

**Housing Authority of the City of Wildwood**

**Resolution #2016-36**

**Regular Monthly Expenses**

WHEREAS, the Housing Authority of the city of Wildwood incurred various financial obligations since the last meeting; and it is the desire of the commissioners of said Authority to have their obligations kept current; and

WHEREAS, The Board of Commissioners have read and reviewed the itemized list of incurred regular operating expenses totaling \$99,219.16 Security Deposits Withdrawal (Crest Savings Bank Escrow Account) expenses totaling \$ 629.64; as listed and recommended for payment:

<b>Regular Operating Expenditures</b>			
<b>Utilities</b>		<b>CK #</b>	<b>Amount</b>
Atlantic City Electric	Electric Utility Bill	2082	13,944.29
Atlantic City Electric	Utility Allowance Payment	2028	13.00
City of Wildwood-Water	Water Usage	2080	6,934.25
City of Wildwood- Taxes	CompleteCare Taxes	2069	3,471.85
South Jersey Gas	Maintenance Shop Gas	2091	311.35
Verizon Phone Service	Telephone Utility Bill	2068	522.22
Verizon Phone Service	Long Distance Telephone Utility Bill	2058	96.67
<b>Subtotals Utilities:</b>			<b>25,293.63</b>
<b>Legal, Accounting &amp; Consulting</b>			
MMPF Architects	New Admin Office Assesment	2062	16210.00
Polcari and Co	Accounting Services	2071	2500.00
Robinson & Robinson	Legal Landlord/Tenant	2078	1,655.00
Robinson & Robinson	June 2016 Board Meeting	2033	481.00
<b>Subtotals Legal, Accounting &amp; Consulting:</b>			<b>20,846.00</b>
<b>Insurance/Registration/Subscriptions &amp; Fees</b>			
Lexis Nexis Matthew Binder	Civil Service Code	2040	77.22
NJ Unemployment	2016 Assesment	2056	81.82
Press of AC	Legal Ad	2072	89.76
<b>Subtotals Insurance/Registration/Subscriptions &amp; Fees:</b>			<b>248.80</b>
<b>Administration Service Contracts</b>			
Comcast Cable	Cable Modem, Internet Service/IP Address & Cable TV	2041	161.14
First Advantage	Background Checks	2056	227.50
Innovative Business Solutions	Computer Back Up	2054	102.00
Kyocera Copier	Copier Lease Contract	2042	175.61
Millville Housing Authority	Executive Director Services	2092	6,800.00
Millville Housing Authority	Additional Expenses	2060	5,175.98
Millville Housing Authority	Kevin Timm Payroll	2088	680.00
Paychex	Payroll Services	2066	677.88
Pitney Bowes	Postage Machine Contract	2070	54.00
Total Security Alarm	Alarm Monitoring Apt J7	2035	347.40
U.S. Security Associates	Security Guard	2074	3,683.52
Verizon Wireless	Cell Phone Bill	2037	435.10
<b>Subtotals Administration Service Contracts:</b>			<b>18,520.13</b>
<b>Administration Other</b>			
Atlantic City Rental	Bounce House Rental	2034	479.4
Bills Corner Deli	Refreshments for Smoking Meeting	2032	110.00
Leah's Caricatures	Balloons and Chricatures for BBQ	2048	600.00
Kens Ice Cream	Ice Cream Truck Deposit	2053	175.00
Kens Ice Cream	Ice Cream for BBQ	2086	175.00
Melissa Wheeler	Charges for Apt C1 Motel Stay Mold Remediation	2024	3271.80
Yinelda Dorta	Charges for Apt C1 Motel Stay Mold Remediation	2021	2872.80
Oriental Trading	BBQ Supplies	2064	173.42
<b>Subtotals Adminstration Other:</b>			<b>7,857.42</b>
<b>Administration Supplies &amp; Materials</b>			
Staples	Office Supplies	2077	113.63
WB Mason	Office Supplies	2081	158.75
<b>Subtotals Administration Supplies &amp; Materials:</b>			<b>272.38</b>
<b>Petty Cash</b>			
Petty Cash	Replenish Petty Cash	2023	325.74
Petty Cash	Replenish Petty Cash	2022	468.88
Petty Cash - General	Replenish Petty Cash	2067	422.93
<b>Subtotals Petty Cash:</b>			<b>1,217.55</b>
<b>Health Benefits Coverage</b>			
Delta Dental	Dental Insurance	2044	301.99
BCS Vision	Vision Insurance	2030	32.94
William Cottman	Insurance Payment April, May June 2016	2043	314.70
<b>Subtotals Health Benefits Coverage:</b>			<b>649.63</b>

