

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY - MEETING HELD ON**  
**JANUARY 15, 2014 AT 25 WYNNEWOOD AVENUE,**  
**HADDON TOWNSHIP, NEW JERSEY**

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

*For the first order of business, Chairperson Zwick entertained a motion on the minutes from last month's meeting held on December 18, 2013. Rosa made the motion to approve, with Mary seconding the motion. All members present voted in the affirmative with no members opposed. Motion is carried.*

*Chairperson Zwick then reviewed the financial statement as prepared by Joe Kavanaugh. The E.D. briefly discussed that the Operating Subsidy received in 2013 was lower than the figure we were given originally. The final amount was \$230,000, rather than \$275,000. The subsidy for this year is approximately 81.86% of this figure. Also, the E.D. reported that most of the variances in the Accountant's report will be corrected as the final figure for the office renovation will be charged to the Capital Fund account.*

*The unpaid bill report for December, 2013 was also before the board. Chairperson Zwick entertained a motion on the unpaid bills. Brian made a motion to approve, with Mary seconding the same. All members present voted in the affirmative, no persons were opposed. Motion is carried. The resolution with the payroll figures and unpaid bill totals was circulated and signed by those members present this evening.*

*The Executive Director's Report, and Office Report, were also reviewed by the board with some discussion. Chairperson Zwick noted that the new LED Lighting is in the process of being installed throughout the common areas of the building as well as each apartment. There will also be a continuation of security lighting under the Patco Speedline where additional parking is provided for our residents. There was a recent complaint from a neighbor on Ardmore Avenue who said the new lights were shining into his home. Therefore, we are going to have our engineer review the additional lights and see what steps we can take to prevent any problems with this neighbor who is complaining. The new hot water system is also underway.*

*The Valentine's Party was discussed and will be held on Friday, February 14<sup>th</sup> in the Family Room. The E.D. noted that a reminder e-mail will be sent out to the Board Members and hope they can attend.*

**The E.D. explained that he, Alma, and Mary went to see Jerry Banmiller, President of 1<sup>st</sup> Colonial Bank in Collingswood to see about an improved interest rate on our current Operating Account. Mary then did a full report for the Board which she will submit to the office and will be available for all of the board members. To quickly summarize it was noted that Government accounts must be insured by "GUPTA" which is a higher rate of deposit insurance than the traditional FDIC insurance for personal and business accounts. After reviewing several banks in the area, Mary noted that we are receiving a market interest rate of .3% and are covered by GUPTA with 1<sup>st</sup> Colonial Bank. Rosa noted that, most importantly, we know that our funds are secure. It was also noted that we do not pay for any checks, and that we issue about 40 to 50 checks per month. We do not pay any fees on our account, should there be any problem with a returned check, stop payment, etc. The E.D. thanked both Mary and Alma for their research in this regard. Chairperson Zwick also thanked Mary for doing a very thorough job on behalf of our Operating Funds. The E.D. also noted that a letter from 1<sup>st</sup> Colonial is issued every calendar year that we are covered by GUPTA.**

**With no other business before the board, Chairperson Zwick entertained a motion to adjourn. Frank made the motion, with Brian seconding. All members present voted in the affirmative, none opposed. Motion is carried. Tonight's meeting adjourned at 7:35 p.m. (If anyone would like to add or delete any items in these minutes, please contact the Secretary of the Board, Joseph Iacovino.)**

**Respectfully submitted,**

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

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY - MEETING HELD ON**  
**FEBRUARY 19, 2014 AT 25 WYNNEWOOD AVENUE,**  
**HADDON TOWNSHIP, NEW JERSEY**

*Chairperson Alma Zwick opened tonight's meeting at 7:00 p.m. In attendance was Joseph Iacovino, Exec. Director, Chairperson Alma Zwick, Vice-Chairperson Mary Berko, Frank Jackson, Brian Seltzer, Rosa Tanzi, and Tenant Representative, Louis Cernava. Brett Wiltsey, our attorney from the office of Dilworth/Paxson was also present. Also in attendance was the staff of Rohrer Towers I; Patsy Coyne, Ellie Connell, Mark Stevens, and Bob Cairns.*

*For the first order of business, Chairperson Zwick entertained a motion on the minutes from last month's meeting held on January 15, 2014. Rosa made the motion to approve, with Mary seconding the motion. All members present voted in the affirmative with no members opposed. Motion is carried.*

*As our attorney was present, the meeting went into Executive Session. Following Executive Session, the regular business meeting reopened.*

