

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON AUGUST 15, 2018**  
**AT 25 WYNNEWOOD AVENUE, HADDON TOWNSHIP, NEW JERSEY**

*Chairperson Alma Zwick opened tonight's meeting at 7:00 p.m.*

*Roll call was taken by the Executive Director, Joseph Iacovino. In attendance were Chairperson Alma Zwick, Rosa Tanzi and Mary Berko. Excused were Vice Chairperson Doug Wallace, Frank Jackson and Brian Seltzer. Patsy Coyne and Ellie Connell, Managers, were also in attendance this evening.*

*Chairperson Zwick entertained a motion on the minutes from the June 20, 2018 meeting. (There was no July meeting held.) Rosa made a motion to approve with Mary seconding the motion. All members present voted in the affirmative, none opposed. Motion is carried.*

*Mr. Iacovino explained to the Board that our Attorney, Charles Nathanson is seriously ill and is currently in I.C.U. He said he did not have any information on what his health issues are, but will keep the Board posted if we received any further information.*

*Mr. Iacovino also noted that the Law Firm of Brown & Connery, (with their main office located In Haddon Township), will be handling the current Lawsuit between the Haddon Twp. Housing Authority and William Kiggins, apt. 810. Mr. Nathanson's office has also given us the name of an alternate attorney if we should need any tenant/landlord legal assistance until his office is once again available for legal representation.*

*Chairperson Zwick then reviewed the financial statements with the Board as prepared by Tom Furlong and included in tonight's meeting packet. Chairperson Zwick entertained a motion on the unpaid bills/payroll report, totaling \$53,516.31. A motion was made by Rosa and seconded by Mary to approve the unpaid bills. All members voted in the affirmative, none opposed. Motion is carried. The approved Resolution with the payroll figures and unpaid bill totals was circulated and signed by those members in attendance this evening, and filed accordingly.*

*Also reviewed by the Board were the Executive Director and Manager Reports. This outlines the status of pending projects for the Housing Authority and updates the Board on other issues with regard to recent projects, occupancy, recertifications, recent events, etc.*

*With no other business before the board, Chairperson Zwick entertained a motion to adjourn. Rosa made a motion to adjourn with Mary seconding the motion. All members present voted in the affirmative, none opposed. Motion is carried. Meeting adjourned at 7:15 p.m.*

*Respectfully submitted,  
Joseph Iacovino, Executive Director*

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON SEPTEMBER 19, 2018**  
**AT 25 WYNNEWOOD AVENUE, HADDON TOWNSHIP, NEW JERSEY**

*Chairperson Alma Zwick opened tonight's meeting at 7:00 p.m.*

*With the excused absence of our Executive Director Joseph Iacovino, roll call was taken by Chairperson Alma Zwick. In attendance were Chairperson Alma Zwick, Vice-Chairperson Doug Wallace, Rosa Tanzi, Mary Berko, and Brian Seltzer. Also in attendance was Manager Patsy Coyne. Excused were Joe Iacovino and Frank Jackson.*

*Chairperson Zwick entertained a motion on the minutes from the August 15, 2018 meeting. Rosa made a motion to approve with Doug seconding the motion. All members present voted in the affirmative, none opposed. Motion is carried.*

*Patsy asked each board member to sign a form with regard to the lawsuit between Mr. Kiggins and The Haddon Township Housing Authority. It will then be sent to the Insurance Company handling this lawsuit through the Joint Insurance Fund.*

*Chairperson Zwick then reviewed the financial statements with the Board as prepared by Tom Furlong and included in tonight's meeting packet. Chairperson Zwick entertained a motion on the unpaid bills/payroll report, totaling \$37,077.15. A motion was made by Rosa and seconded by Mary to approve the unpaid bills. All members voted in the affirmative, none opposed. Motion is carried. The approved Resolution with the payroll figures and unpaid bill totals was circulated and signed by those members in attendance this evening, and filed accordingly.*

*Chairperson Zwick also entertained a motion on an additional resolution to be approved this evening, which will renew our membership with the Joint Insurance Fund for three years commencing January 1, 2019 through December 31, 2021. (Our agency is Hardenbergh Insurance Company in Voorhees, N.J.) Also included with this resolution was an addendum, "The Indemnity and Trust Agreement". The resolution was approved unanimously with both signature pages signed by all members present and filed accordingly.*