<b>Maintenance Contracts</b>			
Ansercomm	Answering Service	2028	198.2
CMCMUA	Trash Removal	2063	44.69
Cintas	Cleaning Supplies	2083	755.86
Cintas	Maintenance Shirts	2038	593.23
Coastal Enviromental	Mold Test Apt C1	2047	495.00
Ehrlich	Monthly Treatments	2046	1,719.00
Mitchell Nichols Enterprises	Landscaping & Weeding June	2061	4,963.76
Mitchell Nichols Enterprises	Dumpster Rental and Disposal Fees	2089	748.67
Riggins	Gas	2073	73.61
			<b>9,592.02</b>

<b>Maintenance Sevice Calls</b>			
Cintas Fire Protection	Fire Alarm Repair	2039	4,640.04
Falasca Contractors	Repair to Roof HVAC	2049	627.96
GE Mechanical	HVAC Repair	2084	2,071.42
GE Mechanical	Boiler Repair	2050	2,080.00
Marlee Contractors	HVAC Repair	2059	2,077.08
SimplexGrinell	Fire Alarm Repair	2075	949.75
<b>Subtotals Maintenance Service Calls:</b>			<b>12,446.25</b>

<b>Maintenance Parts/Materials &amp; Supplies</b>			
Ace Plumbing and Heating	Maintenance Supplies	2027	38.70
Billows	Maintenance Supplies	2031	106.20
Cape 47 Lumber	Maintenance Supplies	2036	272.72
Grove Supply	Maintenance Supplies	2051	71.90
Home Depot	Maintenance Supplies	2045	172.35
HD Supply	Maintenance Supplies	2085	801.19
Johnstone Supply	Maintenance Supplies	2055	232.32
Paramount Chemical	Maintenance Supplies	2065	97.95
<b>Subtotals Maintenance Parts/Materials &amp; Supplies:</b>			<b>1,793.33</b>

<b>Security Deposit Refunds</b>			
Michael Green	Apt F9 Security Deposit Refund	2025	100.00
Pauline Robinson	Apt 302 Security Deposit Refund	2026	382.38
<b>Subtotals Security Deposit:</b>			<b>482.38</b>

<b>Security Deposits (Escrow Account)</b>			
Crest Savings Bank	Deposit Security Deposit New Escrow Acct.		
<b>Subtotals Security Deposits (Escrow Account):</b>			<b>0.00</b>

**Regular Operating Expenditures Total:** **99,219.52**

<b>Security Deposits Withdrawal (Crest Savings Escrow Account)</b>			
General Fund	Security Deposit Withdrawal	Transfer	629.64
<b>Subtotals Security Deposits Withdrawal (Bank Of America Escrow Account):</b>			<b>629.64</b>

<b>Interim Operating Expenditures</b>			
No expenses at this time			0.00
<b>Subtotals Interim:</b>			<b>0.00</b>

<b>Summary Totals</b>	Regular Operating Expenditures Total	99,219.52
	Security Deposits Withdrawal Expenditures Total	629.64
	<b>Grand Total Resolution # 2016-36</b>	<b>99,849.16</b>

NOW THEREFORE BE IT RESOLVED that the Secretary/Treasurer is hereby authorized to pay the June-July 2016 monthly bills that are presented to the Board of Commissioners for Consideration on this date

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 July 27, 2016 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**

**Resolution #2016-37**

**Regular Monthly Capital Fund Program, Electronic Transfers & Congregate Expenses**

WHEREAS, the Housing Authority of the city of Wildwood incurred various financial obligations since the last meeting; and it is the desire of the commissioners of said Authority to have their obligations kept current; and

WHEREAS, The Board of Commissioners have read and reviewed the itemized list of incurred Capital Fund Prog. Grant exp ttl \$11,268.85 Elec. Transfers exp ttl \$7,878.30; Congregate Services Prog. expenses totalling \$ 0.00 as listed and recommended for payment:

<b>Capital Fund Program (CFP) Expenditures</b>			
Edgemills Remodeling	Tub Liner	2079	1550.00
HD Supply	Door Knobs Sandman Towers	2052	4359.00
Johnstone	HVAC Units Sandman Towers	2087	4035.00
Paramount Chemical	Appliances	2090	1324.85
<b>Subtotals Capital Fund Program (CFP) Expenditures:</b>			
<b>Capital Fund Program Operating Expenditures Total:</b>			<b>11,268.85</b>
<b>Electronic Transfers</b>			
Aflac	Additional Employee Insurance	Elec. Transfer	108.68
State of NJ Division of Pension & Benefits	DCRP	Elec. Transfer	47.43
State of NJ Division of Pension & Benefits	Pension June 2016	Elec. Transfer	1,623.12
State of NJ Division of Pension & Benefits	Health Benefits Coverage June 2016	Elec. Transfer	6,099.07
State of NJ Division of Pension & Benefits	Cottman & Evans Health Benefits	Elec. Transfer	0.00
<b>Subtotals Electronic Transfers:</b>			<b>7,878.30</b>
<b>Electronic Transfer Operating Expenditures Total:</b>			<b>7,878.30</b>
<b>Congregate Services Program (CSP)</b>			
No Expenditures			0.00
<b>Congregate Services Program (CSP) Total:</b>			<b>0.00</b>
<b>Congregate Services Program Operating Expenditures Total:</b>			<b>0.00</b>
	CFP Expenditures Total		11,268.85
	Electronic Transfer Expenditures Total		8,918.14
	Congregate Expenditures Total		0.00
	<b>Grand Total Resolution # 2016-37</b>		<b>20,186.99</b>

NOW THEREFORE BE IT RESOLVED that the Secretary/Treasurer is hereby authorized to pay the June-July 2016 monthly bills that are presented to the Board of Commissioners for consideration on this date

ADOPTED:

\_\_\_\_\_  
Ronald Harwood, Chairperson

\_\_\_\_\_  
Juanita Jones, Vice Chairperson

\_\_\_\_\_  
Patricia Campbell, Commissioner

\_\_\_\_\_  
Sandi Harris, Commissioner

\_\_\_\_\_  
Sue Maxwell, Commissioner

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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

Resolution 2016-38

A RESOLUTION AUTHORIZING A COLLECTIVE BARGAINING AGREEMENT OF 3% FOR THE  
COST OF LIVING ADJUSTMENT FOR EMPLOYEES OF THE WILDWOOD HOUSING AUTHORITY  
EMPLOYEES FOR 2016

**WHEREAS**, the Housing Authority of the City of Wildwood, a public body created and organized pursuant to and in accordance with the provisions of the laws of the State of New Jersey, desires to under the Collective Bargaining Agreement for 2016 to allocate funding, in an amount of 3% for each employee, for the purpose of an employee pay increase; and;

**WHEREAS**, a 3% increase will be included in the 2016 budget; and;

**NOW THEREFORE BE IT RESOLVED**, that the WHA Executive Director is hereby authorized by the Board of Commissioners to give a 3% cost of living pay adjustment to the Wildwood Housing Authority employees that will be effective beginning April 1, 2016 for the year 2016.

ADOPTED:

\_\_\_\_\_  
Ronald Harwood, Chairperson

\_\_\_\_\_  
Juanita Jones, Vice Chairperson

\_\_\_\_\_  
Patricia Campbell, Commissioner

\_\_\_\_\_  
Sandi Harris, Commissioner

\_\_\_\_\_  
Sue Maxwell, Commissioner

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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

Resolution 2016-39

A RESOLUTION APPROVING A CONTRACT AWARD FOR  
ELECTRICAL SERVICES FOR THE WILDWOOD HOUSING AUTHORITY

**WHEREAS**, the Housing Authority of the City of Wildwood, a Public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey desires to award a contract for Electrical Services

**WHEREAS**, the Housing Authority of the City of Wildwood has properly advertised as required by the New Jersey Public Law in soliciting a Request for Proposal (RFP) for Electrical Services; and

**WHEREAS**, the Housing Authority of the City of Wildwood Executive Director has received two (2) bid proposals and reviewed all responses to the RFP; and

**WHEREAS**, the Housing Authority of the City of Wildwood Executive Director has determined that G.M.H. Associates of Trenton, New Jersey submitted the most responsible and responsive bid in the amount of \$162.75 an hour;

**NOW THEREFORE BE IT RESOLVED**, that the Secretary/Treasurer is hereby authorized by the Board of Commissioners to enter into and execute a contract for Electrical Services with G.M.H. Associates from August 1, 2016 to July 31, 2017, with a possible 1-year extension option.

ADOPTED:

\_\_\_\_\_  
Ronald Harwood, Chairperson

\_\_\_\_\_  
Juanita Jones, Vice Chairperson

\_\_\_\_\_  
Patricia Campbell, Commissioner

\_\_\_\_\_  
Sandi Harris, Commissioner

\_\_\_\_\_  
Sue Maxwell, Commissioner

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Motion By: \_\_\_\_\_ ;2nd by \_\_\_\_\_

Ayes:

Nays:

Abstain:

Absent:

ATTEST: \_\_\_\_\_  
Paul Dice, Board Secretary