

HADDON TOWNSHIP HOUSING AUTHORITY

MINUTES OF A REGULAR MEETING HELD ON WEDNESDAY,
JANUARY 18, 2012 AT THE ROHRER TOWERS I FACILITY,
25 WYNNEWOOD AVENUE, WESTMONT, NEW JERSEY 08108.

Tonight's meeting was opened at 5:30 p.m. by Chairperson Pamela Gallus.

Roll Call: Present were Exec. Director Joseph Iacovino, Pam Gallus, Chairperson, members Alma Zwick (Vice-Chairperson), Lou Cernava, Mary Berko, Deborah Cary, Frank Jackson , and Mary-Rita D'Alessandro. . Also present was Jack Wells, Accountant.

The minutes for meeting held on December 14, 2011 were approved by Alma and seconded by Mary Berko with all members present voting in the affirmative, none opposed. Motion is carried.

The E.D. read the appointment of Mary-Rita D'Alessandro and he and the Board welcomed her. She took the oath of office as administered by the E.D. and was duly seated as a Commissioner of the Haddon Township Housing Authority of Haddon Township.

Mary Berko asked about whether the board can be made aware of the timely submission of HUD required reports. The E.D. stated that increased effort to track the HUD submissions is in effect and he will attempt to include a submission report in his monthly report.

Jack submitted his report to the Board's review and approval. Details of the report are filed with all submissions for tonight's meeting. The total bill payment is \$114,655.73. Chairperson Gallus entertained a motion on the accountant's report. Mary Berko made the motion with Alma seconding. All members present voted in the affirmative, none opposed. Motion is carried. Mary Berko stated that the board should be advised as the monthly balances of our current operating and escrow accounts with 1st Colonial Bank.

The E.D. presented his report which is on file for future reference; he explained the situation on the cell towers which will be further discussed at the February 2012 meeting. The E.D. will speak to future contractor bids in February.

The office report was read and entered into the record and subsequently filed. There was a discussion regarding the possible change of time of the meeting from 5:30 p.m. to 7:00 p.m. to enable members to arrive on time and take the necessary time to complete scheduled business.

Chairperson Pam Gallus informed the board that her appointment time has expired and that she has advised the Mayor that she has opted not to continue as a board member. Needless to say her service to the board has been greatly appreciated.

Mary Berko suggested that the reorganization process for 2012 be deferred to the February board meeting. Alma agreed to this as current Vice-Chairperson.

Mary Berko nominated Deborah Cary as the Chairperson. Deborah asked to have some to consider this nomination. Frank Jackson nominated Alma for Vice-Chairperson with Mary-Rita seconding the motion. All members voted in the affirmative, none opposed. Motion is carried.

With no further business before the board, Chairperson Gallus entertained a motion for adjournment. Lou made the motion with Deborah seconding. All members present voted in the affirmative, none opposed. Motion is carried.

Respectfully submitted,

Joseph Iacovino
Executive Director
The Haddon Township Housing Authority

HADDON TOWNSHIP HOUSING AUTHORITY

MINUTES OF A REGULAR MEETING HELD ON WEDNESDAY, FEBRUARY 15, 2012 AT THE ROHRER TOWERS I FACILITY, 25 WYNNEWOOD AVENUE, WESTMONT, NEW JERSEY 08108.

The meeting was opened by Alma Zwick, Vice-Chairperson at 5:37 p.m.

Present were Exec. Director Joe Iacovino, Alma Zwick, Deborah Cary, Mary Berko, Mary-Rita D'Alessandro, Lou Cernava, and Jack Wells, Accountant.

Reorganization of the Board took place for calendar year 2012. Deborah Cary was nominated as Chairperson with approval made by Lou Cernava and seconded by Alma. All members of the board voted in the affirmative, none opposed. Motion is carried. Alma will continue as Vice-Chairperson of the board which was also approved unanimously by the board.

The approval of the minutes from January 18, 2012 was made by Mary-Rita and seconded by Lou. All members present voted in the affirmative, none opposed. Motion is carried.

Discussion ensued about changing the starting time of the meeting from 5:30 p.m. to 7:00 p.m. beginning with the March 21st meeting. Following discussion, Deborah made a motion to approve the change with Mary-Rita seconding. All members present voted in the affirmative, none opposed. Motion is carried.

The E.D. gave his report to the board which covered several important items. The report is filed with the meeting information. The board approved the effort to re-bid the Metro and Cricket leases. The bids on the Window Replacement for our building will be available for review at the March meeting of the board.

Jack submitted his report to the board, also on file with the meeting info. The Office Report submitted by Managers Patsy Coyne and Ellie Connell was read and made part of the record.

Deborah entertained a motion on paying this month's bill detail. A motion was made by Mary-Rita and seconded by Alma. All members present voted in the affirmative, none opposed. Motion is carried.

The E.D. spoke to the possibility of building a new office and conference room; specs will be available for the board's perusal at the March 21st meeting. The E.D. also spoke to the possibility of expanding access to parking under the Patco Speedline. Money for this may be available from Patco since there will be a combined effort with Patco and the Township to create a retention pond on our property in exchange for financial assistance for the proposed parking expansion.

Alma suggested that the Board take Pam out to dinner in recognition for her years of service to the Housing Authority. The E.D. will pursue the time and place and advise the board of the same. The members seemed to prefer Treno Restaurant on Haddon Avenue as the place to hold the get-together.