*Mary questioned who is responsible for the legal bills that will be forthcoming for the lawsuit between Kiggins and the Housing Authority. Patsy replied that the JIF Insurance Fund will be taking care of all bills, other than the deductible of \$2,500.00 which we are responsible for.*

*Doug opened the discussion for the Housing Authority to hire a new attorney to handle any Tenant/Landlord issues which may arise in the future. This is due to the serious illness of our present attorney, Mr. Charles Nathanson. In this regard, Patsy said she would research Tenant/Landlord attorneys through other Housing Authorities as well as other sources and inform the Board as to what information she receives.*

*Chairperson Zwick explained to the Board that her nephew is a Partner at the Law firm of Brown and Connery, the firm handling the legal proceedings of our current lawsuit. She just wanted to inform the board of that information for the record.*

*Also reviewed by the Board were the Executive Director and Manager Reports. This outlines the status of pending projects for the Housing Authority and updates the Board on other issues with regard to recent projects, occupancy, recertifications, recent events, etc.*

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

*Respectfully submitted,  
Joseph Iacovino, Executive Director*

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON OCTOBER 17, 2018**  
**AT 25 WYNNEWOOD AVENUE, HADDON TOWNSHIP, NEW JERSEY**

**THERE WAS NO MEETING HELD IN NOVEMBER, 2018**  
**AS DULY ADVERTISED.**

*Chairperson Alma Zwick opened tonight's meeting at 7:10 p.m.*

*Roll call was taken by the Executive Director Joseph Iacovino. In attendance were Chairperson Alma Zwick, Vice-Chairperson Doug Wallace, Rosa Tanzi, Mary Berko, and Brian Seltzer. Also in attendance was Tom Furlong, Accountant, and Managers Patsy Coyne and Ellie Connell.*

*The E.D. explained to the Board that long time Board of Commissioner, Frank Jackson, has resigned from the Board due to serious health issues. His term of appointment is to expire December 31, 2018. Frank was a very diligent and conscientious Board Member and will certainly be missed.*

*Chairperson Zwick called upon Tom Furlong to review the 2019 Budget with the Board in order that approval can take place of said budget this evening. The Board was sent the budget prior to the meeting in order to give them a chance to review it for tonight's meeting. Tom noted that the budget is very similar to the 2018 budget; he noted that we will receive a 40% increase in the Capital Budget for 2019, which is an unusually high percentage. Mary asked Tom if we are eligible to receive reimbursement by our Insurance Provider for the legal fees which we have had to pay recently. Tom said that we are not eligible for reimbursement. With no other questions or comments, Chairperson Zwick thanked Tom for his attendance this evening and good work on the budget.*

*Chairperson Zwick entertained a motion on the new budget. Rosa made a motion to approve, with Doug seconding the motion. All members present this evening voted in the affirmative with no members opposed. Motion is carried. The approved budget and resolution will be forwarded to the State for their Approval and subsequent adoption at the December meeting.*

*Chairperson Zwick entertained a motion on the minutes from the September 19, 2018 meeting. Mary made a motion to approve with Doug seconding the motion. All members present voted in the affirmative, none opposed. Motion is carried.*

*Rosa talked about a new Tenant Representative on the Board with the passing of Lee Rossell This past year. It was noted that the difficult process in getting a new tenant representative are the required classes board members have to take within 18 months of their appointment.*

***Chairperson Zwick then reviewed the financial statements with the Board as prepared by Tom Furlong and included in tonight's meeting packet. Chairperson Zwick entertained a motion on the unpaid bills/payroll report, totaling \$66,374.48. A motion was made by Rosa and seconded by Brian to approve the unpaid bills. All members voted in the affirmative, none opposed. Motion is carried. The approved Resolution with the payroll figures and unpaid bill totals was circulated and signed by those members in attendance this evening, and filed accordingly.***

***Chairperson Zwick also entertained a motion on an additional resolution to be approved this evening, approving updates to the Employee handbook as mandated by the Municipal Excess Liability Joint Insurance Fund every three years. The resolution was approved unanimously and signed by all members present and filed accordingly.***

