Mertz suggesting an Unloading Zone. This could be indicated by signage with a limited amount of time for parking at the entrance to the building where the circle is located. The E.D. noted that in speaking with the police, it would be very difficult to monitor how long cars are parked in these zones.**

**The E.D. noted that our attorney Charles Nathanson is proceeding with letters to William Kiggins To "Notice to Cease" certain behavior. If he continues not to pay attention to these letters, the next Letter will indicate "Notice to Quit" which is an Eviction Letter. The letters are based on full documentation by the Staff.**

**Chairperson Zwick then entertained a motion on the Resolution to appoint Mr. Iacovino as the Fund Commissioner for Calendar year 2015 for the Joint Insurance Fund. Rosa made the motion with Mary seconding same. All members present voted in the affirmative, none opposed. Motion is carried. The resolution was circulated and signed by all Board Members.**

**Chairperson Zwick then entertained a motion on the Resolution to approve the Corrective Action taken On the Audit, year ending December 31, 2013. Brian made the motion with Mary seconding same. All members voted in the affirmative, none opposed. Motion is carried. The Resolution was circulated and signed by all Board Members.**

**Chairperson Zwick then reviewed the financial statement as prepared by Joe Kavanaugh and included in tonight's meeting packet. The November unpaid bill report was also before the board. Chairperson Zwick entertained a motion on the unpaid bills. Mary made a motion to approve, with Rosa seconding the same. 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.**

**There was extensive conversation by the Board on the current Bed Bug Treatment. The E.D. noted that Management makes the decision on when the Housing Authority will take care of payment**

*for treatment of any apartment with bedbugs, which is usually the case. With those repeat offenders who are not following the rules outlined by our Extermination Company, Annhilator, Management can charge the resident for treating the unit for bedbugs. Most of our residents follow the rules and have been successful in getting rid of the problem; it is only a couple of repeat offenders that we have to work with. There was suggestion from Mr. Riccio who met with our board prior to tonight's meeting about purchasing a heat treatment machine with some other local Housing Authorities which he said is the best way to treat bedbugs, but this would have to be looked into further.*

*Chairperson Zwick reviewed the Executive Director's report as well as the Office Report. The E.D. noted that Falasca was working on the removal of the asbestos from the old water tanks before they could be removed from the boiler room. The E.D. said that Falasca has done a very good job on installing the new heat exchangers. He also noted that Mark and Bob are working on installing the energy saving LED bulbs in all of the apartments. 600 of them have been delivered at no cost to the Housing Authority. The E.D. said that we are still waiting for a plan to increase our parking for the residents. This involves the Township of Haddon and a retention basin as well.*

*He also noted that everyone seemed to enjoy our change of entertainment for the Christmas Party. The gentlemen did a very nice job and played music that our residents really enjoyed. It was a very nice party with delicious food prepared by Summit Caterers.*

*The E.D. said that a New Year's Eve party is being planned by some of the residents which should be very nice.*

*The E.D. thanked the Board for their continued support and work on the projects of the past Year at Rohrer Towers I, for the benefit of our Residents.*

*With no other business before the board, Chairperson Zwick entertained a motion to adjourn. Rosa made the motion, with Brian seconding. All members present voted in the affirmative, none opposed. Motion is carried.*

*Respectfully submitted,  
Joe Iacovino, Executive Director*

**Joseph E. Kavanaugh**  
Certified Public Accountant  
2133 Maple Avenue  
Croydon, PA 19021

215-785-1900

ACCOUNTANT'S COMPILATION REPORT

Board of Commissioners  
**HADDON TOWNSHIP HOUSING AUTHORITY**  
Westmont, New Jersey

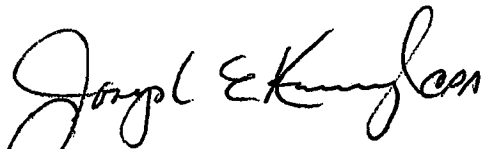
I have compiled the accompanying budgeted statement of operating receipts and expenditures and changes in unrestricted net assets of the Haddon Township Housing Authority for the twelve months ended December 31, 2014. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

I am not independent with respect to the Haddon Township Housing Authority.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Authority's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.



