

M.O.M FOR HADDON HOUSING AUTHORITY BOARD MEETING

Held on Wednesday, February 21, 2024 at 7:00 p.m.

- Meeting held at HTHA office.
- Present were Rosa Tanzi, Larry Gasperone, Brian Seltzer, Doug Wallace (by phone), James Coyne, and Walter Norris.
- A moment of silence was offered in memory of Alma Zwick.
- Roll call taken.
- There were no minutes for January, 2024 since the meeting was not held.

- NEW BUSINESS

1. There was a need for reorganization of the Board due to the death of Alma Zwick. Motion to proceed with the reorganization made by Brian; seconded by Rosa. Motion passed unanimously.

2. Need to appoint a new chairperson to our Board. Larry Gasperone was nominated without opposition. Motion made to appoint Larry Gasperone as chairperson.

3. After proper appointment by the Haddon Township Board of Commissioners it was agreed to accept Henry Leimkuhler as an additional member of the Haddon Twp. Housing Authority Board of Commissioners.

4. Resolution - February 2024-1 to seek approval of unpaid bills. Motion by Rosa to pay the bills; seconded by Doug. Motion passed unanimously.

5. Resolution – February 2024-2: to seek approval of change of flat rent for both a studio and one-bedroom unit. Discussion that flat rent has not been raised for almost 20 years. Seeking to raise Studio from \$667.00 to \$725.00 and one bedroom from \$825.00 to \$925.00. The change requested does not impact the lower-income clients because their basis for rent is always 30% of income. This recommendation came from our accountant.

6. Motion to table discussion on this resolution made by Larry, seconded by Rosa. Motion carried. Staff asked to do a comparison with other PHAs in the area.

7. It was shared with the Board that HTHA received a check for \$16,525.00 for boiler repairs from our Insurance Provider. Another check may be forthcoming.

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

- Motion to adjourn at 7:30 p.m. by Rosa, seconded by Brian. Motion carried.

Submitted by:

Walter Norris
Executive Director

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

Wednesday, March 20, 2024, at 7:00 p.m.

- Meeting held at HTHA office. Meeting opened by Larry Gasperone, Chair.
- Present were Rosa Tanzi, Larry Gasperone, Brian Seltzer, Doug Wallace (by phone), James Coyne, and Walter Norris.
- Roll call taken.
- The minutes from February 21, 2024 were to put to a motion. Motion by Brian to approve; seconded by Rosa. Motion carried.

Oath of Office was administered to newly appointed member, Henry Leimkuhler by Larry Gasperone. The members welcomed Henry to the Board.

OLD BUSINESS:

- Discussion of Resolution – March-2024-2 continued from last month about approving an increase in the flat rents for the studio unit (from \$667.00 to \$725.00) and one bedroom unit (from \$825.00 to \$925.00). Motion made to approve the increases made by Rosa; seconded by Doug. Motion carried.
- Question about the installation of the tub to shower process. Walter mentioned the bidding process is continuing. The process is to convert 20 tubs to showers this year.

NEW BUSINESS:

- Resolution - March 2024-1 to approve unpaid bills. Motion by Rosa to pay the bills; seconded by Jim. Motion passed unanimously.
- There was a discussion regarding the salaries of our office workers with the annual increase of 5% to their current salary. The question is whether their current positions are compensated fairly as compared to other workers in the industry in the same capacity. The question is what is the current industry standard. Walter was asked to seek through the staff how comparable is their current compensation to others? The discussion is to continue at the April 2024 meeting.

- The Board expressed their gratitude to the Office workers, Ellie and Patsy, for their commendable dedication to their work.
- Larry asked Walter to review the March 2024 Office Report. Following the reading of the Report, no one had any questions.
- Motion to adjourn at 7:30 p.m. by Rosa, seconded by Jim. Motion carried.

Submitted by:

Walter Norris
Executive Director

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

Wednesday, April 17, 2024 at 7:00 p.m.

- Meeting held at HTHA office. Meeting opened by Larry Gasperone, Chairperson.
- Present were Larry Gasperone, Rosa Tanzi, Doug Wallace (by phone), James Coyne, Henry Leimkuhler and Walter Norris, Exec. Director.
- Brian Seltzer - excused
- Roll call taken.
- The minutes from March 20, 2024 were to put in motion. Motion by Rosa to approve; seconded by Doug. Motion carried.