*Chairperson Zwick noted that resident William Kiggins, apt. 810 wanted to address the Board as part of the public portion. As this is usually at the end of the agenda, it was recommended to have him address the board following the Executive Session, as Our Attorney was still present. Mr. Kiggins then addressed the board.*

*Following the Executive Session, Chairperson Zwick then reviewed the financial statement as prepared by Joe Kavanaugh with the Board. The unpaid bill report for January, 2013 was also before the board. Chairperson Zwick entertained a motion on the unpaid bills. Lou made a motion to approve, with Rosa seconding the same. All members present voted in the affirmative, no persons were opposed. Motion is carried. The resolution with the payroll figures and unpaid bill totals was circulated and signed by those members present this evening.*

*The Executive Director's Report, and Office Report, were also reviewed by the board with some discussion.*

*The Valentine's Party was postponed from February 14<sup>th</sup> due to inclement weather until tomorrow evening. The E.D. graciously noted he hoped our Board Members could attend.*

*With no other business before the board, 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. Tonight's meeting adjourned at approximately 8:00 p.m. (If anyone would like to add or delete any items in these minutes, please contact the Secretary of the Board, Joseph Iacovino.)*

*Respectfully submitted,  
Joseph Iacovino, Executive Director*

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD**  
**ON MARCH 19, 2014 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 Mary Berko, Frank Jackson, Rosa Tanzi, and Lou Cernava, Tenant Representative. Also in attendance were Patsy Coyne and Ellie Connell, Managers.*

*For the first order of business, Chairperson Zwick entertained a motion on the minutes from last month's meeting held on February 19, 2014. Rosa made the motion to approve, with Lou seconding the motion. All members in attendance voted in the affirmative with no members opposed. Motion carried.*

*The re-organization of the board, although on tonight's agenda, was discussed and it was agreed that the Chairperson and Vice-Chairperson would remain Alma Zwick and Mary Berko for the rest of our calendar year 2014. A re-organization will take place next January.*

*Rosa noted that she discussed our current "William Kiggins" problems with Mr. William Snyder, an instructor for the New Jersey Housing Authorities Training Programs and he gave her some advice about how we can deal with this "troublesome tenant." He also noted that our Fire Official should respond within five days to any possible violations in any person's apartment, (not 30 days) as it could be a danger to other residents in the building. Rosa also noted that her contact recommended that we find an attorney who would be willing to pursue our case with Mr. Kiggins, given our current attorney does not feel we have much recourse in our situation with him.*

*The Capital Fund Grant issued to the Haddon Housing Authority for 2014 is in the amount of \$84,145.00 which is approximately \$10,000 more than we received in 2013. The resolution in this regard was circulated and signed by those board members in attendance.*

*Lou Cernava spoke on our JIF Insurance Policy and noted that our Building Assessment Fund premium actually decreased for calendar year 2014. He noted that this is because we are part of a "Joint Insurance Fund" which is a pool of many of the Housing Authorities.*

*The board discussed updating our current By-Laws which are dated 1999. Chairperson Zwick, Mary, and Rosa said they would work on an update for our Housing Authority.*

*Chairperson Zwick then reviewed the financial statement as prepared by Joe Kavanaugh and included in tonight's meeting packet. The February/March unpaid bill report was also before the board. Chairperson Zwick entertained a motion on the unpaid bills. Frank made a motion*

***to approve, with Rosa seconding the same. All members present voted in the affirmative, no persons were opposed. Motion 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. The E.D. noted that we are working on shielding the new lights under the speedline, so they will not be an annoyance to the neighbors living adjacent to this sight. The new hot water system will also be underway in the next couple of months.***

***Chairperson Zwick then briefly reviewed the Office Report of which everything seems to be in very good order. We are at full occupancy, recerts up-to-date, etc. and all of our residents, commissioners, and staff who attended our annual St. Patrick's Day party thoroughly enjoyed the food and entertainment provided. A Pizza Party is planned for May.***

***Patsy spoke briefly to the board on the large turnover we have had in the last several months; she also noted that all residents must report any change to their income to the office whether it is an increase or decrease.***

***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 7:45 p.m.***

***Respectfully submitted,***

***Joseph Iacovino, Executive Director***

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD**  
**ON APRIL 16, 2014 AT 25 WYNNEWOOD AVENUE,**  
**HADDON TOWNSHIP, NEW JERSEY**