Joseph E. Kavanaugh  
Certified Public Accountant

January 16, 2015

**HADDON TOWNSHIP HOUSING AUTHORITY  
BUDGETED STATEMENT OF OPERATING RECEIPTS  
AND EXPENDITURES AND CHANGES IN UNRESTRICTED NET ASSETS  
FOR THE TWELVE MONTHS ENDED DECEMBER 31, 2014**

DESCRIPTION	TWELVE MONTHS		
	BUDGET	ACTUAL	VARIANCE
Dwelling Rental	\$408,039	\$399,653	(\$8,386)
Excess Utilities	17,468	16,756	(712)
Interest Income	5,090	2,710	(2,380)
Other Income	37,903	38,264	361
Capital Grants	0	126,101	126,101
Operating Subsidy	237,470	232,205	(5,265)
<b>Total Operating Receipts</b>	<b>705,970</b>	<b>815,688</b>	<b>109,718</b>
Administrative Salaries	107,340	111,761	(4,421)
Legal Expenses	8,000	3,938	4,063
Training	2,250	3,413	(1,163)
Travel	330	0	330
Accounting Fees	15,900	15,500	400
Auditing Fees	12,000	12,300	(300)
Sundry Administration	23,840	28,365	(4,525)
<b>Total Administration</b>	<b>169,660</b>	<b>175,276</b>	<b>(5,616)</b>
Tenant Services	6,000	7,756	(1,756)
Water	20,958	21,592	(634)
Sewer	43,276	41,325	1,951
Electric (Includes site lighting)	102,000	84,231	17,769
Gas	45,000	41,232	3,768
Utility Labor	15,116	10,136	4,980
<b>Total Utilities</b>	<b>226,350</b>	<b>198,517</b>	<b>27,833</b>
Maintenance Labor	85,660	91,226	(5,566)
Maintenance Materials	2,221	1,644	577
Contract Costs	62,779	57,560	5,219
<b>Total Maintenance</b>	<b>150,660</b>	<b>150,430</b>	<b>230</b>
Insurance	35,790	32,311	3,479
Accrued PILOT'S	18,170	21,789	(3,619)
Employee Benefits	73,550	68,121	5,429
Protective Costs	300	0	300
Collection Losses	0	0	0
<b>Total General Expense</b>	<b>127,810</b>	<b>122,221</b>	<b>5,589</b>
Extraordinary Maintenance	0	20,255	(20,255)
Improvements	0	139,533	(139,533)
Equipment Purchases & Replacements	0	0	0
<b>Total Non-Routine Expense</b>	<b>0</b>	<b>159,788</b>	<b>(159,788)</b>
Prior Year Adjustments	0	0	0
<b>Total Operating Expenditures</b>	<b>680,480</b>	<b>813,987</b>	<b>(133,507)</b>
Year to Date Residual Receipts	25,490	1,701	(23,788)
Unrestricted Net Assets at December 31, 2013	446,123	446,123	0
<b>Unrestricted Net Assets at December 31, 2014</b>	<b>\$471,613</b>	<b>\$447,824</b>	<b>(\$23,789)</b>

See Accountant's Report

**HADDON TOWNSHIP HOUSING AUTHORITY  
 SUPPLEMENTAL INFORMATION ON MONTHLY FINANCIAL STATEMENT  
 FOR THE TWELVE MONTHS ENDED DECEMBER 31, 2014**

DESCRIPTION	VARIANCE	REMARKS	
OPERATING RECEIPTS	109,718.00	RENTS SLIGHTLY LOWER THAN BUDGET	(8,386.00)
		EXCESS UTILITIES EXCEED BUDGET AT 10-31-2014	(712.00)
		INTEREST INCOME SLIGHTLY LESS THAN BUDGETED	(2,380.00)
		OTHER INCOME SLIGHTLY ABOVE BUDGETED AMOUNT	361.00
		CFP HUD GRANT HIGHER THAN BUDGET	126,101.00
		HUD BUDGETED HIGHER THAN ACTUAL ADVANCE	(5,265.00)
ADMINISTRATIVE COSTS	(5,616.00)	PAYROLL SLIGHTLY AHEAD OF BUDGET	(4,421.00)
		TRAINING FOR NEW COMMISSIONERS	1,163.00
		AUDIT FEE DIFFERENCE	(300.00)
		SUNDRY SLIGHTLY AHEAD OF BUDGET	(4,525.00)
UTILITIES	27,833.00	WATER SLIGHTLY OVER BUDGET	(634.00)
		ALL OTHER UTILITIES POSITIVE AT PRESENT	28,467.00
MAINTENANCE LABOR	(5,566.00)	PREVIOUS OVERTIME DUE TO WEATHER	(5,566.00)
PILOT	(3,619.00)	SLIGHTLY AHEAD OF BUDGET DUE TO LOWER UTILITY COST	(3,619.00)
EXTRAORDINARY MAINTENANCE	(20,255.00)	EXTRAORDINARY EXTERMINATOR COSTS	(12,755.00)
		CLEANING OF AIR DUCT SYSTEM	(7,500.00)
IMPROVEMENTS	(139,533.00)	INSTALL LIGHTING UNDER SPEED LINE & COMPLETION OF LED PROJECT HOT WATER SYSTEM	(139,533.00)