***Chairperson Zwick then explained that the salary increase of 3% for the employees for 2019 was also on tonight's agenda. This would be effective January 1, 2019. There was no discussion on this and Chairperson Zwick entertained a motion. Doug made a motion to approve the increase as stated, with Rosa seconding the motion. All members present voted in the affirmative, none opposed. Motion is carried.***

***Also reviewed by the Board were the Executive Director and Manager Reports. This outlines the status of pending projects for the Housing Authority and updates the Board on other issues with regard to recent projects, occupancy, recertifications, recent events, etc.***

***With no other business before the board, Chairperson Zwick entertained a motion to adjourn. Motion was made and seconded to adjourn tonight's meeting. All members present voted in the affirmative, none opposed. Motion is carried. Meeting adjourned at 7:45 p.m.***

***Respectfully submitted,  
Joseph Iacovino, Executive Director***

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON DECEMBER 19, 2018**  
**AT 25 WYNNEWOOD AVENUE, HADDON TOWNSHIP, NEW JERSEY**

*Chairperson Alma Zwick opened tonight's meeting at 7:00 p.m.*

*Roll call was taken by the Executive Director Joseph Iacovino. In attendance were Chairperson Alma Zwick, Vice-Chairperson Doug Wallace, Rosa Tanzi, and Brian Seltzer. Also Managers Patsy Coyne and Ellie Connell were in attendance.*

*Chairperson Zwick entertained a motion on the minutes from the October 17, 2018 meeting. Rosa made a motion to approve with Doug seconding the motion. All members present voted in the affirmative, none opposed. Motion is carried. (There was no meeting held in November.)*

*Chairperson Zwick then entertained a motion on the Adoption of the 2019 Budget. A Roll call vote was taken with all members present voting in favor of the adoption of the 2019 budget. No members were opposed. Motion is carried. The vote was then recorded on the Resolution and filed accordingly.*

*Chairperson Zwick then reviewed the financial statements with the Board as prepared by Tom Furlong and included in tonight's meeting packet. As there were no questions on the Accountant's report, Chairperson Zwick entertained a motion on the unpaid bills/payroll report, totaling \$49,451.70. A motion was made by Doug and seconded by Brian to approve the unpaid bills. All members voted in the affirmative, none opposed. Motion is carried. The approved Resolution with the payroll figures and unpaid bill totals was circulated and signed by all members present and filed accordingly.*

*Chairperson Zwick also entertained a motion on an additional resolution to be approved this evening; approving the Exec. Director, Joseph Iacovino as Fund Commissioner for the Joint Insurance Fund for calendar year 2019. A motion was made by Rosa to approve this Resolution with Doug seconding same. All members present voted in the affirmative, with no members opposed. Motion is carried. The resolution was then signed by all members present and filed accordingly.*

*The E. D. stated that we actually received more subsidy money in 2018 than was originally budgeted. It was noted that this is a reflection of the good work being done by the Board and the staff.*

*Patsy explained that we are in the process of getting quotes to do much-needed cement repairs both on our driveway and some of the sidewalks around the building. She noted these are important repairs with regard to the next REAC Inspection of the building.*

*Doug inquired if we have a new attorney to handle various legal work for the Housing Authority as Charles Nathanson is no longer our attorney. Ellie replied that Brett Wiltsey of Dilworth Paxson Law Firm will be handling any future legal work on an as-needed basis. She noted that he had previously handled legal matters for us a few years ago and was replaced by Charles Nathanson. Mr. Wiltsey will handle all other matters, including the delinquent rent now owed by Mr. Kiggins which is being pursued presently. However, the Law Firm of Brown and Connery is handling the case now pending involving William Kiggins vs. The Haddon Township Housing Authority.*

*Also reviewed by the Board were the Executive Director and Manager Reports. This outlines the status of pending projects for the Housing Authority and updates the Board on other issues with regard to recent projects, occupancy, recertifications, recent events, etc.*

*With no other business before the board, Chairperson Zwick entertained a motion to adjourn. Motion was made and seconded to adjourn tonight's meeting. All members present voted in the affirmative, none opposed. Motion is carried. Meeting adjourned at 7:45 p.m.*