*Chairperson Alma Zwick opened tonight's meeting at 7:00 p.m. In attendance were Chairperson Alma Zwick, Vice-Chairperson Mary Berko, Frank Jackson, Rosa Tanzi, and Lou Cernava, Tenant Representative. Also in attendance were Joe Kavanaugh, our accountant, Patsy Coyne and Ellie Connell, Managers. Excused this evening was Exec. Director Joseph Iacovino.*

*For the first order of business, Chairperson Zwick entertained a motion on the minutes from last month's meeting held on March 19, 2014. Lou made the motion to approve, with Rosa seconding the motion. All members in attendance voted in the affirmative with no members opposed. Motion carried.*

*With regard to Mr. Bill Kiggins, Apt. 810, the board asked if an electrician has been out to check his apartment for further violations with regard to electrical outlets, extension cords, etc. Ellie and Patsy replied that the Haddon Township Electrical Inspector said that he cannot make this inspection; it should be done by an independent electrician. They told the board that they would get in touch with Brett Wiltsey, our attorney as to the best way to handle this.*

*Chairperson Zwick reviewed a proposal from Gibson Electric to install shields on the newly installed security lighting under the speedline. There was a complaint from a neighboring Home that the new lighting was shining into his home. There was also a proposal to upgrade our current Door King Entry System into the building. This allows Visitors to dial the apartment or office in order to gain entry. Patsy and Ellie explained that the current system is many years old and it is very difficult to hear the person announcing themselves to come into the office. Also, visitors are sometimes having a hard time dialing the apartment as it isn't connecting properly. The upgrade is most definitely in order.*

*Both proposals were approved by the board and work can proceed.*

*Joe Kavanaugh, our accountant, reviewed his monthly financial report and explained the items indicated in his report. Joe explained that we received a lump sum for our cellular Towers located on our building, but only a percentage out of the proceeds is made available each year in our Operating account. He explained the term of "Unrestricted Cash" which is always indicated in his financial report. He also reviewed the March/April Bill List which is approved by the board by Resolution at each monthly meeting. Joe noted that our financials are in good standing, even with the severe winter weather we experienced and additional expenditures with regard to that. Chairperson Zwick and the Board thanked Joe for attending and his thorough work on behalf of our Housing Authority.*

***It was noted that the Haddon Township Housing Authority's By-Laws are currently being updated by Alma, Rosa, and Mary. Patsy and Ellie acquired several By-Laws from other Housing Authorities in order to help in the update of our By-Laws. When complete, they will be distributed to the Board for review.***

***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, no persons were opposed. Motion 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 the Office Report. Mary noted that she very much likes receiving all of the meeting reports via e-mail as it gives everyone a chance to review each report in better detail. Rosa noted that in visiting the office recently, she spoke with a resident who was very complimentary to Patsy and Ellie and how well the building is run. Patsy and Ellie thanked Rosa for the kind words. Lou mentioned that the office report does not indicate that every Wednesday at 12 noon the Rosary is said in the Family Room. Patsy noted that it will be added to next month's report.***

***With no other business before the board, Chairperson Zwick entertained a motion to adjourn. Frank made the motion, with Mary seconding. All members present voted in the affirmative, none opposed. Motion is carried. Tonight's meeting adjourned at 7:45 p.m.***

***Respectfully submitted,***

***Joseph Iacovino, Executive Director***

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD**  
**ON MAY 21, 2014 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 Mary Berko, Rosa Tanzi, and Lou Cernava, Tenant Representative. Excused this evening was Frank Jackson. Also in attendance was Mr. Kevin Frenia of Holman/Frenia Allison, Certified Public Accountants.*

*For the first order of business, Chairperson Zwick entertained a motion on the minutes from last month's meeting held on April 16, 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 carried.*

*Mr. Frenia reviewed the audit with the board. The audit report was distributed about a week before the meeting to give each board member a chance to review the audit findings. Mr. Frenia noted that everything was in very good order; the only item to be addressed by the Housing Authority, he noted, was meeting current Bid Thresholds when applicable for the Haddon Township Housing Authority. Kevin noted that his firm will take care of filing the audit with the State. With no further discussion, Chairperson Zwick entertained a motion to approve the 2013 audit. Rosa approved the audit as submitted, with Mary seconding the motion. All members present voted in the affirmative, none opposed. Motion is carried. A resolution will be circulated and signed by those board members in attendance this evening and duly filed.*

*It was noted that the Haddon Township Housing Authority's By-Laws are currently being updated by Alma, Rosa, and Mary. When complete, they will be distributed to the Board for review.*