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON JANUARY 29, 2015**  
**AT 25 WYNNEWOOD AVENUE, HADDON TOWNSHIP, NEW JERSEY**

**The meeting was rescheduled from Wednesday, January 21, 2015**  
**And duly advertised.**

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

***For the first order of business, Chairperson Zwick entertained a motion on the minutes from last month's meeting held on December 17, 2014. Mary made the motion to approve, with Rosa seconding the motion. All members in attendance voted in the affirmative with no members opposed. Motion is carried.***

***The next order of business was the re-organization for Calendar Year 2015. Mary Berko, current Vice-Chairperson spoke to the board and said she was not interested in retaining the position of Vice-Chairperson for 2015. With that, a motion was made to re-appoint Alma Zwick as Chairperson of the Board for 2015 and Brian Seltzer as Vice-Chairperson of the Board for 2015. With no other nomination entertained, a motion was made and seconded to appoint the positions as nominated. All members present voted in the affirmative, none opposed. The position of Secretary/Treasurer of the Board is retained for 2015 by our Executive Director, Joe Iacovino.***

***Chairperson Zwick then reviewed the financial statement as prepared by Joe Kavanaugh and included in tonight's meeting packet. The December/January unpaid bill report was also before the board. Chairperson Zwick entertained a motion on the unpaid bills. Rosa made a motion to approve, with Mary seconding the same. 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.***

***Chairperson Zwick reviewed the Executive Director's report as well as the Office Report. It was noted in the E.D. report that the New Heat Exchange Project is now fully completed. Also, we have other projects scheduled with regard to the annual and five year plans. Our next party for the residents will be held on February 12th for Valentine's Day.***

***With no other business before the board, Chairperson Zwick entertained a motion to adjourn. Rosa made the motion, with Brian seconding. All members present voted in the affirmative, none opposed. Motion is carried.***

***Respectfully submitted,***

***Joe Iacovino, Executive Director***

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON FEBRUARY 18, 2015**  
**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, Vice-Chairperson Brian Seltzer, Mary Berko, Frank Jackson, and Rosa Tanzi. Lou Cernava, Tenant Representative was excused.*

*For the first order of business, Chairperson Zwick entertained a motion on the minutes from last month's meeting held on January 29, 2015. 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 noted a correction to the minutes that she did not nominate the positions of President and Vice President as part of the reorganization at the January meeting. The correction was noted.*

*Chairperson Zwick then entertained a motion to approve the resolution for the Capital Fund Monies allocated for 2015. Mary made the motion to approve with Rosa seconding. All members present in the affirmative, none opposed. Motion is carried. The resolution was then signed by all members present.*

*Chairperson Zwick then reviewed the financial statement as prepared by Joe Kavanaugh 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 \$60,364.68. Frank made a motion to approve, with Mary seconding the same. 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.*

*Chairperson Zwick reviewed the Executive Director's report as well as the Office Report. It was noted in the E.D. report that there are future plans to expand the current parking lot as we have a need for more parking at our building. We also are in need of updating the compactor which is many years old. We have other projects scheduled with regard to the annual and five year plans. Our next party for the residents will be held on March 17<sup>th</sup> for St. Patrick's Party.*

*With no other business before the board, Chairperson Zwick entertained a motion to adjourn. Brian made the motion, with Rosa seconding. All members present voted in the affirmative, none opposed. Motion is carried.*

*Respectfully submitted,*

*Joe Iacovino  
Executive Director*

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON MARCH 18, 2015**  
**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, Vice-Chairperson Brian Seltzer, Mary Berko, Frank Jackson, Rosa Tanzi, and Lou Cernava, Tenant Representative. Also in attendance was Greg Fusco, Engineer for the Housing Authority.*

*Chairperson Zwick entertained a motion on the minutes from last month's meeting held on February 18, 2015. Mary 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.*