With no further business before the board, Deborah entertained a motion to adjourn. Alma made the motion with Mary-Rita seconding. All members present voted in the affirmative, none opposed. Motion is carried.

Respectfully submitted,

***Joseph Iacovino
Executive Director
The Haddon Township Housing Authority***

HADDON TOWNSHIP HOUSING AUTHORITY

MINUTES OF A REGULAR MEETING HELD ON WEDNESDAY, MARCH 21, 2012 AT THE ROHRER TOWERS I FACILITY, 25 WYNNEWOOD AVENUE, WESTMONT, NEW JERSEY 08108.

The meeting was opened by Chairperson Deborah Cary at 7:04 p.m.

Present were Exec. Director Joe Iacovino, Deborah Cary, Alma Zwick, Mary Berko, Frank Jackson, Lou Cernava, and Jack Wells, Accountant. Mary-Rita D'Alessandro was absent.

Chairperson Deborah Cary entertained a motion on the minutes from meeting held on February 15, 2012. Alma made a motion to approve with Mary seconding same. All members present voted in the affirmative. Motion is carried.

The Executive Director's report was entered into the minutes and is on file as well.

Greg Fusco, Engineer, reviewed his report to the Board with all of his updates, a copy of which is filed with the information for tonight's meeting and distributed to each member. With regard to the sale of the Metro and Cricket leases, Greg encouraged the board to sell the leases in order to appreciate the income at present to offset the cost of the window replacement.

Greg also spoke to the bids received for the window replacement. Details are available on the tape as well as Greg's written report. He assured the board that the hot water tank (which is about 40 years old) will probably last another ten years. Maintenance will continue to monitor for leakage. Several possible future improvements are outlined in Greg's report.

Greg continues to work with Patco and the Township to expand parking in conjunction with the building of a basin to alleviate storm water problems on a few neighboring streets.

With regard to the Metro and Cricket leases being sold, a motion was made to accept the bid of \$421,000 from Communications Capital Group of Roswell, Georgia. (This will be paid up front.) Frank Jackson made the motion, with Mary Berko seconding same. All members present voted in the affirmative, none opposed. Motion is carried.

In reference to the window replacement project, a motion was made by Alma to approve Levy Construction of Audubon, NJ at the low bid of \$406,615 and seconded by Mary. All members voted in the affirmative, none opposed. Motion is carried. A post factum resolution will be signed by the Board of Commissioners at the April meeting.

Patsy spoke to the necessity of adding strong language to the lease to insure that the Housing Authority would be able to take the proper action to dispose of personal affects of residents once they vacate the premise.

Jack gave his detailed report which is on file with the meeting information. A motion was made by Lou to approve the current unpaid bills and seconded by Deborah. All members present voted in the affirmative, none opposed. Motion is carried.

A Resolution was circulated and signed to approve the official signatories for the HTHA Operating and Escrow Checking Accounts at 1st Colonial National Bank.

Chairperson Cary suggested that employees should be paid overtime after 37 ½ hours per week. A motion was made and seconded to approve this, with all members present voting in the affirmative, none opposed. Motion is carried.

Deborah suggested that the Commissioners submit e-mail addresses and phone numbers to facilitate communication amongst the board members.

The E.D. spoke to the preliminary audit. Booklets will be distributed at the next meeting to each Commissioner with regard to this.

Frank suggested that we receive written HUD approval for the proposed new meeting room construction. The E.D. assured the board that this is in progress.

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

Respectfully submitted,

***Joseph Iacovino
Executive Director
The Haddon Township Housing Authority***

HADDON TOWNSHIP HOUSING AUTHORITY

MINUTES OF A REGULAR MEETING HELD ON WEDNESDAY, April 18, 2012, 2012 AT THE ROHRER TOWERS I FACILITY, 25 WYNNEWOOD AVENUE, WESTMONT, NEW JERSEY 08108.

The meeting was opened by Chairperson Deborah Cary at 7:03 p.m.

Present were Exec. Director Joe Iacovino, Deborah Cary, Alma Zwick, Mary Berko, Lou Cernava, and Jack Wells, Accountant. Also Patsy Coyne and Ellie Connell, Managers. Mary-Rita D'Alessandro and Frank Jackson were absent.

Chairperson Deborah Cary entertained a motion on the minutes from meeting held on March 21, 2012. Mary made a motion to approve with Deborah seconding same. All members present voted in the affirmative. Motion is carried.

Kevin Frenia of Holman & Frenia, Certified Public Accountants was present to speak on the completed Audit for years ended December 31, 2011 and 2010. The audit received a non-qualified audit opinion; no problems with the findings. The preliminary audit was filed both with HUD and the DCA on time. Kevin went through the audit item by item to the satisfaction of those in attendance. The Board was asked to grant Final Approval at the May 16th meeting.

The Manager's Report was read and is included in the meeting information packet. Patsy discussed the proposals for the creation of a website for our Housing Authority. The two proposals were read and discussed with the board approving Minimax Corporation at \$1,000.00. Patsy also spoke about Dr. John Daly, MD who spoke to our residents recently for about 45 minutes on general health issues. He also told our residents he makes "house calls" and will work with their primary doctor if necessary in this regard. This informative session was well-attended. He made his card available to those who wanted one. It was suggested that Dr. Daly have a follow-up meeting with our residents.

Jack gave his Accountant's Report which is part of the meeting information packet. Following his report and discussion, Chairperson Cary entertained a vote on the unpaid bills in the amount of \$17,865.88. A motion was made by Alma and seconded by Mary to approve. All members present voted in the affirmative, none opposed. Motion is carried.

