

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

A regular meeting of the Wildwood Housing Authority Board of Commissioners was held on Wednesday, December 07, 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 October 2016, the WHA posted a consolidated month-to-date loss of \$15,407 and year-to-date loss of \$17,959 for the fiscal year-to-date (10/1/16 to 3/31/17). WHA has operated during that time period without having to deplete reserves.

UNIT OCCUPANCY

	<u>Percentage</u>	<u>Actual vacancies as of 12/07/2016:</u>
Sandman Towers:	98 %	2(1 Leased up before 12/07/2016)
Commissioners Court:	97 %	2(1 Leased up before 12/07/2016)

RECOMMENDED AGENCY PRIORITIES

1. Executive Director Paul Dice asked ALP Administrator Cindy Numbers about the new ALP Office. Cindy stated they love the layout, only issue is the room lighting.
2. Executive Director Paul Dice talk about new WHA Administrative Offices. The structural portion of the work, e.g., demolition, cutting in doors and windows, erecting studs, etc., has been completed
3. Executive Director Paul Dice talked about removing the fencing in Commissioner Court that was rusting out, the retaining walls are warping.
4. Executive Director Paul Dice talked about having to remove the Commissioner Court Playground since the metal has rusted and many of the skid surfaces on the metal faces have deteriorated.
5. Executive Director Paul Dice talked about Fire Alarm System in Commissioners Court, securing quotes from contractors to repair the system.
6. Executive Director Paul Dice asked Terry Oslar to talk about the new cameras. Terry stated that they would have a better quality, more detailed view.

ADMINISTRATIVE REPORTS

1. Ed Lopizzo Maintenance Supervisor talked about maintenance work REAC work orders being completed, Chris LaRocca painting Sandman Towers ceilings, metal door work and Commissioner Court decks & railings. Solarium has broken windows, windows not operational, tiling floor. Planter was not fully removed due to metal girders. Salvaging the back Sandman Towers doors without having to replace the doors.
2. Melissa Wheeler, Financial Administrator talked about the trash enclosure being changed to chain-link & painted in black, doing the RFP for Deck metal hangers, getting quotes for walk in showers.
3. Kevin Timm, IT Coordinator talked about cameras, wiring & replacing DVR (Digital Video Recorder), having the cameras in a central location.
4. Mitch Moore, Chief Financial Officer explained the WHA finances, no finding on the WHA Audit and HUD Pro-ration.
5. Betsy Loyle, Director of Operations talked about HUD No Smoking Policy to start implementing Feb 18.

PUBLIC PORTION

- Barbara Gutterman Apt 1005 asked about transferring to an efficiency apt.

APPROVAL OF MINUTES & RESOLUTIONS

Chairperson Ronald Harwood asked for a motion of approval for the Wednesday, October 26, 2016 Meeting Minutes Commissioner Campbell 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# 2016-49

Approving the Payment of Regular Bills

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2016-50

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

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2016-51

Approving Appointing a Chairperson for the WHA

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Campbell

Roll Call: Unanimous

Resolution# 2016-52

Approving Appointing a Vice Chairperson for the WHA

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2016-53

Approving Solicitor Services for the WHA

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Jones

Roll Call: Unanimous

Resolution# 2016-54

Approving the Payment of Regular Bills

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Campbell

Roll Call: Unanimous

Resolution# 2016-55

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

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Jones

Roll Call: Unanimous

Resolution# 2016-56

Authorizing JIF Fund Commissioner Representative for Fund Year 2017

Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Campbell

Roll Call: Unanimous

Resolution# 2016-57 Approving Contract Award for Transfer of Ownership of the Assisted Living Program (ALP) License Will be on hold until a revised proposed quote is given.

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 6:01 pm Commissioner Campbell made the motion, Commissioner Harris seconded. All present were in favor.

Paul F. Dice
Board Secretary

Date