*The first order of business were two conceptual parking plans prepared and presented to the board this evening by Greg Fusco. Greg outlined the plans which will increase the number of parking spots now available for our residents. It would also include new fencing and the removal of the rotted out railroad ties which separate our rear/side property line with the parking available under the Patco Speedline, used by our residents, staff, and visitors. There are issues to be worked out, but the board seemed to like the Concept B plan. This outlines access to the additional parking spaces by way of Glenwood Avenue which presently accesses the parking under the speedline and not Wynnewood Avenue.*

*The Board also discussed the involvement of The Haddon Township Housing Authority in the Celebration of the 150<sup>th</sup> Anniversary of the Township of Haddon. An idea presented was to have what we would call "Opera on Wynnewood." Further discussion on this will take place.*

*Chairperson Zwick then reviewed the financial statement as prepared by Joe Kavanaugh 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 and payroll paid, totaling \$58,131.57. Brian made a motion to approve, with Rosa seconding the same. 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.*

*Chairperson Zwick reviewed the Executive Director's report as well as the Office Report. It was noted in the E.D. report that there are future plans to expand the current parking lot (of which plans were presented this evening). We also are in need of updating the compactor which is original equipment. We have other projects scheduled with regard to the annual and five year plans.*

*With no other business before the board, Chairperson Zwick entertained a motion to adjourn. Brian made the motion, with Rosa seconding. All members present voted in the affirmative, none opposed. Motion is carried.*

*Respectfully submitted,  
Joe Iacovino  
Executive Director*



**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON APRIL 15, 2015**  
**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, Vice-Chairperson Brian Seltzer, Mary Berko, Frank Jackson, Rosa Tanzi, and Lou Cernava, Tenant Representative.*

*Chairperson Zwick entertained a motion on the minutes from last month's meeting held on March 18, 2015. Rosa made the motion to approve, with Lou seconding the motion. All members in attendance voted in the affirmative with no members opposed. Motion is carried.*

*The E.D. spoke of the meeting held in our office recently with our Attorney Charles Nathanson. Those in attendance were the staff, Board members Alma, Rosa, and Lou and several residents. The residents voiced their complaints about fellow resident William Kiggins and their confrontations with him. The Board and staff also spoke on the many years of problems with him, almost everything documented. Mr. Nathanson was optimistic that having residents voice their concerns about Mr. Kiggins could be very strong legally with regard to on-going litigation against him. It is also very important that any incidences with Mr. Kiggins must be documented with the date and time.*

*The E.D. spoke on the change of Accountants for the Housing Authority. He explained that we received a letter of resignation from Joe Kavanaugh, explaining that he is over-burdened and has to lessen his schedule. We received a recommendation from our Auditors for an Accountant by the name of Tom Furlong from Morganville, NJ. We received his resume and spoke with him and he seems to be a very good choice as he works with other Housing Authorities and is experienced in what work needs to be done. With that, Chairperson Zwick entertained a motion on hiring Mr. Furlong. Lou made the motion with Mary seconding the motion. The E.D. took a roll call vote and it was a unanimous vote in the affirmative to hire Tom Furlong. No persons were opposed, with motion carried.*

*Mary Berko remarked that our income is down from the previous year. Discussion ensued that in preparing the budget, the figures used may have been too high for 2015. Joe noted that he takes some responsibility in that he worked with Joe Kavanaugh in preparing the new budget. Other factors are taken into consideration as well.*

*The E.D. also noted another level of reporting when we bid out any projects. The prevailing wages versus HUD wages must be reviewed as well. This is a mandatory requirement by HUD and our Engineer is aware of this for any future projects that require the bidding process.*

*Chairperson Zwick then reviewed the financial statement as prepared by Joe Kavanaugh 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 and payroll paid, totaling \$67,527.15. Mary made a motion to approve, with Brian seconding the same. 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.*

*Chairperson Zwick reviewed the Executive Director's report as well as the Office Report. The excellent REAC score we received, 99-A, was indicated. The E.D.'s report also included information about our Annual Audit by Holman and Frenia for Calendar Year 2014. The reports included other information as well.*

*With no other business before the board, Chairperson Zwick entertained a motion to adjourn. Mary made the motion, with Rosa seconding. All members present voted in the affirmative, none opposed. Motion is carried.*

*Respectfully submitted,*

*Joe Iacovino  
Executive Director*

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON May 20, 2015**  
**AT 25 WYNNEWOOD AVENUE, HADDON TOWNSHIP, NEW JERSEY**