The E.D.'s report was read and discussed and is also included in the meeting packets.

Lou Cernava reopened the question of the sale of the Metro and Cricket leases. This was approved at the March meeting unanimously and the question is resolved.

Post Factum Resolutions were signed by all commissioners who voted for the proposals for the new Windows Contract and the sale of the Lease Towers. The

window contractor, Levy Construction, plans to begin installation of the windows and external doors in mid-July and hopefully complete the project before the heating season which is in October. The windows will be stored at the Levy Construction site and drop-shipped to our building as needed, so as not to create a storage problem here at our building. Chairperson Cary spoke to the question of overtime which was approved at the March meeting.

With no further business before the board, Chairperson Cary entertained a motion to adjourn. Alma made the motion with Mary seconding. All members present voted in the affirmative, none opposed. Motion is carried. The meeting adjourned at 8:07 p.m.

Respectfully submitted,

***Joseph Iacovino
Executive Director
The Haddon Township Housing Authority***

HADDON TOWNSHIP HOUSING AUTHORITY

MINUTES OF A REGULAR MEETING HELD ON WEDNESDAY, May 16, 2012, AT ROHRER TOWERS I, 25 WYNNEWOOD AVENUE, WESTMONT, NEW JERSEY 08108.

Chairperson Deborah Cary opened tonight's meeting at 7:00 p.m.

Present were Executive Director Joe Iacovino, Chairperson Deborah Cary, Vice-Chairperson Alma Zwick, Mary Berko, Frank Jackson, Lou Cernava, and Accountant Jack Wells. Mary-Rita D'Alessandro was absent.

Chairperson Deborah Cary entertained a motion to approve the minutes from meeting held On April 18, 2012. Alma made the motion with Mary seconding. All members present voted in the affirmative, none opposed. Motion is carried.

The E.D. noted that the minutes from the prior month will be updated to indicate that Jack Wells will continue to do the monthly report of income and expenses at our meeting, but will now do a quarterly report on Profit & Losses.

It was discussed that the Audit Report prepared by Holman & Frenia, our accounting firm, was approved at the April meeting. At tonight's meeting, however, the Post Factum resolution was signed by the Board members and will be notarized, and along with the certification be forwarded to the DCA. All filing deadlines are being met with regard to this audit.

Mary Berko asked for an update on the new website which was discussed at last month's meeting. It was noted that MiniMax Corporation will develop our new website (which is now up and running). She also asked about the latest development of the sale of the Metro and Cricket Leases. The E.D. replied that our attorney is reviewing all final documents which will then be sent to the buyer for signature.

Mary spoke on a very favorable article in a recent publication of the Retrospect Newspaper which outlined the progress that is taking place at the Haddon Township Housing Authority.

The E.D. noted that apartment 802 (one bedroom) and 1101 (efficiency) will soon have the new windows installed and be ready to view same on June 23rd.

The E.D. also noted that Woodruff Energy will continue to provide us our natural gas supply with the best rate. Consolidated Edison continues our electric supply, with a projected savings of about \$2,000 per month and a guarantee of \$10,000 for the year.

The Personnel Policy and Procedures manual for our Housing Authority was recently updated with necessary revisions with our Attorney, Tom O'Connell working with Hardenbergh Insurance Company's Bonnie Rick in this regard. A copy was given to all of the commissioners for their review of same and approval by Resolution at the June 20th meeting.

The Executive Director's report was read and entered into the minutes.

Jack also gave his report to the board. Chairperson Cary entertained a motion to approve the unpaid bills in the amount of \$28,829.66. A motion was made and seconded to approve with all members present voting in the affirmative, none opposed. Motion is carried. The next P & L report will be given in July.

The Manager's report was also read and entered into the minutes.

The E. D. noted that the additional proposed parking on our property is in the hands of Patco and the Township Commissioners. We will wait for their direction on how to proceed.

With no further business before the board, Chairperson Cary entertained a motion to adjourn. Lou made the motion with Mary seconding. All members present voted in the affirmative, none opposed. Motion is carried. Meeting adjourned at 7:26 p.

Respectfully submitted,

Joseph Iacovino
Executive Director

THE HADDON TOWNSHIP HOUSING AUTHORITY

MINUTES OF A REGULAR MEETING HELD ON WEDNESDAY, JUNE 20, 2012, AT ROHRER TOWERS I, 25 WYNNEWOOD AVENUE, WESTMONT, NEW JERSEY 08108.

Chairperson Deborah Cary opened tonight's meeting at 7:00 p.m.

Present were Executive Director Joe Iacovino, Chairperson Deborah Cary, Vice-Chairperson Alma Zwick, Mary Berko, Frank Jackson, Mary-Rita D'Alessandro, Lou Cernava, and Accountant Jack Wells. No persons were absent. Deborah introduced a guest, Brian Seltzer who was interested in observing a Housing Authority Meeting.

Chairperson Cary entertained a motion to approve the minutes from meeting held on May 16, 2012. Mary-Rita made the motion with Mary Berko seconding. All members present voted in the affirmative, none opposed. Motion is carried.

With the ACOP document recently updated, Chairperson Cary entertained a motion for approval. A voice vote was taken with all persons present voting in the affirmative, none opposed. Motion is carried. The E.D. noted a Post Factum resolution will be presented at the July meeting for signatures on behalf of the ACOP approval.

