

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

A regular meeting of the Wildwood Housing Authority Board of Commissioners was held on Wednesday, October 26, 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, 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 were Executive Director Paul Dice and Matthew J. Robinson WHA Solicitor.

**EXECUTIVE DIRECTOR’S REPORT**

For September 2016, the WHA posted a negative net income of \$7,117 and it maintains a negative net total income of \$2,551 for the fiscal year-to-date (4/1/16 to 3/31/17). The negative net income is due to higher-than-normal plumbing, elevator and fire alarm expenses. WHA has operated during that time period without having to deplete reserves.

**UNIT OCCUPANCY**

	<u>Percentage</u>	<u>Actual vacancies as of 10/26/2016:</u>
Sandman Towers:	99 %	5(4 Leased up before 10/26/2016)
Commissioners Court:	99 %	2(1 Leased up before 10/26/2016)

**RECOMMENDED AGENCY PRIORITIES**

1. Executive Director Paul Dice talked about the new WHA office. The fire alarm panels issue has been satisfactorily addressed and we hope to have the permits early next week. Once construction starts, the contractor – Fabbri Builders – will have 60 days to complete the work.
2. Executive Director Paul Dice talk about the talked about the advertising the sale of the ALP program, pre-bid meeting on 11/2/16.
3. Executive Director Paul Dice talked about renewal proposal for Shared Services Agreement with Millville Housing Authority (MHA).
4. Executive Director Paul Dice talked about items sold via an auction through Gov Deals.
5. Executive Director Paul Dice talked about not repairing the Maintenance Shop Elevator, removing the elevator shaft doors and wall off the shaft with metal studs and plywood.
6. Executive Director Paul Dice talked about Real Estate Assessment Center (REAC) Property Inspections will begin this February.
7. Executive Director Paul Dice talked about Tenant Meetings, encourage tenants to talk about issues before bring them up at the monthly meetings.

**ADMINISTRATIVE REPORTS**

1. Mitch Moore, Chief Financial Officer explained the WHA finances, and Re-federalizing of Central Office money.
2. Denise Smith, Senior Financial Specialist talked about Change in Pro-ration Schedule.
3. Allison Corson, Director of Administration talked about Municipal Excess Liability Joint Insurance Fund (MELJIF) 2017-2018 Employment Practices Risk Control Program & Employee Anti-Harassment Requirement.
4. Betsy Loyle, Director of Operations talked about Housing Opportunity Through Modernization Act (HOTMA), Meeting with Resident Advisory Board, New Lease, last step in the No Smoking Policy & REAC Inspections.
5. Ed Lopizzo talked about REAC Repairs and the Fire Alarm System.
6. Melissa Wheeler, Financial Administrator talked about doing the RFP for Tenant Washers & Dryers, Fire Alarm System.
6. Kevin Timm, IT Coordinator talked about upgrading cameras, replacing DVR (Digital Video Recorder), IT meeting with Police Chief on Dec 2<sup>nd</sup>, new I-Pads for the WHA Commissioners and the IT movement for the new WHA offices.

## PUBLIC PORTION

- Victoria Hauck Apt 703 talked about the bed bug issue not being solved & problems with the protective covers given by Ehrlich.
- Laurie Wallace Apt 510 asked about turning the Solarium into a Community Room.
- Barbara Gutterman Apt 1005 talked about complying with the rules & being bullied.
- David Whitfield Apt 406 asked if his calendars must come down & why tenants are being punished for having bed bugs.
- Mark McGouch Apt 705 asked about getting the dining room television fixed.

## APPROVAL OF MINUTES & RESOLUTIONS

Chairperson Ronald Harwood asked for a motion of approval for the Wednesday, September 28, 2016 Meeting Minutes Commissioner Harris made the motion and Commissioner Campbell seconded. All others present were in favor.

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

Resolution# 2016-46

Approving the Payment of Regular Bills

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Jones

Roll Call: Unanimous

Resolution# 2016-47

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

Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Campbell

Roll Call: Unanimous

Resolution# 2016-48

Approving Inter-Local Service Agreement for Executive Director Services between WHA & MHA

Roll Call Vote:

Motion: Commissioner Campbell

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 6:02 pm Commissioner Campbell made the motion, Commissioner Jones seconded. All present were in favor.

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Paul F. Dice  
Board Secretary

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Date