

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON SEPTEMBER 16, 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, Rosa Tanzi, and Lou Cernava, Tenant Representative. Excused was Frank Jackson.*

*For the first order of business, Chairperson Zwick entertained a motion on the minutes from last month's meeting held on August 19, 2015. Mary made the motion to approve, with Rosa seconding the motion. All members in attendance voted in the affirmative with no members opposed. Motion carried.*

*Rosa inquired about the OPRA request information as requested by former Mayor Park. The E.D. explained that he picked it up and seemed very satisfied with the information he requested. We have not heard anything further. He noted that it was a tedious process getting it prepared and he complimented Patsy and Ellie on this.*

*The E.D. noted that the electric bills have been substantially reduced this year, and we expect to see the same results for the gas bills. This is as a result of the new LED lights installed throughout the entire building, as well the new Heat Exchangers, Boilers, and new windows and doors, all installed in the last several years. The investment in these projects is definitely paying off in lower utility bills.*

*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. 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 then reviewed the Executive Director's report with the board. The E.D. noted that the contracts have been signed and we should be in receipt of the new Compactor and Dumpsters in about four to six weeks. Other improvements such as updating the Domestic Cold Water pumps and electrical panel to circuit breakers are on the agenda to be done. A few other items from the E.D.'s report were briefly discussed. The E.D. noted that the 2016 Budget will be ready for preliminary approval at the October meeting.*

*Chairperson Zwick then briefly reviewed the Office Report with the board with everything in very good order. Premier Eye Associates of Collingswood are making it convenient for our residents by having eye examinations for those residents interested right in our Community Room. Walgreens is also providing free flu shots for anyone interested in receiving one; again right in our Community Room. Other items of the Office Report were reviewed.*

*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. Tonight's meeting adjourned at 7:30 p.m.*

*Respectfully submitted,  
Joe Iacovino, Executive Director*

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON October 21, 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, Rosa Tanzi, Frank Jackson and Lou Cernava, Tenant Representative. Also in attendance were Tom Furlong our Accountant, Greg Fusco of Key Engineers and Managers Patsy Coyne and Ellie Connell.*

*For the first order of business, Chairperson Zwick entertained a motion on the minutes from last month's meeting held on September 16, 2015. Mary made the motion to approve, with Rosa seconding the motion. All members in attendance voted in the affirmative with no members opposed. Motion carried.*

*Tom Furlong, our Accountant was in attendance to review the 2016 Budget with the Board. They had all been sent a spread-sheet to review prior to tonight's meeting which simplified the figures for 2016. Tom doesn't see much difference with our expenses and our financial situation is in very good form, he noted. He noted that the residents' rent is based on their income which can vary the rents (either more or less) as new residents move in with different incomes. Tom explained that the Board will be asked to give preliminary approval of the new budget this evening, with final Adoption at the December Housing Authority Meeting. Tom also reviewed the regular monthly Statements and Bill List he provides for the Board each month. He noted that our expenses are almost "break even" with what was budgeted. With no further questions from the Board, Chairperson Zwick entertained a motion to approve the budget. Brian made the motion to approve, with Rosa seconding the motion. A roll call vote was taken with everyone voting in the affirmative, no persons opposed. Motion is carried. (The approved budget with a Resolution recording the vote will be sent to the D.C.A. by November 1<sup>st</sup>.)*

*Next, Greg Fusco of Key Engineers came forward and reviewed the Parking Lot expansion project with the Board. He noted in his report that originally Charles Marandino, LLC was awarded the project. However, there were discrepancies in his bid so the Bid Award went to Command Company, Inc. of Egg Harbor City. Greg said the project will take about two months to complete. Greg also noted that we are awaiting the delivery of the compactor equipment from Multi-Pak, the supplier with the project being done by M.D. Remodeling, LLC.*

*With regard to the Parking Lot expansion, a motion was entertained. Mary made a motion to approve this project, with Alma seconding the motion. A roll call vote was taken with all members present voting in the affirmative, no members opposed. Motion is carried. A resolution was circulated for the award contract, which outlined other conditions.*

*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. 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 then noted that a Claim of Tort form must be approved by the Board in order For it to be filled out by the Claimant, resident Pasquale Rapacchiano regarding his pending lawsuit*

*with the Haddon Township Housing Authority. Patsy briefly explained the issues with Mr. Rapacchiano as it relates to his lawsuit. Rosa made the motion to approve the Notice of Tort Form with Brian seconding the motion. All members present voted in the affirmative. Motion is Carried. The Resolution adopting the Notice of Tort Claim Form was circulated and signed by those members present this evening.*

*Chairperson Zwick then reviewed the Executive Director's report and Office Report with the board. Everything seems to be moving along nicely.*

*The Christmas Bonuses for the employees was discussed. Each employee will receive one week's salary for their bonus. Frank approved the bonuses with Alma seconding the motion. All members present voted in the affirmative, no persons opposed. Motion is carried.*

*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. Tonight's meeting adjourned at 7:30 p.m.*

*Respectfully submitted,*

*Joe Iacovino, Executive Director*

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON NOVEMBER 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, Rosa Tanzi, Frank Jackson 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 October 21, 2015. Rosa made the motion to approve, with Mary seconding the motion. All members in attendance voted in the affirmative with no members opposed. Motion carried.***

***The Resident Handbook has been reviewed by Board Members Alma, Mary and Rosa. There are a few minor revisions regarding overnight guests staying with our residents and Complaints which will be incorporated into the Resident Handbook by the Office Staff.***

***A Resolution was approved and signed by the Board which states that all current Commissioners as well as the Executive Director are compliant with their mandated training requirements. It will be forwarded to the DCA as they requested.***