The updated Employees Handbook – Policies and Procedures - was distributed at last month's Meeting to all Board Members. After a brief discussion, Chairperson Cary entertained a motion to approve same. Mary-Rita made a motion to approve the Employee Handbook with the condition that a correction be made on page 22, Line two under "Sick Leave Policy" (1 ¼ days inserted). Alma seconded the motion. All members present voted in the affirmative, none opposed. Motion is carried. The resolution was also signed indicating the approvals.

Chairperson Cary commented that she has viewed our new website and said it is very nice and she enjoyed the pictures on the site. She noted it was nice of those tenants in the photos to participate. Mary also liked our new website but would like to see some of the Social Activities of our building also spotlighted on the site.

The Executive Director's report, Manager's report, and the Accountant's report were all read and discussed. In reviewing Jack's report, he outlined several of this month's expenditures to be paid. Chairperson Cary entertained a motion to pay the unpaid bills totaling \$71,629.98. Chairperson Cary made the motion with Mary-Rita seconding. All members present voted in the affirmative, none opposed. Motion is carried.

The E. D. also noted a report from Greg Fusco from Key Engineers included in tonight's meeting packet outlining recent projects for our building. The E.D. noted that the new roof project finished on time and on budget. He noted Levy Construction will begin the window project on July 7th. He noted that the new windows installed in two of our apartments already (as samples) are very nice and are much more resistant to outside noises, such as the Patco Speedline. The entire project should be completed by October 1, 2012. Our residents are excited about having new windows and balcony storm doors installed in their apartments.

The board commented favorably on Patsy and Ellie keeping our occupancy rate at 100% as well as the help they have provided for some of our residents who have recently been in a Rehab situation or having to relocate.

Chairperson Cary asked the E.D. how the new office addition is progressing. He responded that it is still in the planning stages and he will keep the board updated.

With no further business before the board, Chairperson Cary entertained a motion to adjourn. Mary-Rita made the motion with Mary seconding. All members present voted in the affirmative, none opposed. Motion is carried. Meeting adjourned at 7:43 p.m.

Respectfully submitted,

Joseph Iacovino
Executive Director

THE HADDON TOWNSHIP HOUSING AUTHORITY

MINUTES OF A REGULAR MEETING HELD ON WEDNESDAY, JULY 18, 2012, AT ROHRER TOWERS I, 25 WYNNEWOOD AVENUE, WESTMONT, NEW JERSEY 08108.

In the excused absence of Chairperson Deborah Cary, Vice-Chairperson Alma Zwick opened tonight's meeting at 7:00 p.m.

Present were Executive Director Joe Iacovino, Vice-Chairperson Alma Zwick, Mary Berko, Frank Jackson, Mary-Rita D'Alessandro, and Accountant Jack Wells. Deborah Cary and Lou Cernava were absent. Also present was pending new member of the board Brian Seltzer, and Managers Patsy Coyne and Ellie Connell.

Vice Chairperson Zwick entertained a motion to approve the minutes from meeting held on June 20, 2012. Mary-Rita made the motion with Frank Jackson seconding. All members present voted in the affirmative, none opposed. Motion is carried.

Mary Berko inquired on the status of having a new office built off the Family Room. The E.D. replied that Levy Construction (our window contractor) proposed a price of \$70,000 to do the work. The E.D. said this was too expensive, so other proposals will be looked into. Our engineer Greg Fusco is also assisting in looking into lower bids for this job. Alma mentioned that we definitely need more space which the E.D. agreed with; she said we should move ahead with getting additional proposals. The E.D. will continue to update the board in this regard.

Vice-Chairperson Zwick entertained a motion on approving Hardenbergh Insurance Company As our Risk Management Consultants for three more years; as well as approval for the Haddon Township Housing Authority to renew its membership with the NJPHA Joint Insurance Fund, effective January 1, 2013 to expire on December 31, 2015. Also included in the approvals was The Indemnity and Trust Agreement for the NJPHA Joint Insurance Fund, which indicates the Haddon Twp. Housing Authority as a member of the JIF in accordance with the Bylaws of the FUND, and in consideration of such obligations shall share in the benefits derived by the membership of the FUND. Mary-Rita made a motion to approve the above items, with Frank seconding the motion. A roll call vote was taken with all members present voting in the affirmative, none opposed. Motion is carried to approve all three items which are on file.

The E.D. reported that the installation of the new windows and doors for each apartment and the common areas is moving along nicely, and the residents are very happy with the results of this project.

He also noted our annual summer barbecue held on July 10th was very successful with delicious barbecue fare, and music provided by Tom DelMoore. Those who attended really enjoyed themselves. Thanks to those who participated and helped with the barbecue.

The E.D. also spoke on continued savings on our electric bill; about \$2,000 per month by using Con Edison; and Woodruff Company, suppliers of our natural gas, reported we realized a savings of about \$812.00 for the quarter.

The Executive Director's report, Manager's report, and the Accountant's report were all read and discussed.

In reviewing Jack's report, he outlined several of this month's expenditures to be paid. Vice-Chairperson Zwick entertained a motion to pay the unpaid bills totaling \$25,281.16 Mary-Rita made the motion with Mary Berko seconding. All members present voted in the affirmative, none opposed. Motion is carried.

The E.D. noted that when going out to bid to repair fishers along some of the brickwork on our building, we received a bid for \$6,000.00. Mark Stevens, our Maintenance Superintendent, said he could make the repairs on the brickwork and did so with the help of Bob Cairns. Alma was concerned about their safety in doing this work, but the E.D. said that the work was done mainly from the apartment balconies. The E.D. also noted that Mark and Bob do a very good job of helping to save us some costly repairs by making them in-house.

