

Housing Authority of the City of Wildwood
County of Cape May
State of New Jersey

Resolution 2019-03

A RESOLUTION PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE

WHEREAS, the Housing Authority of the City of Wildwood (WHA), a Public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey is required to perform an Annual Audit of its records: and,

WHEREAS, the Annual Audit for the Fiscal Year Ending 3/31/2018 has been completed; and,

NOW, THEREFORE BE IT RESOLVED, that the governing body of The City of Wildwood Housing Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the Annual Audit Report for the fiscal year ended March 31, 2018 and specifically has reviewed the sections of the audit report entitled "Audit Findings" and "Recommendations" and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the Secretary/Treasurer of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified copy of this resolution.

ADOPTED:

Ronald Harwood, Chairperson

Juanita Jones, Vice Chairperson

Patricia Campbell, Commissioner

Sandi Harris, Commissioner

Sue Maxwell, Commissioner

This is to certify that this is a true copy of a Resolution approved by the Board of Commissioners of the Housing Authority of the City of Wildwood at a meeting held on January 23, 2019 at 5:00 pm at 3700 New Jersey Avenue, Wildwood NJ 08260.

Motion By: _____ ;2nd by _____

Ayes:

Nays:

Abstain:

Absent:

ATTEST: _____
Paul Dice, Board Secretary

Housing Authority of the City of Wildwood
County of Cape May
State of New Jersey

LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM
PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of The City of Wildwood Housing Authority being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of The City of Wildwood Housing Authority, in the County of Cape May
2. In performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of our Annual Housing Authority Audit files with the Clerk pursuant to N.J.S.A. 40A:5.6 for the year ending March 31 31, 2018.
3. We certify, that we have each reviewed the annual report for the fiscal year ended March 31, 2018 and specifically the section of the audit report entitled "Notes to Financial Statements", "Supplemental Information" and "Findings and General Comments and Recommendations".

NAMES

SIGNATURE

Ronald Harwood

Patricia Campbell

Juanita Jones

Sandi Harris

Sue Maxwell

Sworn to and subscribed before me on
this _____ day of _____ 2019

Notary Public of New Jersey

**THE CITY OF WILDWOOD HOUSING AUTHORITY
TRANSMITTAL FORM**

**LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM**

**PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD**

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of The City of Wildwood Housing Authority being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of The City of Wildwood Housing Authority, in the County of Cape May
2. In performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of our Annual Housing Authority Audit files with the Clerk pursuant to N.J.S.A. 40A:5.6 for the year ending March 31, 2018.
3. We certify, that we have each reviewed the annual report for the fiscal year ended March 31, 2018 and specifically the section of the audit report entitled "Notes to Financial Statements", "Supplemental Information" and "Findings and General Comments and Recommendations".

NAME

SIGNATURE

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Sworn to and subscribed before me
this _____ day of _____ 2018

Notary Public of New Jersey

**THE CITY OF WILDWOOD HOUSING AUTHORITY
TRANSMITTAL FORM**

**LOCAL AUTHORITIES
BOARD RESOLUTION**

**PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and WHEREAS, the annual audit report for the fiscal year ended **March 31, 2018** has been completed and filed with the Local Finance Board of the State of New Jersey pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, the Annual Report of Audit for the year ending March 31, 2018 has been filed by a Certified Public Accountant with the pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the **City of Wildwood Housing Authority** hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended **March 31, 2018**, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION
PASSED AT THE MEETING HELD ON _____

Secretary

Date

Housing Authority of the City of Wildwood
County of Cape May
State of New Jersey

Resolution 2019-04

**A RESOLUTION AUTHORIZING A PROFESSIONAL RISK
MANAGEMENT CONSULTING SERVICE FOR WILDWOOD HOUSING
AUTHORITY**

WHEREAS, the Housing Authority of the City of Wildwood (WHA), a Public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the Wildwood Housing Authority Board of Commissioners has determined that it is in the financial best interest to secure professional risk management brokerage and insurance services; and

NOW THEREFORE BE IT RESOLVED, that the WHA Executive Director is hereby authorized by the Board of Commissioners to enter into a Risk Management Consultant Agreement with William R. Mints Insurance Agency from January 1, 2019 through January 1, 2020 at the best possible terms.

