

MINUTES OF THE FEBRUARY 2018 MEETING OF THE WILDWOOD HOUSING AUTHORITY

A regular meeting of the Wildwood Housing Authority Board of Commissioners was held on Wednesday, February 28, 2018, at 3700 New Jersey Avenue, Wildwood, New Jersey 08260. The meeting convened at 5:02 p.m.

Chairperson Ronald Harwood announced the Sunshine Law requirement had been met, properly posted and advertised.

The meeting was called to order by Chairperson Ronald Harwood, who announced the meeting was being conducted under the Open Public Meetings Act.

Chairperson Ronald Harwood proceeded to call the roll at this time. Present were: Vice Chairperson Juanita Jones, Commissioner Sandi Harris, and Commissioner Patricia Campbell was present through on phone to have a meeting quorum. Commissioner Sue Maxwell was absent. Also present were Executive Director Paul Dice and Matthew J. Robinson WHA Solicitor.

EXECUTIVE DIRECTOR'S REPORT

For February, the WHA posted a consolidated month-to-date profit of \$19,991 and year-to-date operating loss of \$35,363 for the fiscal year-to-date (04/1/17 to 3/31/18).

UNIT OCCUPANCY

Overall 98.2% Percentage	<u>Actual vacancies as of 2/28/2018:</u>
Sandman Towers:	2
Commissioners Court:	1

RECOMMENDED AGENCY PRIORITIES

1. Paul Dice Executive Director talked about the need to vote on officers for the calendar year 2018.
2. Paul Dice Executive Director gave an update on Sandman Tower – Exterior Painting and M&M situation, have not heard anything from the bonding company in the last month.
3. Paul Dice Executive Director gave an update on the Washers and Dryers which were installed on 2/12/2018.
4. Paul Dice Executive Director and Yinelda Dorta Assistant Executive Director talked about the transition of the Property Management Software system called PHA-Web.

ADMINISTRATIVE REPORTS

1. Yinelda Dorta Assistant Executive Director talked about getting a new boiler, trench work being done at Commissioners Court to install a Fire alarm, doing research regarding the fencing for the trash area.

PUBLIC PORTION

- Lisa Hartman Apt 208 asked at what location would the tenants be allowed to smoke, such as the sidewalk.
- Donald Georgia Jr. Apt 209 asked if a tenant has a marijuana license, can they smoke.
- Joseph Sacca Sr. Apt 1008 stated he received a notice for smoking in his car in February.
- Daryle Cook Apt 1007 wants the community room for the tenants – will go to court if it is not done by September.
- Paula Robbins Apt 106 stated that some of the adults are children, and they are picking on her.
- Barbara Gutterman Apt 1005 needs work order for new drip pans.
- Patricia Haralambopoulos Apt 709 asked when they will get window screens.
- Patrice Sands Apt 402 asked if it is ok to smoke across the street.
- Donald Georgia Jr Apt 209 if you are taken off Caring are you still allowed to stay in Sandman Towers as a tenant.
- Daryle Cook Apt 1007 stated he did not receive a laundry card.
- Donald Georgia Jr Apt 209 are we going to be connected to pay rent through credit cards.
- John Karmels Apt 1002 asked when do we start electronic payments.
- Paula Robbins Apt 106 says it is against her rights for electronic payments.

APPROVAL OF MINUTES & RESOLUTIONS

Chairperson Ronald Harwood asked for a motion for approval for the Wednesday, January 24, 2018, Meeting Minutes
Commissioner Harris made the motion and Commissioner Jones seconded. All others present were in favor.

The monthly payables and resolutions were presented for approval at this time:

Resolution# 2018-06

Approving the Payment of Regular Bills

Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2018-07

Approving the Capital Fund Program, Electronic Transfers &
Congregate Expenses Bills Payment

Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2018-08

Approving Appointing a Chairperson for the WHA

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Jones

Roll Call: Unanimous

Resolution# 2018-09

Approving Appointing a Vice-Chairperson for the WHA

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2018-10

Approving Contract Award for Architectural Services

Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2018-11

Approving Contract Award for Auditing Services

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Jones

Roll Call: Unanimous

Resolution# 2018-12

Approving Contract Award for Fee Accounting Services

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Jones

Roll Call: Unanimous

Resolution# 2018-13

Approving Contract Award for Solicitor Services

Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2018-14

Approving to Ratify the Late Introduction & Submission of the WHA Budget

Roll Call Vote:

Motion: Commissioner Harris
Second: Commissioner Jones
Roll Call: Unanimous

Resolution# 2018-15 Approving Presentation for Approval of the WHA Budget for 4/1/2017 to 3/31/2018
Roll Call Vote:
Motion: Commissioner Jones
Second: Commissioner Harris
Roll Call: Unanimous

Resolution# 2018-16 Approving Contract Agreement for Payroll Services with ADP
Roll Call Vote:
Motion: Commissioner Harris
Second: Commissioner Jones
Roll Call: Unanimous

Chairperson Ronald Harwood asked if there was any old or new business.

Chairperson Ronald Harwood asked for a motion to adjourn the WHA public meeting at 5:40 pm Commissioner Harris made the motion, Commissioner Jones seconded. All present were in favor.

Paul F. Dice
Board Secretary

Date