Alma noted that the Office staff, Patsy and Ellie, continue also to do a very good job in the office and also in helping the residents as well.

With no further business before the board, Vice- Chairperson Zwick entertained a motion to adjourn. Mary-Rita made the motion with Mary seconding. All members present voted in the affirmative, none opposed. Motion is carried. Meeting adjourned at 7:29 p.m.

Respectfully submitted,

**Joseph Iacovino
Executive Director**

THE HADDON TOWNSHIP HOUSING AUTHORITY

MINUTES OF A REGULAR MEETING HELD ON WEDNESDAY, AUGUST 15, 2012 AT ROHRER TOWERS I, 25 WYNNEWOOD AVENUE, WESTMONT, NEW JERSEY 08108.

The meeting opened at 7:00 p.m. with Chairperson Cary and the Board welcoming new member Brian Seltzer to the Haddon Township Housing Authority. She then administered the Oath of Office to Brian.

Present were Chairperson Deborah Cary, Vice-Chairperson Alma Zwick, Mary Berko, Frank Jackson, Mary-Rita D'Alessandro, Brian Seltzer and Accountant Jack Wells. Exec. Director Joe Iacovino and Lou Cernava were absent. Also present were Managers Patsy Coyne and Ellie Connell.

Chairperson Cary entertained a motion to approve the minutes from meeting held on July 18, 2012. Mary Berko made the motion with Frank Jackson seconding. All members present voted in the affirmative, none opposed. Motion is carried.

Chairperson Cary asked about the progress of the new office for the E.D. In response, Patsy noted that the project will go to bid in November as Levy Construction's estimate was very expensive.

The Executive Director's report, Manager's report, and the Accountant's report were all read and discussed. It was noted in the E.D.'s report that the new windows and doors are well on schedule and the residents are very happy with this project. The Manager's report indicates current occupancy at 100%.

In reviewing his report, Jack outlined several of this month's expenditures to be paid. Chairperson Cary entertained a motion to pay the unpaid bills totaling \$210,546.21. Alma made the motion with Mary-Rita seconding. All members present voted in the affirmative, none opposed. Motion is carried.

Mary Berko asked how former resident Annie Scargle was doing. Ellie replied that she and Patsy recently went to visit her in Bentley Senior Living in Pennsauken and she is doing well. The board complimented the Managers on taking the time to visit former residents.

The board signed two resolutions which were passed around; one for the unpaid bills and payroll that were approved, the other for the updated ACOP document approved at meeting held on June 20, 2012.

With no further business before the board, Chairperson Cary entertained a motion to adjourn. Alma made the motion with Mary Berko seconding. All members present voted in the affirmative, none opposed. Motion is carried.

Respectfully submitted,

Joseph Iacovino
Executive Director

TO: THE HADDON TOWNSHIP HOUSING AUTHORITY
BOARD OF COMMISSIONERS
FROM: JOSEPH IACOVINO, EXECUTIVE DIRECTOR'S REPORT

Meeting date – September 19, 2012

NEW WINDOWS AND STORM DOORS

The contractors are now working on the third floor. The project is on schedule and should be completely finished by early October.

PROPOSED NEW OFFICE:

Greg Fusco will be in attendance at Wednesday evening's meeting to present a Building Plan for the proposed new office. Once the plan is approved, the project will go out for bid.

2013 BUDGET:

Jack and I have reviewed and made some revisions to next year's budget. We have a final copy which will be presented at Wednesday night's meeting for the review and preliminary approval of the Board.

SOCIAL ACTIVITIES:

We are planning a Pizza Night for the 27th of September with entertainment, and will then begin to plan our annual Halloween Party.

1ST COLONIAL BANK:

Our Operating Account balance as of the statement ending August 31, 2012 is \$1,176,132.53. The interest earned during the one month period is \$839.04.

NEW TELEVISION FOR FAMILY ROOM:

I have looked into a large screen TV for the Family Room. H.H. Gregg Appliance Store is now featuring a 50" LG for \$499.00. Also, we would like to purchase a bracket to hang the TV on the wall for approximately \$129.00. I would appreciate the Board's approval of this expenditure which will be a nice addition to our family room.

Respectfully submitted,

*Joseph Iacovino
Executive Director*

THE HADDON TOWNSHIP HOUSING AUTHORITY

**MINUTES OF A REGULAR MEETING HELD ON WEDNESDAY,
SEPTEMBER 26, 2012 AT ROHRER TOWERS I,
25 WYNNEWOOD AVENUE, WESTMONT, NEW JERSEY 08108.**

**THE MEETING WAS CHANGED FROM SEPTEMBER 19TH TO
SEPTEMBER 26TH AND WAS DULY ADVERTISED AND POSTED.**

The meeting was opened by Vice-Chairperson Alma Zwick at 7:00 p.m.

Present at tonight's meeting were Vice-Chairperson Alma Zwick, Mary Berko, Frank Jackson, Mary-Rita D'Alessandro, Brian Seltzer, Lou Cernava, and Accountant Jack Wells. Exec. Director Joe Iacovino and Chairperson Deborah Cary were absent. Also present; Solicitor Thomas O'Connell, Engineer Gregory Fusco, and Managers Patsy Coyne and Ellie Connell.