*Chairperson Alma Zwick opened tonight's meeting at 7:45 p.m. In attendance were Executive Director Joseph Iacovino, Chairperson Alma Zwick, Mary Berko, Frank Jackson, Rosa Tanzi, and Lou Cernava, Tenant Representative. Excused was Vice-Chairperson Brian Seltzer. Also in attendance was Greg Fusco of Key Engineers, as well as Kevin Frenia of Holman, Frenia and Allison, Certified Public Accountants and Consultants. They performed our 2014 Audit.*

*Chairperson Zwick entertained a motion on the minutes from last month's meeting held on April 15, 2015. 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.*

*Chairperson Zwick then reviewed the financial statement 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 and payroll paid, totaling \$110,878.07. A motion was made by Rosa to approve with Mary seconding the same. 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.*

*Chairperson Zwick reviewed the Executive Director's report as well as the Office Report.*

*Greg Fusco was in attendance for further discussion of the proposed parking expansion For Rohrer Towers I. Greg presented the plans for this project in order to get input from the Board. A decision on the design and price will be forthcoming in the near future.*

*The Board was given copies of the 2014 Haddon Township Housing Authority Audit about two weeks ago in order that they would have a chance to review it for approval at tonight's meeting. Kevin Frenia, in attendance tonight, reviewed the audit that was performed and entertained any questions from the Board. He noted another successful audit for our Housing Authority. He noted there were no findings to be concerned with as well. Kevin thanked the board and the E.D. complimented Kevin's staff who were present in our office to perform the audit. The resolution and local authorities group affidavit form was signed by the Board and will be filed with the DCA and in our office accordingly.*

*With no other business before the board, Chairperson Zwick entertained a motion to adjourn. Frank made the motion, with Rosa seconding. All members present voted in the affirmative, none opposed. Motion is carried.*

*Respectfully submitted,*

*Joe Iacovino  
Executive Director*

**THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON JUNE 17, 2015**  
**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, Vice-Chairperson Brian Seltzer, Frank Jackson, and Rosa Tanzi. Excused were Mary Berko and Lou Cernava, The Tenant Representative. Also in attendance was our new Accountant, Thomas Furlong.*

*Chairperson Zwick entertained a motion on the minutes from last month's meeting held on May 20, 2015. Frank made the motion to approve, with Rosa seconding the motion. All members in attendance voted in the affirmative with no members opposed. Motion is carried.*

*The E.D. noted that Mr. Kiggins is scheduled to go to Court on June 25, 2015 in Camden. Prior to that, we are meeting with our attorney Mr. Nathanson on June 23, 2015 in our office at 10:30 to discuss the scheduled court case with Mr. Kiggins. All Board Members are welcome to attend both of these sessions.*

*Thomas Furlong attended tonight's meeting in order to introduce himself to all of the Board Members and to briefly inform the board that he plans on following the current procedures in place for reports used for the monthly meetings. He noted that he has many years of experience as an Accountant and working with various Housing Authorities. He noted that he looks forward to working with our Housing Authority. The E.D. thanked him for responding so quickly to our need for a new accountant.*

*Chairperson Zwick then reviewed the financial statement 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 and payroll paid, totaling \$54,188.27. A motion was made by Rosa to approve with Brian seconding the same. 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.*

*Chairperson Zwick reviewed the Executive Director's report as well as the Office Report. With regard to his report, he noted that any original equipment will certainly have to be replaced eventually. He also noted the importance of additional security cameras as the staff is not here at night or weekends and they will be quite helpful. The parking lot expansion is still being reviewed as well; Patco plans additional work on the tracks which may impede our project for a period of time. He asked the Board to refer to our Engineer's Report for further details on all pending projects. The Board noted among other items outlined in the office report, the large turnover of new residents lately.*

*The E.D. also noted that we plan on moving ahead as soon as possible with our Chairperson's recommendation to spruce up the hallways on each floor with fresh paint, new pictures, etc. The E.D. said he will start the process with getting some quotes for painting.*

*With no other business before the board, Chairperson Zwick entertained a motion to adjourn. Brian made the motion, with Rosa seconding. All members present voted in the affirmative, none opposed. Motion is carried.*

*Respectfully submitted,  
Joe Iacovino, Executive Director*

**THOMAS FURLONG**  
*Certified Public Accountant*  
470 Highway 79, Suite 2  
Morganville, New Jersey 07751  
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732-591-2300 FAX 732-591-2525

July 13th, 2015

**ACCOUNTANT'S COMPILATION REPORT**

Board of Commissioners  
**HADDON TOWNSHIP HOUSING AUTHORITY**  
Westmont, New Jersey

I have compiled the accompanying budgeted statement of operating receipts and expenditures and changes in restricted net position of the Haddon Township Housing Authority for the six months ended June 30, 2015 and the related statements of activities and cash flows for the year then ended. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance about whether the financial statements are in accordance with the generally accepted accounting principles in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with generally accepted accounting principles in the United States of America for designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

I am not independent with respect to the Haddon Township Housing Authority.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements required by generally accepted accounting principles in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Corporation's financial position, changes in net assets and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.