***The E.D. said that he would like to talk to the D.C.A. about the procedures regarding the Course Instruction that all new Commissioners are mandated to take. He would like to see the training condensed to one full day instead of taking the five courses in different locations at different times. He feels this would be much easier for all those involved.***

***The E.D. congratulated Rosa on her reappointment to the Board until December 31, 2020. She thanked Joe and the Board for their congratulations.***

***The E.D. spoke to the Board about the error in the most recent water bill that was sent to us for payment. He said the office noticed the bill was much higher than usual. A Township official came and checked the meter and said there definitely was an error in the reading. The E.D. said that there was approximately a few thousand dollars error which he would like to have reimbursed as soon as possible, rather than be given a credit.***

***The employee raises were discussed. Different percentages were reviewed by the Board. Chairman Zwick entertained a motion on a 2% raise for calendar year 2016. A motion was made and seconded with all members present voting in the affirmative. 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. 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 then reviewed the Executive Director's report and Office Report with the board. Everything seems to be moving along nicely. The E.D. noted from his report that the new Compactor was expected in about two to three weeks.***

***Also reviewed by the Board was the Engineer's report which outlined the status of pending projects for the Housing Authority.***

***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. Tonight's meeting adjourned at 7:50 p.m.***

***Respectfully submitted,***

***Joe Iacovino, Executive Director***

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON DECEMBER 16, 2015**  
**AT 25 WYNNEWOOD AVENUE, HADDON TOWNSHIP, NEW JERSEY**

***Chairperson Alma Zwick opened tonight's meeting at 6:52 p.m. In attendance were Executive Director Joseph Iacovino, Chairperson Alma Zwick, Vice-Chairperson Brian Seltzer, Mary Berko, Rosa Tanzi, Frank Jackson 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 18, 2015. Mary made the motion to approve, with Rosa seconding the motion. All members in attendance voted in the affirmative with no members opposed. Motion carried.***

***The E.D. noted that our new Accountant, Thomas Furlong has been excellent to work with and is very efficient.***

***Chairperson Zwick entertained a motion to approve the Resolution to Adopt the 2016 Budget which was approved in October. A roll call vote was taken to adopt the 2016 Budget with all members present voting in the affirmative. Motion is carried.***

***Chairperson Zwick also entertained a motion to approve our Executive Director Joseph Iacovino as the 2016 Fund Commissioner of the Joint Insurance Fund. A roll call vote was taken with all members present voting in the affirmative. 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. Rosa 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 then reviewed the Executive Director's Report and Office Report with the board. The E.D. noted from his report that the new Compactor and Dumpsters is expected in four to six weeks. Both reports indicated everything is moving along nicely.***

***Also reviewed by the Board was the Engineer's Report which outlined the status of pending projects for the Housing Authority.***

***The E.D. again noted that he has contacted the DCA about an easier process of taking the mandatory classes if you are a new Board of Commissioner. He said that perhaps we can hold the session(s) either at our building or another local Housing Authority which would be much more convenient.***

***With no other business before the board, Chairperson Zwick entertained a motion to adjourn. Rosa made the motion, with Mary seconding. All members present voted in the affirmative, none opposed. Motion is carried. Tonight's meeting adjourned at 7:30 p.m.***

***Respectfully submitted,***

***Joe Iacovino, Executive Director***

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON JANUARY 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 Joseph Iacovino, Chairperson Alma Zwick, Mary Berko, Rosa Tanzi, and Frank Jackson. Excused were Vice-Chairperson Brian Seltzer 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 16, 2015. 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 next order of business was the Reorganization of the Board for Calendar Year 2016. Alma Zwick was nominated for Chairperson, and Rosa Tanzi for Vice-Chairperson. With no other nominations, the board voted unanimously for both Alma and Rosa for these two positions. Brian Seltzer, who was excused from tonight's meeting, sent in his votes for the reorganization as well. He also voted for Alma for Chairperson, and Rosa for Vice-Chairperson. Both Alma and Rosa graciously thanked the board for their Appointments.*

*Chairperson Zwick then reviewed the financial statement 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. Rosa made a motion to approve, with Mary seconding the same. All members present voted in the affirmative, none opposed. Motion is carried. The E.D. noted that the unpaid bill total was higher due to the JIF premium as well as the Haddon Township PILOT payment. The E.D. noted that we have maintained a positive cash flow due to the good work of the Board and Management. Mark and Bob save our Housing Authority a considerable amount of money by doing many projects "in-house" as well as repairs without calling outside contractors.*

*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 the parking lot expansion is going very well, is on schedule, and the Company employees are keeping the work area safe and clean as the work progresses.*

*The E.D. also spoke on the course instruction mandated for new Board members. He noted that the mandated course requirements make it difficult to get new members. For those employed, it is a challenge to find the time to take the courses, and for a senior member it is a burden on them to take the courses as currently offered. The E.D. suggested a one-day course*



***at our building to make it more convenient. He has not gotten a response from the DCA with his suggestion.***

***It was also discussed by the Board that they feel it would be advantageous to have Commissioner John Foley meet with the Board at our next meeting. As he oversees the Haddon Township Police Dept., they would like to discuss the ongoing problems we continue to have with our resident William Kiggins, apt. 810 and the Police Dept. responding to his Complaints. The E.D. said that we will send a letter to Commissioner Foley and invite him to the February 17<sup>th</sup> Meeting of the Board.***

***With no other business before the board, Chairperson Zwick entertained a motion to adjourn. Rosa made the motion, with Alma seconding. All members present voted in the affirmative, none opposed. Motion is carried. Tonight's meeting adjourned at 7:30 p.m.***

***Respectfully submitted,***

***Joe Iacovino, Executive Director***