*Respectfully submitted,  
Joseph Iacovino, Executive Director*

**MINUTES OF THE HADDON TOWNSHIP**  
**HOUSING AUTHORITY FOR MEETING HELD ON JANUARY 16, 2019**  
**AT 25 WYNNEWOOD AVENUE, HADDON TOWNSHIP, NEW JERSEY**

*Chairperson Alma Zwick opened tonight's meeting at 7:00 p.m.*

*Roll call was taken by Chairperson Alma Zwick in the excused absence of Executive Director, Joseph Iacovino. In attendance were Rosa Tanzi, Mary Berko and Brian Seltzer. Also excused was Doug Wallace. A newly appointed Commissioner to the board (January 1, 2019), Sharon Smith, could not be in attendance this evening as she was out of the Country. Chairperson Zwick explained that she was in touch with the office and would be at the February meeting. Managers Patsy Coyne and Ellie Connell were also in attendance this evening.*

*As this was the first meeting of the New Year 2019, the reorganization of the Board was held. In place of Alma Zwick, Manager Patsy Coyne entertained a nomination for Chairperson of the Housing Authority Board of Commissioners. Rosa made a motion to nominate Alma Zwick for the position. Brian seconded the motion. All members present voted in the affirmative, none opposed. Motion is carried. Chairperson Zwick thanked the members and then entertained a motion for Vice-Chairperson of the Board. Rosa made a motion to nominate Doug Wallace as Vice Chairperson with motion seconded by Brian. All members present voted in the affirmative, none opposed. Motion is carried. Chairperson Zwick then entertained a motion for Secretary of the Board. Joseph Iacovino was nominated with motion seconded. All members present voted in the affirmative, none opposed. Motion is carried.*

*Chairperson Zwick entertained a motion on the minutes from the December 19, 2018 meeting. Rosa made a motion to approve with Brian seconding the motion. All members present voted in the affirmative, none opposed. Motion is carried.*

*Chairperson Zwick then spoke on the latest update with regard to Mr. Kiggins. She said the lawsuit between Mr. Kiggins and the Haddon Twp. Housing Authority is in process with the law firm of Brown and Connery. With regard to Mr. Kiggins' unpaid rent and the inside front door { which he is responsible for breaking}, letters were read by Patsy and Ellie ( drafted by the law firm of Dilworth Paxson) to be sent out this week to Mr. Kiggins, outlining legal action being taken for both the rent and the door.*

*Chairperson Zwick then reviewed the financial statements with the Board as prepared by Tom Furlong and included in tonight's meeting packet. As there were no questions on the Accountant's report, Chairperson Zwick entertained a motion on the unpaid bills/payroll report, totaling \$63,039.74. A motion was made by Rosa and seconded by Brian to approve the unpaid bills. All members present voted in the affirmative, none opposed. Motion is carried. The approved Resolution with the payroll figures and unpaid bill totals was circulated and signed by all members present and filed accordingly.*



*Chairperson Zwick also entertained a motion on an additional resolution to be approved this evening; appointing Hardenbergh Insurance Co. as the Risk Management Consultants for the Haddon Twp. Housing Authority for 2019. This is on behalf of the New Jersey Public Housing Authority Joint Insurance Fund. A motion was made by Brian to approve this resolution with Mary seconding same. All members present voted in the affirmative, none opposed. Motion is carried. The resolution was then signed by all members present and filed accordingly.*

*Also reviewed by the Board were the Executive Director and Manager Reports. Rosa noted from the E.D.'s report that we received our 1<sup>st</sup> subsidy payment for 2019 in the amount of \$39,900.00. Also noted from the Office Report is that our building is 100% occupied. Additional information in these reports outline the status of pending projects for the Housing Authority and updates with regard to recent projects, recertifications, recent events, etc.*

*As noted at last month's meeting, we are getting proposals for much needed cement repairs both on our driveway and some of the sidewalks around the building. Patsy explained that we are awaiting one more proposal at this time. The winter weather is also a factor in delaying this work.*

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

*Respectfully submitted,  
Joseph Iacovino, Executive Director*