Thomas Furlong  
Certified Public Accountant

**HADDON HOUSING AUTHORITY**  
**BUDGETED STATEMENT OF OPERATING RECEIPTS**  
**AND EXPENDITURES AND CHANGES IN UNRESTRICTED NET POSITION**  
**For the six months ended June 30th 2015**

ACCOUNT NAME	PHA- ACTUAL Y-T-D	BUDGET Y-T-D	VARIANCE	12 MONTH BUDGET
DWELLING RENT	201,138	202,750	-1,612	405,500
EXCESS UTILITIES	3,980	8,651	-4,671	17,302
INTEREST INCOME	1,257	1,342	-85	2,684
OTHER INCOME	20,497	19,062	1,436	38,123
OPERATING SUBSIDY - PHA	126,507	128,653	-2,146	257,305
<b>TOTAL INCOME</b>	<b>353,379</b>	<b>360,457</b>	<b>-7,078</b>	<b>720,914</b>
ADMINISTRATIVE SALARIES	56,925	55,720	-1,205	111,440
LEGAL	1,432	4,000	2,568	8,000
TRAINING	0	1,125	1,125	2,250
TRAVEL	0	165	165	330
AUDITING	12,696	6,150	-6,546	12,300
ACCOUNTING	8,992	7,950	-1,042	15,900
SUNDRY	17,580	12,365	-5,215	24,730
<b>TOTAL ADMIN.</b>	<b>97,625</b>	<b>87,475</b>	<b>-10,150</b>	<b>174,950</b>
TENANT SERVICES MATERIALS	2,027	3,000	973	6,000
TENANT SERVICES CONTRACTS	0	0	0	0
<b>TOTAL TENANT SVCS.</b>	<b>2,027</b>	<b>3,000</b>	<b>973</b>	<b>6,000</b>
WATER	8,891	11,738	2,847	23,476
SEWER	22,100	21,638	-462	43,276
ELECTRIC	38,563	48,427	9,864	96,854
GAS	26,965	21,280	-5,685	42,560
UTILITY LABOR	7,867	7,632	-235	15,264
<b>TOTAL UTILITIES</b>	<b>104,386</b>	<b>110,715</b>	<b>6,329</b>	<b>221,430</b>
MAINTENANCE LABOR	44,578	43,249	-1,330	86,497
MAINTENANCE MATERIALS	1,125	1,577	452	3,153
CONTRACT COSTS	28,046	27,316	-730	54,632
<b>TOTAL MAINTENANCE</b>	<b>73,749</b>	<b>72,141</b>	<b>-1,608</b>	<b>144,282</b>
PROTECTIVE SERVICES	1,020	150	-870	300
INSURANCE	16,540	17,515	975	35,030
PILOT	10,073	10,070	-3	20,140
EMPLOYEE BENEFIT CONTR.	46,849	37,035	-9,815	74,069
COLLECTION LOSSES	0	0	0	0
EXTRAORDINARY MAINTENANCE	7,718	7,500	-218	15,000
<b>TOTAL GENERAL</b>	<b>81,180</b>	<b>72,120</b>	<b>-9,061</b>	<b>144,239</b>
<b>TOTAL EXPENDITURES</b>	<b>359,987</b>	<b>345,601</b>	<b>-14,387</b>	<b>691,201</b>
RESIDUAL RECEIPTS	-6,608	14,857	-21,465	29,713
UNRESTRICTED NET POSITION - JAN 1ST, 2015	476,975			
UNRESTRICTED NET POSITION - JUNE 30TH, 2015	470,367			