Vice-Chairperson Zwick entertained a motion to approve the minutes from meeting held on August 15, 2012. A motion was made and seconded to approve the minutes. All members present voted in the affirmative, none opposed. Motion is carried.

Greg Fusco briefly reviewed the proposed office addition to be located at the rear of our Community/Family Room. Greg referred to a drawing of the addition before him and answered various questions from the board. Greg noted he will review the plans with the E.D. and the project will go out to bid in several weeks.

The Executive Director's report, Manager's report, and the Accountant's report were all read and discussed. The windows and new balcony doors for the apartments are almost completed and management and the residents are very pleased with the project. The first floor will be the last segment of the project and will begin in a couple of weeks.

In reviewing his report, Jack outlined several of this month's expenditures to be paid. Vice-Chairperson Zwick entertained a motion to pay the unpaid bills totaling \$139,638.84. A motion was made and seconded to approve the invoices to be paid. All members present voted in the affirmative, none opposed. Motion is carried. The Resolution approving said payments was circulated for the Board Signatures and will be filed accordingly.

Jack also reviewed the proposed 2013 Housing Authority Budget for approval at next month's meeting. He noted it was prepared by the E.D. and himself and Jack answered any questions by the board.

With no further business to discuss, a member of the public, John Schmidt, came forward and introduced himself to the board. He said he is a member of concerned citizens for U.S. Open Government practices. He is also a member of the Clementon Housing Authority. John asked if our Exec. Director had a contract with the Haddon Township Housing Authority. He was told that he did not. He also questioned terms of appointments for our present board

which he says should be staggered appointments. Vice-Chairperson Zwick said she will check on the appointments of our board members and will follow-up with him on this matter. It was also noted that a contract for the E.D. is recommended, but not a requirement.

With no further business before the board, Vice-Chairperson Zwick entertained a motion to adjourn. A motion was made and seconded. All members present voted in the affirmative, none opposed. Motion is carried.

Respectfully submitted,

Joseph Iacovino
Executive Director

THE HADDON TOWNSHIP HOUSING AUTHORITY

MINUTES OF A REGULAR MEETING HELD ON WEDNESDAY, OCTOBER 17, 2012 AT ROHRER TOWERS I, 25 WYNNEWOOD AVENUE, WESTMONT, NEW JERSEY 08108.

The meeting was opened by Chairperson Deborah Cary at 7:00 p.m.

Present at tonight's meeting were Exec. Director Joe Iacovino, Chairperson Deborah Cary, Vice-Chairperson Alma Zwick, Mary Berko, Frank Jackson, Brian Seltzer, Lou Cernava, and Accountant Jack Wells. Mary-Rita D'Alessandro was absent.

Deborah entertained a motion to approve the minutes from meeting held on September 19, 2012. A motion was made by Alma and seconded by Mary to approve the minutes. All members present voted in the affirmative, none opposed. Motion is carried.

The Executive Director's report, Manager's report, and the Accountant's report were reviewed and discussed. The E.D. explained the issues concerning the pending boiler repairs in the amount of \$6,800. He said that the bill was sent to our Insurance Company and we are awaiting their response as to some assistance in paying the labor costs associated with this repair. The E.D. also mentioned how informative the two day session he just attended in Atlantic City was (2012 Governor's Conference on Housing and Economic Development). The E.D. also noted that the Haddon Twp. Housing Authority received some very nice compliments at this conference.

The E.D. noted that final plans are now being worked on for our annual residents' Christmas Party which will be held on December 12th at Nunzio's Restaurant in Collingswood.

In reviewing his report, Jack outlined several of this month's expenditures pending payment. Following Jack's comments, Chairperson Cary entertained a motion to pay all invoice and payroll payments as outlined in the Resolution. A motion was made by Alma and seconded by Lou to approve the invoices to be paid. All members present voted in the affirmative, none opposed. Motion is carried. The Resolution approving said payments was circulated for the Board Signatures and will be filed accordingly.

The E.D. asked the board to consider a salary adjustment for Maintenance Employee Robert Cairns. Following a thorough discussion, an adjustment was agreed upon to commence on November 19, 2012. Chairperson Cary entertained a motion on the salary adjustment which was made by Lou and seconded by Alma. All members present voted in the affirmative, none opposed. Motion is carried.

The 2013 Haddon Township Housing Authority Budget, already reviewed and discussed at previous meetings, was before the board for final approval this evening. Jack noted a few revisions in the Budget which included an increase in the amount for snow removal and noted the Capital Portion of the Budget at \$160,000, \$60,000 of which is self-funded. With no further questions or comments, Chairperson Cary entertained a motion on the 2013 Budget.

Alma made a motion to approve with Frank seconding. A voice-vote was taken with all members present voting in the affirmative, none opposed. Motion is carried to approve the 2013 Budget.

The E.D. commented about how beautiful the new windows and balcony doors are and the new entry system for our front doors is not yet been completed.

With no further business before the board, Chairperson Cary entertained a motion to adjourn. A motion was made by Lou and seconded by Alma. All members present voted in the affirmative, none opposed. Motion is carried.

Respectfully submitted,

**Joseph Iacovino
Executive Director**

THE HADDON TOWNSHIP HOUSING AUTHORITY

MINUTES OF A RE-SCHEDULED MEETING HELD ON THURSDAY, NOVEMBER 29, 2012 AT ROHRER TOWERS I, 25 WYNNEWOOD AVENUE, WESTMONT, NEW JERSEY 08108.