ADOPTED:

Ronald Harwood, Chairperson

Juanita Jones, Vice Chairperson

Patricia Campbell, Commissioner

Sandi Harris, Commissioner

Sue Maxwell, Commissioner

This is to certify that this is a true copy of a Resolution approved by the Board of Commissioners of the Housing Authority of the City of Wildwood at a meeting held on January 23, 2019 at 5:00 pm at 3700 New Jersey Avenue, Wildwood NJ 08260.

Motion By: _____ ; 2nd by _____

Ayes:

Nays:

Abstain:

Absent:

ATTEST: _____
Paul Dice, Board Secretary

RISK MANAGEMENT CONSULTANTS AGREEMENT

THIS AGREEMENT entered into this 1st day of January, 2019 between the Wildwood Housing Authority (hereinafter referred to as AUTHORITY) and William R Mints Ins Agency (hereinafter referred to as CONSULTANT).

WHEREAS, the CONSULTANT has offered to the AUTHORITY professional risk management consulting services as required by bylaws of the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds, and;

WHEREAS, the AUTHORITY desires these professional services pursuant to the resolution adopted by the governing body of the AUTHORITY at a meeting held on _____ and;

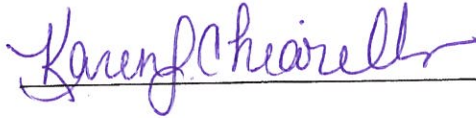
NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

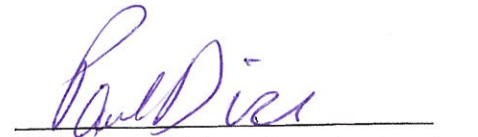
1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - a. Assist the AUTHORITY in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer risk or loss
 - b. Assist the AUTHORITY in understanding the various coverages available from the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.
 - c. Review with the AUTHORITY any additional coverages that the CONSULTANT feels should be carried but are not available from the FUND and subject to the AUTHORITY's authorization, place such coverages outside the FUND.
 - d. Assist the AUTHORITY in the preparation of applications, statements of values, and similar documents requested by the FUND, it being understood that this Agreement does not include any appraisal work by the CONSULTANT.
 - e. Review Certificates of Insurance from contractors, vendors and professionals when requested by the AUTHORITY.

- f. Review the AUTHORITY's assessment as prepared by the FUND and assist the AUTHORITY in the preparation of its annual insurance budget.
 - g. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) Authority safety committee meeting per annum to promote the safety objectives and goals of the AUTHORITY and the FUND.
 - h. Assist where needed in the settlement of claims, with the understanding that the scope of the CONSULTANT's involvement does not include the work normally done by a public adjuster.
 - i. Perform any other risk management related services required by the FUND's bylaws.
2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
- a. The AUTHORITY authorizes the FUND to pay its CONSULTANT compensation for services rendered, an amount equal to six percent (6%) of the AUTHORITY's annual assessment as promulgated by the FUNDS. Said fee shall be paid to the CONSULTANT within thirty (30) days of the AUTHORITY's assessment.
 - b. For any insurance coverages authorized by the AUTHORITY to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee outlined in 2 (a).
 - c. If the AUTHORITY shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the AUTHORITY a fee at the rate of _____ per hour, in addition to the actual expenses incurred.
3. The term of the Agreement shall be one (1) year beginning on 1/1/2019 and ending on 1/1/2020. However, this Agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this Agreement, the CONSULTANT's fees outlined in 2 (a) above shall be prorated to the date of termination.

ATTEST:

AUTHORITY:





Wildwood Housing Authority
Paul Dice, Director

ATTEST:

CONSULTANT:

William R. Mints Ins. Agency
Robert A. Conner, CIC

Note: This sample has been promulgated by the JIF/MEL to assist municipalities or authorities in preparing or negotiating agreements with their risk managers. It does not represent an official statement of JIF/MEL policy, nor is it an endorsement of any form or amount of compensation. Careful consideration at the local level should be given to determine how the document may be amended to meet a community's or authority's unique needs or desires. Prior to use, the sample should also be reviewed by the local attorney for form, consistency with local JIF bylaws, inclusion of affirmative action languages, etc.