HADDON TOWNSHIP HOUSING AUTHORITY  
 VARIANCE REPORT  
 FOR THE SIX MONTHS ENDED JUNE 30, 2015

DESCRIPTION	VARIANCE	REMARKS	
OPERATING RECEIPTS:	(\$7,078.00)	RENTS SLIGHTLY LOWER THAN BUDGET	(\$1,612.00)
		EXCESS UTILITIES COLLECTED FOR 2 MONTHS	(\$4,671.00)
		INTEREST INCOME SLIGHTLY LOWER THAN BUDGET	(\$85.00)
		OTHER INCOME SLIGHTLY MORE THAN BUDGET	\$1,436.00
		HUD SUBSIDY SLIGHTLY LOWER THAN BUDGET	(\$2,146.00)
			(\$7,078.00)

EXPENDITURES:

AUDIT	(\$6,546.00)	2014 AUDIT FEE PAID IN MAY
SUNDRY	(\$5,215.00)	ANNUAL SOFTWARE COSTS PAID IN JANUARY/FEB
GAS	(\$5,685.00)	GAS COSTS HIGHER DUE TO COLD WINTER
EMPLOYEE BENEFITS	(\$9,815.00)	ANNUAL PENSION COSTS (\$23,715) PAID IN MARCH

NOTE-PHA IS SLIGHTLY OVER BUDGET FOR THE SIX MONTH PERIOD ENDED JUNE 30TH, 2015. THE VARIANCE IS AS A RESULT OF PAYMENTS FOR ANNUAL COSTS SUCH AS SOFTWARE MAINTENANCE, EMPLOYER PENSION PAYMENT, AND THE AUDIT. VARIANCES SHOULD LESSEN AS THE YEAR GOES ON AND IT IS EXPECTED PHA WILL BE CLOSE TO BUDGET PROJECTIONS.

**THE HADDON TOWNSHIP HOUSING AUTHORITY**  
**MINUTES FOR MEETING HELD ON JULY 15, 2015**  
**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, Vice-Chairperson Brian Seltzer, Mary Berko, Frank Jackson, Rosa Tanzi, and Lou Cernava, the Tenant Representative. Also in attendance were Managers Patsy Coyne and Ellie Connell, as well as Bob Cairns, Maintenance Dept.*

*The E.D. noted that our building has a few "malcontents" that continue to cause us anxiety and on-going problems. He said he asked Patsy, Ellie and Bob to attend tonight's meeting to explain a recent incident with William Kiggins involving the 8<sup>th</sup> floor utility closet.*

*Mr. Kiggins notified County Officials and others about a problem with the sink in this closet being stopped up with debris, which prompted the Board of Health to come out and investigate the situation. Patsy and Ellie explained to the board that this problem was never reported to the office or to Maintenance. Bob said that he and Mark went right upstairs to attend to the problem when the county reported it to us and the sink was quickly cleaned. There were no other sinks on any other floors with problems which was very unusual said the County. The staff feels this was probably done "on purpose" to cause us problems since it was never reported to the office. Because of the above, all of the Utility Closets on each floor will now be locked at all times. The issues with Mr. Kiggins still continues, even with his recent court appearance in Camden and the Judge warning him about his childish behavior and what could occur should he have a future court appearance.*

*Chairperson Zwick said that perhaps we need to improve our current Resident Handbook in order that all rules and regulations are clearly stated. The E.D. said that in speaking with our Accountant who handles other Housing Authorities, problem residents like we are experiencing are certainly not unusual. He said that we are all doing our best to make Rohrer Towers a comfortable and homey place for our residents to reside. Chairperson Zwick said that she will get some Board Members as well as Patsy and Ellie to work on this update. Mary and Rosa offered to assist in this update. The E.D. explained that the Handbooks must consider HUD regulations as well.*

*Chairperson Zwick then entertained a motion on the minutes from last month's meeting held on June 17, 2015. 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.*

*The E.D. also noted that there is a mandate that Contractors must pay the Federal Prevailing Wage. The E.D. noted that this is hampering our ability to have our Compactors replaced, and will certainly impact future Bid Projects. We now are trying to purchase the equipment to repair the Compactors and then have a contractor install it. Greg Fusco has been working on this project for us. Future projects will be more costly because of the Prevailing Wage Mandate, so more Capital Funding from HUD would be very helpful.*

*The E.D. noted that the Hallways of each floor of our building continue to be very hot and uncomfortable during the summer months. Air Conditioning would be the only way to help this problem. We had all of the vents thoroughly cleaned recently, but it did not really alleviate the*



*Stuffy feeling of each hallway. Chairperson Zwick had noted that it would also be very nice to "spruce" up the hallways with some fresh paint, pictures, etc. Perhaps Mark and Bob could handle the painting in order to do this more economically. These are items to be considered.*