The meeting was opened by Chairperson Deborah Cary at 7:05 p.m.

Present at tonight's meeting were Executive Director Joe Iacovino, Chairperson Deborah Cary, Vice-Chairperson Alma Zwick, Mary Berko, Frank Jackson, Brian Seltzer, Mary-Rita D'Alessandro, Lou Cernava, and Accountant Jack Wells. Also present was Board Attorney Tom O'Connell from Saldutti Law Firm, and Managers Patsy Coyne and Ellie Connell.

Chairperson Cary entertained a motion to approve the minutes from meeting held on October 17, 2012. A motion was made by Alma and seconded by Mary to approve the minutes. All members present voted in the affirmative, none opposed. Motion is carried.

The Executive Director's report was reviewed. The E.D. noted that we received a check in the amount of \$1,800.00 from our Insurance Co. with regard to the boiler repairs. The check was received a few weeks ago, and the cost to the Housing Authority was \$5,000 instead of \$6,800.00 which certainly helped towards this expenditure. The E.D. also noted that an RFQ (Request for Qualifications) has been placed in the paper for Professional Services which include the Auditor, the Engineer, and the Attorney who will represent our Housing Authority. The deadline is December 14th at Noon for these proposals. We are also awaiting bids for the new office project as well. The E.D. noted that 1st Colonial Bank sent us correspondence noting a change from a "National" Bank, to a "Community" Bank. This will not affect any current services we receive. Discussion about the Christmas Party to be held at Nunzio's restaurant in Collingswood ensued; Mary asked if the amount of approximately \$3,000 was about the same the Tap Room charged us last year. The E.D. replied that the cost is about the same with our residents contributing a small amount to the cost. The residents have been given the menu and will select their choice upon arrival.

The 2013 budget was approved last month. Jack Wells noted that the adoption of the budget must be done 60 days after approval, which will be at the December meeting. Proper submittal of the adopted budget will then take place.

The E.D. then circulated the Resolution which approved the Salary Adjustment for employee Robert Cairns; that approval took place at last month's meeting which the resolution outlines.

The Vacation pay for the employees was discussed. The E.D. noted that our policy allows employees to be paid for 5 days (one week's pay) and then carry any remaining vacation time to the New Year. A brief discussion took place with regard to this. Following discussion, Chairperson Cary entertained a motion to approve payment of the vacation as outlined. Mary-Rita made a motion to approve the vacation checks, with Alma seconding the motion. All members present voted in the affirmative, none opposed. Motion is carried.

The Manager's report had been ready by the Board Members. Mary noted that it was a nice report. Patsy explained what the Verizon Lifeline credit meant for those residents who meet the income criteria for it. They save about \$16.00 a month on their landline bill if applicable.

The E.D. spoke on the Engineer's update, as Greg Fusco was not present. He said the windows and new balcony doors are completed and everyone is very happy with them. The new front door entry system should be completed by the first week in December. He noted that some retainage from the bill for Levy Construction will be released after the front door project has been completed. The Hot Water Exchange project is set for 2013.

Chairperson Cary welcomed Tom O'Connell, our attorney to tonight's meeting. Tom spoke on the changes to the State Pension system as it applied to our accountant Jack Wells. There were some changes to the pension system in 2007 as to who qualifies as an employee. He noted that no longer are independent contractors eligible to be enrolled in the state pension system. Jack noted that his pension plan with his full-time employer has been frozen since 2003. The E.D. also explained that HUD does not like "in-house" accountants but rather fee accountants that are on a contractual basis. Alma recalls Jack being hired in 2005 as a part-time employee. Tom will review Jack's status with the Housing Authority (as it relates to the specifications of the State Pension system) and report back to the Board next month.

The accountant's report was then reviewed. Following a brief discussion, Chairperson Cary entertained a motion to approve the unpaid bills and invoices since October 17, 2012. Mary made the motion with Mary-Rita seconding same. All members present voted in the affirmative, none opposed. Motion is carried. The Resolution for signatures was circulated.

With no further business before the board, Jack Wells spoke on a recent e-mail sent to the E.D. and all Board members about his not submitting important reports to HUD on a timely basis. It was sent by HUD Financial Analyst Sharon Smith. Jack noted he was deeply disturbed and physical affected by this e-mail which he found very "unprofessional." Jack explained to the board what his duties are to the office and said that an administrative calendar for the year would be helpful when reports are due. He also noted that he looked for direction from Sharon Smith for these reports at times. The E.D. responded that no such calendar is available and he should respond as soon as possible to e-mails sent to him and the office simultaneously when such submissions are due. Due to the conversation that began to ensue, a Closed Executive session was suggested. A motion was made by Mary and seconded by Alma to close the regular portion of the meeting and go into a closed Executive Session. All members present voted in the affirmative, none opposed. Motion is carried. Jack Wells and Tom O'Connell left the meeting. Managers Patsy and Ellie also stepped out. Details of this portion of the meeting are available on the meeting tape.

Following discussion at the closed session, Chairperson Cary entertained a motion concerning the duties of Jack Wells. Deborah made a motion to hire an outside accountant (for nine months) to assist Jack in filing the necessary HUD reports on time. Alma seconded the motion. All members present voted in the affirmative, none opposed. Motion is carried.

Chairperson Cary entertained a motion for adjournment. A motion was made and seconded to adjourn with all members present voting in the affirmative, none opposed. Motion is carried.

