

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

**Tuesday, December 12, 2023 at 5:00 p.m.**

Meeting was held at Michaelangelo's restaurant in Cherry Hill, NJ instead of the office in Haddon Township, NJ. (The changes were duly advertised.)

Present were Rosa Tanzi, Larry Gasperone, and James Coyne, and Walter Norris.

Excused were Alma Zwick, Doug Wallace and Brian Seltzer.

Roll call taken.

Minutes from November 15, 2023, presented. Motion to accept the minutes made by Rosa and seconded by Larry. Unanimous approval.

### **New Business**

There were three resolutions:

1. Resolution December 2023-1: Adoption of the 2024 budget. Motion to accept by Jim Coyne and seconded by Rosa Tanzi. Motion passed unanimously.
2. Resolution December 2023-2: Appointment of Walter Norris as Fund Commissioner for 2024. Motion to accept by Rosa Tanzi and seconded by Jim Coyne. Motion carried unanimously.
3. Resolution December 2023-3: Approval of unpaid bills; review of Accountant's report; Unpaid bill detail; various reports. Motion carried unanimously.

### **Old Business:**

Walter reviewed the Office Report of activities which engage the residents at different times during the month.

Motion to adjourn at 5:20 p.m. by Rosa, seconded by Larry. Motion passed.

Submitted by:

Walter Norris, Executive Director

## **MOM FOR HADDON HOUSING AUTHORITY BOARD MEETING**

**Wednesday, November 15, 2023, at 7:00 p.m.**

1. Meeting held at the office HTHA in Haddon Township, NJ.
2. In attendance were Alma Zwick (by phone), Brian Seltzer, Larry Gasperone, Rosa Tanzi, James Coyne, Doug Wallace (by phone), and Walter Norris.
3. Alma opened the meeting at 7:00 p.m. Roll call taken.
4. Minutes from October 18, 2023, presented. Motion to accept the minutes made by Rosa and seconded by Alma. Unanimous approval.
5. There was one resolution: Resolution November 15, 2023 (2023-1): To approve invoice payments of \$56,838.44 and payroll of \$14,308.75 for a total of \$71,147.19. Motion to accept by Alma and seconded by Larry. Motion passed unanimously.

### **Old Business:**

- a. It was reported to HTHA was denied coverage for the recent boiler repair due to "normal wear and tear." The repair cost was around \$20,000.
- b. A question arose regarding two Verizon bills that were almost similar. One was for the phones in the elevator and the other the office phones and fax.
- c. Motion made to approve the 2024 HTHA budget. Motion made by Larry; second by James. Motion carried.
- d. It was determined that the ED should continue to monitor and evaluate the performance of the maintenance staff.

### **New Business:**

- The Lion's Club is preparing a Thanksgiving dinner for residents, and the dinner is scheduled for Sunday, November 19, 2023.
- A question arose regarding the copier: is it owned or leased? It is leased. Christmas dinner for the Board is scheduled for Tuesday, December 12, 2023, at 5:30 p.m. at Michaelangelo. It was decided to have a short Board meeting prior to the dinner.
- Walter reviewed the Office Report of activities which engage the residents at different times during the month.
- Motion to adjourn at 7:35 p.m. by Rosa, seconded by Alma. Motion passed.

- Walter reviewed the Office Report of activities which engage the residents at different times during the month.
- Motion to adjourn at 7:35 p.m. by Rosa, seconded by Alma. Motion passed.

Submitted by:

Walter Norris  
Executive Director

## MOM FOR HADDON HOUSING AUTHORITY BOARD MEETING

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

- Meeting held at the office HTHA in Haddon Township, NJ.
- In attendance were Alma Zwick, Rosa Tanzi, Larry Gasperone, Douglas Wallace (by phone), James Coyne, Walter Norris, and Brian Seltzer.
- Alma opened the meeting at 7:00 p.m. Roll call taken.
- There were no minutes from September 2023.
- Meeting began with our financial report presented by Tom Furlong, who came in person to discuss HTHA's financial statements. The audit showed that HTHA had a good year. There is a surplus of \$115,000.
- Tom provided the following data for the budget year of 2024, which begins on 1/1/24:
  - a. Revenues up 10%; rent up 8.7%
  - b. HUD subsidy up 6.2%; administrative
  - c. Surplus expected of \$78,780
  - d. There may be suggested changes to occur
- There were four (4) resolutions:
  - a. Resolution October 2023-1 for Approval of unpaid bills; review of Accountant's report; accept unpaid bill detail. Motion by Larry to accept the resolution and seconded by Rosa. Motion passed unanimously.
  - b. Resolution 2023-2 for the Adoption of the 2022 Audit. Motion by Brian to accept the resolution and seconded by Larry. Motion passed unanimously.
  - c. Resolution 2023-3 for the approval of the 2024 budget. Motion by Rosa to accept the resolution and seconded by Alma. Motion passed unanimously.
  - d. Resolution 2023-4 for the approval of the updates made to the Employee Handbook (Policies and Procedures). Motion by Rosa to accept the resolution and seconded by Jim. Motion passed unanimously.

Old Business:



None.

New Business:

- Discussion of annual salary increase for employees to commence January 1, 2024. Motion to approve the annual holiday bonus of one-week salary for all employees made by Rosa and seconded by Brian. Passed unanimously. There was a discussion of recommendation by Walter of annual increase of salary for employees.
- HTHA Christmas get-together will take place on Tuesday, December 12, 2023, at 5:30 p.m. at Michaelangelo.
- Walter reviewed the Office Report of activities which engage the residents at different times during the month.
- Motion to adjourn at 7:45 p.m. by Rosa, seconded by Brian. Motion passed.
- Next in-person meeting is scheduled for November 15, 2023, at 7:00 p.m.

Submitted by:

Walter Norris

Executive Director

**MOM FOR HADDON HOUSING AUTHORITY BOARD MEETING**

**Wednesday, August 16, 2023, at 6:40 p.m.**

**Meeting held at the office of the HTHA in Haddon Township, NJ**

1. Alma opened the meeting at 6:40 p.m. Roll call taken.
2. In attendance were Alma Zwick, Rosa Tanzi, Larry Gasperone, Douglas Wallace (by phone), and Walter Norris. Brian Seltzer was excused.
3. Minutes from July 19, 2023, presented. Motion to accept the minutes made by Larry and seconded by Alma. Unanimous approval.
4. There was one resolution: Resolution August 16, 2023 (2023-1): To approve invoice payments of \$76,161.71 and payroll of \$13,536.23 for a total of \$89,697.94. Motion to accept by Rosa and seconded by Larry. Motion passed unanimously.

**Old Business:**

The generator has finally arrived and is installed.

**New Business:**

- Walter gave a 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.
  - Larry brought the question about cell towers on our building. Are we still collecting any fee for this usage? Are there any contracts in place? Walter said that he was not sure but would attempt to get an answer.
  - Motion to adjourn at 7:00 p.m. by Rosa, seconded by Alma. Motion passed.
5. Next in-person meeting may be postponed since Walter will be away. If the September 2023 meeting is cancelled, the next scheduled meeting will be on Wednesday, October 18, 2023, at 7:00 p.m.

Submitted by:

Walter Norris      Executive Director

## **MOM FOR HADDON HOUSING AUTHORITY BOARD MEETING**

**Wednesday, July 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. Minutes from May 17, 2023 presented. Motion to accept the minutes made by Rosa and seconded by Larry. There was no meeting held in June.
5. Two resolutions were addressed:

**Resolution July 19, 2023 (2023-1):** To approve invoice payments of \$252,467.78 and payroll of \$13,947.03 for a total of \$266,414.81. Motion to accept by Rosa and seconded by Larry. Motion passed unanimously.

**Resolution July 19, 2023 (2023-2):** For the board of HTHA to act within its authority and obligation to approve future minimum Security Deposits of 1.5 months rent effective immediately. Motion to approve by Rosa and seconded by Brian. Passed unanimously.

**Old Business:** The generator has finally been installed and is up and running. The old generator still has to be removed.

### **New Business:**

- Walter gave a 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.
  - Motion to adjourn by Rosa, seconded by Doug. Motion passed.
6. Next in-person meeting is scheduled for Wednesday, October 18, 2023, at 7:00 p.m. As previously discussed, there will be no formal meeting on September 20, 2023.

Submitted by: Walter A. Norris, Executive Director