*Chairperson Zwick then reviewed the financial statement 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 and payroll paid, totaling \$36,663.07. A motion was made by Brian to approve with Mary seconding the same. 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.*

*Chairperson Zwick reviewed the Executive Director's report as well as the Office Report. With regard to the E.D.'s report, the annual Barbecue is set for July 22<sup>nd</sup>. It also addressed future projects which are also outlined in Greg Fusco's report, as well as various other information. The Office Report was also reviewed; it outlined those residents who have moved or passed away, and the new residents coming into our building, as well as other items taken care of by Management.*

*With no other business before the board, Chairperson Zwick entertained a motion to adjourn. Brian made the motion, with Rosa seconding. All members present voted in the affirmative, none opposed. Motion is carried. The meeting adjourned at 7:50 p.m.*

*Respectfully submitted,*

*Joe Iacovino  
Executive Director*

**THE HADDON TOWNSHIP HOUSING AUTHORITY**  
**MINUTES FOR MEETING HELD ON AUGUST 19, 2015**  
**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, Vice-Chairperson Brian Seltzer, Mary Berko, Frank Jackson, Rosa Tanzi, and Lou Cernava, the Tenant Representative. Our Attorney Charles Nathanson was also in attendance as well as Managers Patsy Coyne and Ellie Connell.***

***Chairperson Zwick then entertained a motion on the minutes from last month's meeting held on July 15, 2015. Brian made a motion to approve, with Rosa seconding the motion. All members in attendance voted in the affirmative with no members opposed. Motion is carried.***

***Mr. Nathanson said that he was asked to send letters to three of our residents as they refuse to follow the rules with regard to an "overnight" guest(s) and how long they can have a family member stay with them. He explained the process involves a series of letters sent when the resident does not cease having their family member(s) stay overnight longer than permitted by our Resident Handbook. A second letter is sent which, if not adhered to, will lead to the possible eviction of the tenant. The three residents involved are Dennis Gordon, apartment 705, Margaret Abbott, apartment 1103, and Pasquale Rapacchiano, apartment 409. There was a roll call vote to approve the action of our attorney with regard to the above. All members in attendance voted in the affirmative with no members opposed. Motion is carried.***

***The E.D. explained to the Board that we have an "open" OPRA request filed by former Mayor William J. Park. The Board had a copy of the request with their meeting packets. He is asking for a varied amount of information for which he will pay for per page.***

***The E.D. invited Mr. Park to tonight's meeting to explain his request to the Board and for their approval of this request. Mr. Nathanson was also present to answer any questions that may arise from his attendance. Mr. Park never showed up at the meeting and the E.D. asked Mr. Nathanson to send a letter to make sure he was still interested in pursuing this request. It is still considered "open" and must be answered within a specified amount of time. Mr. Nathanson said he would send the letter out immediately and would inform the office of Mr. Park's decision.***

***Chairperson Zwick then reviewed the financial statement 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 and payroll paid, totaling \$68,213.45. A motion was made by Rosa to approve with Brian seconding the same. 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.***

***Chairperson Zwick also entertained a vote to renew the Housing Authority's membership in the NJPHA Joint Insurance Fund for the next three years (January 1, 2016 thru December 31, 2018) as well as the Indemnity and Trust Agreement for the NJPHA JIF. A motion was made and seconded with all members present voting in the affirmative. Both Resolutions were circulated and signed by each Board Member.***

***Chairperson Zwick reviewed the Executive Director's report as well as the Office Report. With regard to the Director's report, it addressed future projects; especially the much needed new compactor and dumpsters. It indicated a very positive inspection of our building by a representative from the Joint Insurance Fund, as well as various other information. The Office Report was also reviewed; it outlined some new residents who have moved in, as well as some expected vacancies in the next month due to various reasons. It also noted a successful Insurance Audit by a representative from the Joint Insurance Fund. Also, Premier Eye Associates of Collingswood will be coming to Rohrer Towers in September for those residents who would like an eye exam; especially convenient to those who do not have transportation for various medical examinations. Other information was included in the Office Report which is taken care of by Management.***

***The Engineer's Report was also reviewed and outlined our pending projects, including the new Compactor and the future expansion of our Parking Lot.***

***With no other business before the board, Chairperson Zwick entertained a motion to adjourn. Brian made the motion, with Rosa seconding. All members present voted in the affirmative, none opposed. Motion is carried. The meeting adjourned at approximately 7:20 p.m.***

***Respectfully submitted,***

***Joe Iacovino  
Executive Director***