

**MINUTES OF THE JANUARY 2016 MEETING  
OF THE WILDWOOD HOUSING AUTHORITY**

A regular meeting of the Wildwood Housing Authority Board of Commissioners was held on Wednesday, January 27, 2016 at 3700 New Jersey Avenue, Wildwood, New Jersey 08260. The meeting convened at 5:00 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 Patricia Campbell, Commissioner Sue Maxwell, and Commissioner Sandi Harris were present. Also present was Executive Director Paul Dice.

Johnnye Vinson is no longer a Board Member for the Wildwood Housing Authority

**EXECUTIVE DIRECTOR'S REPORT**

For the period starting December 2015, the WHA posted a positive monthly net income of \$19,703 and it maintains a positive net total income of \$68,423 for the fiscal year-to-date (4/1/14 to 12/31/15). WHA has operated during that time period without having to deplete reserves.

**UNIT OCCUPANCY**

	<u>Percentage</u>	<u>Actual vacancies as of 01/27/2016:</u>
Sandman Towers:	99 %	2(1 Leased up before 01/27/2016)
Commissioners Court:	97 %	2(1 Leased up before 01/27/2016)

**RECOMMENDED AGENCY PRIORITIES**

1. Executive Director Paul Dice introduced new Commissioner Sue Maxwell.
2. Executive Director Paul Dice talked about the repairs for the exterior façade is complete and all external supports and fencing have been removed, the entire first two floors will be painted in the spring.
3. Executive Director Paul Dice talked about pursuing RAD Rehab Physical Assessment for Sandman Tower.
4. Executive Director Paul Dice talked about shared services with the Wildwood City Hall for Fleet Maintenance for WHA vehicles on a fee-for-service basis.
5. Executive Director Paul Dice introduces new Maintenance Supervisor Ed Lopizzo. Ed gave an update about what has been going on in maintenance such as unit turnarounds, air vents, and installing bars in front of Sandman Towers' doors, etc.
6. Executive Director Paul Dice talked about having no damages or flooding from Jonas Winter Storm.
7. Betsy Loyle, Director of Operations talked about a the HUD Proposed rule about No smoking on Public Housing Agency, meaning that we will have to implement a smoke-free policy, updating the Work Order charge list.
8. Executive Director Paul Dice talked about the Office space/community room drawings for the Maintenance Shop. Paul stated that it is not feasible at this time to do a Community Room so it is time to get creative and do upgrades in the Current dining room such as another television, holding more WHA sponsored tenant events, etc.

**PUBLIC PORTION**

- Rose De Rosa Apt. 304 asked about getting financial help with resident events.
- Barbara Gutterman Apt 1005 asked about using the new tables in dining room.
- Patrick Lawley Apt. 205 talked about tenants using the laundry carts for groceries and not returning them.
- Sandra Stuart Apt. 202 talked about the heat on the floors is too hot, if it can be lowered.

**APPROVAL OF MINUTES & RESOLUTIONS**

Chairperson Ronald Harwood asked for a motion of approval for the November 18, 2015 Meeting Minutes Commissioner Vinson made the motion and Commissioner Harris seconded. All others present were in favor.

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

Resolution #2015-59

Approving the Payment of Regular Bills

Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2015-60

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

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Campbell

Roll Call: Unanimous

Resolution #2015-61

Authorizing JIF Fund Commissioner Representative for Fund Year 2016

Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Harris

Roll Call: Unanimous

Resolution #2016-01

Approving the Payment of Regular Bills

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Campbell

Roll Call: Unanimous

Resolution #2016-02

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

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Jones

Roll Call: Unanimous

Resolution #2016-03

Approving to enter into Professional Risk Management Services

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Jones

Roll Call: Unanimous

Resolution #2016-04

Approving Contract Award for Auditing Services for WHA

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Harris

Roll Call: Unanimous

Resolution #2016-05

Approving Contract Award for Fee Accounting Services for WHA

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Jones

Roll Call: Unanimous

Resolution #2016-06

Approving Contract Award for Architectural Services for WHA

Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Harris

Roll Call: Unanimous

Resolution #2016-07

Authorizing RFP to conduct a RAD Physical Condition and Needs  
Assessment for the WHA property Sandman Tower

Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Harris  
Roll Call: Unanimous

Resolution #2016-08

Authorizing the Appointment of Sue Maxwell to  
the WHA Board of Commissioners  
Roll Call Vote:  
Motion: Commissioner Campbell  
Second: Commissioner Jones  
Roll Call: Unanimous

Chairperson Ronald Harwood asked for a motion to go into Closed Session at 6:33 pm. Commissioner Campbell made the motion, Commissioner Jones seconded.

Resolution #2016-12

Resolution authorizing an executive closed session meeting  
Roll Call Vote:  
Motion: Commissioner Campbell  
Second: Commissioner Jones  
Roll Call: Unanimous

The Regular Meeting of the Wildwood Housing Authority was back in session at 6:46 pm. Commissioner Jones made the motion, Commissioner Campbell seconded.

The following Resolutions were put on hold until next meeting:

- 2016-09 Resolution - Approving the Establishment of a Human Resource Committee
- 2016-10 Resolution - Approving the Establishment of a Maintenance Committee
- 2016-11 Resolution - Approving the Establishment of a Finance Committee

Chairperson Ronald Harwood asked if there was any old or new business. There was no old or new business.

Chairperson Ronald Harwood asked for a motion to adjourn the WHA public meeting at 6:46 pm Commissioner Jones made the motion, Commissioner Campbell seconded. All present were in favor.

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Paul F. Dice  
Board Secretary

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Date