OLD BUSINESS:

- In March 2024, the Board tabled a discussion regarding the salaries of the staff at HTHA to determine if the salaries were commensurate with similar other employees. Walter stated that it was difficult to make any comparison to similar workers due to the current job description, tenure time, and physical work conditions.
- Doug stated that our employees are not civil servants; and, therefore, any financial decisions should be flexible and based on the unique circumstances of the HTHA and our employees' longevity. No recommendation was forthcoming.

NEW BUSINESS:

Resolution - April 2024-1 to approve unpaid bills; a review of Accountant's report. Motion by Rosa to pay the bills; seconded by Jim. Motion passed unanimously.

Resolution – April 2024 –2 to approve the 2nd phase of the tub-to-shower project for 20 additional apartments. Motion by Rosa to approve; seconded by Jim. Motion passed unanimously.

- The Board expressed their gratitude to the Office Workers; Patsy and Ellie, for their commendable dedication to their work.
- Larry asked Walter to review the April 2024 Office Report. Following the reading of the Report, no one had any questions.
- Motion to adjourn at 7:25 p.m. by Rosa, seconded by Doug. Motion carried.

Submitted by:

Walter Norris
Executive Director

M.O.M. FOR THE HADDON TOWNSHIP HOUSING AUTHORITY

MONTHLY MEETING - Held on Wednesday, May 15, 2024, at 7:00 p.m.

- Meeting held at the HTHA office. Meeting opened by Larry Gasperone.
- Present were Larry Gasperone, {Chairperson}, Brian Seltzer, {Vice Chairperson}, Rosa Tanzi, Doug Wallace (by phone), James Coyne, and Walter Norris, {Exec. Director}.
- Henry Leimkuhler - Excused
- Roll call taken.
- The minutes from April 17, 2024, were put to a motion. Motion by Rosa to approve; seconded by Jim. Motion carried.

OLD BUSINESS – Walter mentioned again about a consideration for a \$1/hr. Increase for the staff in light of their industrious work. The Board unanimously believed that such an increase should wait until the regular time to discuss an increase in wages. It was suggested that the office treat the staff to a very nice lunch in the meantime.

- NEW BUSINESS -
- . Resolution - May 2024-1 to approve unpaid bills; a review of Accountant's report; unpaid bill detail. Motion by Rosa to pay the bills; seconded by Brian. Motion passed unanimously.
- Resolution – May 2024 –2 to approve the updating of signatories for both of our accounts at 1st Colonial Bank. Motion by Rosa to approve; seconded by Brian. Motion carried.
- Larry asked Walter to review the May 2024 Office Report. Following the reading of the Report, no one had any questions.
- Walter is unavailable for the June 19, 2024 meeting. Unless there are any critical matters to be discussed, there will be no meeting in June 2024. Next meeting scheduled is July 16, 2024.
- Motion to adjourn at 7:25 p.m. by Rosa, seconded by Doug. Motion carried.

Respectfully submitted, Walter A. Norris, Exec. Director

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

Wednesday, July 17, 2024, at 7:00 p.m.

- Meeting held at HTHA office. Meeting opened by Larry Gasperone.
- Present were Rosa Tanzi, Larry Gasperone, Doug Wallace (by phone), James Coyne, Henry Leimkuhler, and Walter Norris.
- Brian Seltzer - excused
- Roll call taken.
- There were no minutes from June 2024.
- No OLD BUSINESS
- NEW BUSINESS
- Resolution – July 17, 2024 (2024-1) to approve invoice payments of \$37,166.22; payroll of \$11,649.17; for a total of \$48,815.39. Motion by Rosa to pay the bills; seconded by Jim. Motion carried unanimously.
- Resolution – July 17, 2024 (2024-2) to lease addendum regarding attorney, court, and eviction charges to be the responsibility of tenant, due to frivolous complaints that cost HTHA unnecessary legal fees. Motion by Rosa to approve; seconded by Doug. One abstention. Motion carried.
- Larry asked Walter to review the July 2024 Office Report. Following the reading of the Report, no one had any questions.
- Henry had a question about CPA's letter and his statement: "I am not independent with respect to the Haddon Township Housing Authority." Walter said he would ask the accountant to explain what this sentence means.
- There is no meeting in August 2024. Next meeting is scheduled for September 18, 2024.
- Motion to adjourn at 7:25 p.m. by Doug, seconded by Rosa. Motion carried.

Submitted by:

Walter Norris
Executive Director