*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, no persons were opposed. Motion 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 the Office Report. The E.D. mentioned that the shields will soon be installed over the new lighting under the Speedline to offset any glare to neighboring homes. With regard to the office report, Lou requested that the Rosary which is said every Wednesday at noon in the Family Room, also be included in the next Office Report.*

***With no further business before the board, Chairperson Zwick opened the floor to the Public. Coming forward was Mr. William Kiggins, a resident of apartment 810. Mr. Kiggins spoke for 35 minutes listing his observations that he has made over the past five years. Chairperson Zwick, after 35 minutes, limited any additional comments. Mr. Kiggins then left the meeting. Afterwards, the board agreed that most of his comments were inaccurate and some blatantly false.***

***With no other members of the public coming before the board, Chairperson Zwick entertained a motion to adjourn. A motion was made and seconded to adjourn, with all members present voted in the affirmative, none opposed. Motion is carried. Tonight's meeting adjourned at 8:15 p.m.***

***Respectfully submitted,***

***Joseph Iacovino, Executive Director***

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD**  
**ON JUNE 18, 2014 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 Mary Berko, Rosa Tanzi, Brian Seltzer, Frank Jackson and Lou Cernava, Tenant Representative. Also in attendance was Greg Fusco, Engineer from Key Engineers.*

*For the first order of business, Chairperson Zwick entertained a motion on the minutes from last month's meeting held on May 21, 2014. Rosa made the motion to approve, with Lou seconding the motion. All members in attendance voted in the affirmative with no members opposed. Motion carried.*

*Chairperson Zwick asked for a correction to the minutes of May 21, 2014 with regard to comments made about William Kiggins, apt. 810.*

*Greg Fusco spoke to the board on the upcoming Hot Water Heat Exchange project. Bids were entertained on June 12, 2014 with the lowest bid (of three bids) from Falasca Mechanical, Vineland, NJ for \$167,200, who was awarded the contract. Greg noted the amount is more than he first estimated as asbestos removal (and related costs) accounts for approximately \$15,000 of this cost. Greg commented that this is a project that needs to be addressed as there could be problems with our current system at any time. Greg also noted that Rohrer Towers is a solid, well-built building and many recent updates have been made. This will be another very important update. It was noted by Greg that we would not be eligible for any additional Grant monies as we had previously received a generous grant from the Camden County Improvement Authority used for the new boilers and a portion for the new windows.*

*The Board thanked Greg for his attendance this evening to explain this upcoming project. Chairperson Zwick entertained a motion to approve the bid in the amount of \$167,200 from Falasca Mechanical. Brian made the motion with Rosa seconding same, with all board members present voting in the affirmative, none opposed. Motion is carried.*

*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, no persons were opposed. Motion carried. The resolution with the payroll figures and unpaid bill totals was circulated and signed by those members present this evening. The accountant's report was reviewed and Mary noted that Joe Kavanaugh does a good job with this report; with Mary and Rosa noting they like the check numbers indicated as it makes the report easier to follow.*

**Chairperson Zwick then reviewed the Executive Director's report and the Office Report. The Barbecue is set for Wednesday, July 23<sup>rd</sup> at noon. There will also be entertainment by Tom DelMoore. The office report reflected 99% occupancy with not much else changed. Chairperson Zwick noted that the County had sent over a Health Van recently with free health screenings for the residents and was well-attended.**

**Joe explained to the board information on "The Right to Know" policy, which is mandated By the State. All chemicals used in the building (whether cleaning products, exterminating, etc.) must have the ingredients outlined and kept on file for review.**

**Chairperson Zwick recommended that the Board meet with the residents sometime in the fall to review all the improvements that have been made recently. It was noted that this would be a good idea as the board has not meet with the residents recently.**

**There was a brief discussion about one of our residents who is suffering from dementia.**

**It was noted that the Haddon Township Housing Authority's By-Laws have been updated. Copies were made available to the board members at the meeting; Lou suggested that each member review them for discussion at the July meeting.**

**With no other members of the public coming before the board, Chairperson Zwick entertained a motion to adjourn. A motion was made by Mary and seconded by Rosa to adjourn, with all members present voted in the affirmative, none opposed. Motion is carried. Tonight's meeting adjourned at 8:10 p.m.**

**Respectfully submitted,**

**Joseph Iacovino, Executive Director**

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD**  
**ON JULY 16, 2014 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 Mary Berko, Frank Jackson, Rosa Tanzi, 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 June 18, 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 carried.***