Respectfully submitted,
Joseph Iacovino, Executive Director

THE HADDON TOWNSHIP HOUSING AUTHORITY

MINUTES OF MEETING HELD ON WEDNESDAY, DECEMBER 19, 2012 AT ROHRER TOWERS I, 25 WYNNEWOOD AVENUE, WESTMONT, NEW JERSEY 08108.

The meeting was opened by Chairperson Deborah Cary at 7:00 p.m.

Present at tonight's meeting were Executive Director Joe Iacovino, Chairperson Deborah Cary, Vice-Chairperson Alma Zwick, Mary Berko, Frank Jackson, Brian Seltzer, Mary-Rita D'Alessandro, and Lou Cernava. Also present was Board Attorney Tom O'Connell from the Saldutti Law Firm.

Chairperson Cary entertained a motion to approve the minutes from meeting held on November 29, 2012. A motion was made by Mary and seconded by Lou to approve the minutes. All members present voted in the affirmative, none opposed. Motion is carried.

The Executive Director's Report was discussed. The Professional Services Contract Positions for Attorney, Auditor, and Engineer have been re-advertised for a January deadline. Criteria for each position is available to those persons interested in sending the H.A. a Request for Proposal. The E.D. noted that the new entry system for the front doors of the building is near completion. The bids received for the new office addition on December 12th have not yet been submitted in a report to our office by Key Engineers.

It was stated by Chairperson Deborah Cary that she received an e-mail just before she left work today from Jack Wells our Accountant, which said he was resigning his position as Accountant for the Housing Authority. Mary-Rita D'Alessandro also received an e-mail from Jack, stating his resignation and she was to make sure that the board was aware of his decision. This came as a complete surprise to the Exec. Director as well as the other Board members. There was discussion revolving around the fact that the HUD filings were either completed incorrectly or not filed on time. The board then decided to complete the regular business of tonight's meeting before further discussion regarding this situation.

The office report was reviewed. Chairperson Cary noted that the 100% occupancy rate kept up by the office is "fabulous." Mary noted that she liked the explanation of PAAD which was outlined in the report. Lou noted that there was a very nice performance by a local Cub Scout Pack this past Friday evening, Dec. 14th as outlined in the office report. He noted how impressed he was by the leader who led the Cub Scouts in many Christmas Carols and sang very well himself; some of the scouts played instruments as well. Our residents who attended had a very nice time and all enjoyed hot chocolate and cookies after the performance.

Also discussed was the wonderful Christmas party we had on December 12th which was catered by Summit Catering, a local Catering Group highly recommended by Rohrer Towers II. The food was served very elegantly with four choices of entrees. It was served Buffet style, but there were numerous servers who were very happy to serve those residents who did not wish to get their own platters. The Buffet Table as well as all of the tables were set beautifully

and everyone really raved about the food and service. We also had Tom Del Moore who performed for our residents and has been our entertainer at many of our parties. It really was a beautiful Christmas Party enjoyed by all.

There was no Engineer's Report this month. The E.D. noted that some adjustments were necessary to the new doors installed on the first floor; one being that a window was installed in the door at the end of the hall by the Laundromat. It had been installed as a flush door and was so unattractive without a window.

Chairperson Cary said that the Christmas Bonus for the employees, which would be one week's pay, was previously discussed and she entertained a motion on the approval. Mary-Rita made the motion to approve the bonuses, with Mary Berko seconding the motion. All members present voted in the affirmative, none opposed. Motion is carried. The employee raises were also discussed with the E.D. noting 4% was recommended. Lou also stated that with very commendable work done by the entire staff, 4% was his recommendation as well. Chairperson Cary, given the current economic tide, said she would like to see 3% approved. Various discussions ensued and Alma also felt that 3% would be a good compromise. Alma made a motion to approve this amount as the yearly raise, with Lou seconding the motion. All members present voted in the affirmative, none opposed. Motion is carried.

The 2013 Budget was discussed. It has already been approved, but the E.D. said that within the last few days, we received a call from Byron Clark of the DCA who said there were some discrepancies with the figures. He then noted that in hearing about Jack's resignation, he said that Jack had spoken with Byron the day before, but does not know if the matter is settled. He had met with Jack only yesterday to discuss the budget errors. The E.D. noted that we have an extension to adopt the budget, since we need to make the necessary corrections. The E.D. did note that the budget was sent to the DCA at least two months ago and in fairness to Jack, we just received this phone call from the DCA. Alma suggested that we contact the DCA and get the extension for adoption in writing.

With no accountant present, the unpaid bill detail for the month was reviewed by the board. Chairperson Cary entertained a motion to approve the unpaid bills. A motion was made and seconded to approve with all members present voting in the affirmative, none opposed. Motion is carried. The Resolution for signatures was then circulated.

With regard to Jack's resignation, the E.D. said he was upset that he did not receive direct notification from Jack and that it was sent only to our chairperson. Mary-Rita reiterated that she found the e-mails sent from HUD to Jack (which she reminded the board that Jack is her brother-in-law) were very unprofessional. There was much discussion about Jack's resignation; but Mary Berko made the comment that given Jack's years of experience with our Housing Authority, reminders from HUD and the office regarding reports due should have been totally unnecessary. There was much discussion regarding Jack's resignation and other related issues, with complete details available on the meeting tape.

Chairperson Cary entertained a motion for adjournment. A motion was made and seconded to adjourn with all members present voting in the affirmative, none opposed. Motion is carried.

Respectfully submitted,

Joseph Iacovino,
Executive Director