***Chairperson Zwick noted that the Haddon Township Housing Authority Bylaws have been updated. At last month's meeting each Board of Commissioner took the updated copy home with them to review completely, in order to approve the new bylaws this evening. With no further changes, Chairperson Zwick entertained a motion to approve the new Bylaws. Brian made the motion, with Rosa seconding. All members present voted in the affirmative, none opposed. Motion is carried.***

***Chairperson Zwick spoke about a possible future project to paint all of the hallways, install a chair-rail after painting, and add some pictures to dress up the hallways a bit. She said that we have gotten a few estimates for this project; however, since the hallways are not air conditioned and are stifling during the summer, we are in the process of getting proposals to take care of this project. It would entail cleaning all of the air vents on each hallway and common areas, as well as each apartment. Both the E.D. and Chairperson Zwick noted that this takes precedence over the decorative aspect of the hallways. The E.D. requested, as this a most important project with the hot summer upon us, and also mandated by a County Inspection, that he would appreciate provisional approval from the board this evening to proceed getting these air vents cleaned, with the cost not to exceed \$7,000. Frank made a motion to approve this expenditure, with Rosa seconding. All members present voted in the affirmative, none opposed. Motion is carried.***

***Chairperson Zwick then reviewed the financial statement as prepared by Joe Kavanaugh and included in tonight's meeting packet. The June unpaid bill report was also before the board. Chairperson Zwick entertained a motion on the unpaid bills. Frank 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. The E.D. noted that he will be meeting with Joe Kavanaugh to work on the 2015 preliminary budget in the next several***

***weeks which will be presented at next month's meeting, and then for subsequent approval and adoption. The report also indicated that our annual barbecue is set for next Wednesday, July 23<sup>rd</sup>. The E.D. also noted that a pre-construction meeting with Falasca Mechanical is scheduled in order to go over the details of the New Hot Water System. This also entails asbestos removal. In attendance will be the E.D., Aldo Falasca, owner, Greg Fusco of Key Engineers, and Mark, our Maintenance Superintendent.***

***Chairperson Zwick then briefly reviewed the Office Report of which everything seems to be in very good order. Chairperson Zwick noted that the Camden County Health Van had been here recently, and Patsy and Ellie have now scheduled six weeks of Health Seminars for our Seniors. They are held every Tuesday at 12:30 for six consecutive weeks in the Family Room and are most informative. Those residents attending appreciate the beneficial health information they are receiving.***

***With no other business before the board, Chairperson Zwick entertained a motion to adjourn. Frank made the motion, with Mary seconding. All members present voted in the affirmative, none opposed. Motion is carried. Tonight's meeting adjourned at 7:32 p.m.***

***Respectfully submitted,***

***Joseph Iacovino  
Executive Director***

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON AUGUST 20, 2014**  
**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 Mary Berko, Frank Jackson, 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 July 16, 2014. Frank 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. spoke on the Budget for 2015 which he has worked on with our Accountant, Joe Kavanaugh. Each board member has received a preliminary copy of the new budget In tonight's meeting packet; they have been asked to bring it home with them in order To review it for discussion and subsequent approval.**

**Chairperson Zwick then reviewed the financial statement as prepared by Joe Kavanaugh and included in tonight's meeting packet. The July unpaid bill report was also before the board. Chairperson Zwick entertained a motion on the unpaid bills. Lou 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. It was noted that a credit/background check is always performed on new tenants.**

**Chairperson Zwick then reviewed the Executive Director's report with the board. The E.D. noted that this year's subsidy is down somewhat. He also noted that with regard to the New Hot Water Heat Exchange project which is upcoming, we are still awaiting the State on the Asbestos removal involved in the project. He also noted that his report is in conjunction with the report issued by Greg Fusco of Key Engineers which is included in tonight's meeting packet. The E.D. said there is a resolution for signature this evening which outlines the approval last month for Induct Industries to clean out all of the duct work throughout the building as well as the apartments, in order to insure better air circulation. Joe noted that the work has been performed satisfactorily and we hope for an improvement throughout the building.**

**Chairperson Zwick then briefly reviewed the Office Report with the board with everything in very good order with a great occupancy rate and recerts up-to-date.**

**She also noted that the approved and adopted copy of the By-Laws (indicating the dates of both) are also included in tonight's meeting information for each Board Member to retain.**

**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 7:25 p.m.**

**Respectfully submitted,  
Joe Iacovino, Executive Director**