

Housing Authority of the City of Wildwood

Resolution #2016-46

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 \$126,079.03 Security Deposits Withdrawal (Crest Savings Bank Escrow Account) expenses totaling \$ 315.39; as listed and recommended for payment:

Regular Operating Expenditures			
Utilities		CK #	Amount
Atlantic City Electric	Electric Utility Bill	2280	15,441.81
Atlantic City Electric	Resident Utility Allowance Apt C7	2229	64.00
Atlantic City Electric	Resident Utility Allowance Apt F1	2289	13.00
City of Wildwood-Sewer	Sewer usage	2223	20,632.52
City of Wildwood- Taxes	Tax Bill CompleteCare	2267	3,471.85
City of Wildwood-Water	Water Consumption	2279	7,895.75
South Jersey Gas	Sandman Towers Gas	2276	1,867.31
South Jersey Gas	Maintenance Shop Gas	2288	32.08
Verizon Phone Service	Telephone Utility Bill	2266	470.89
Verizon Phone Service	Long Distance Telephone Utility Bill	2257	95.54
Subtotals Utilities:			49,984.75
Legal, Accounting & Consulting			
Polcari and Co	Accounting Services	2269	2500.00
MMPF	Construction Documents for Sandman Offices	2261	9858.21
Robinson & Robinson	General Legal Matters	2251	91.00
Robinson & Robinson	Legal Landlord/Tenant	2278	416.00
Robinson & Robinson	September 2016 Board Meeting	2232	507.00
Subtotals Legal, Accounting & Consulting:			13,372.21
Insurance/Registration/Subscriptions & Fees			
NJ LHARA	Sue Maxwell Training	2222	684.00
Press of Atlantic City	Legal Ad for Office Restoration	2270	153.00
Subtotals Insurance/Registration/Subscriptions & Fees:			837.00
Administration Service Contracts			
Comcast Cable	Cable Modem, Internet Service/IP Address & Cable TV	2237	161.14
Coastal Enviromental	Air Quality Test Apt A7 & 904 & B8	2247	1,225.00
DNS Solutions	Entry Phone Upgrade	2243	2,300.00
FedEx	Posatge	2249	57.91
First Advantage	Background Checks	2256	297.50
Innovative Business Solutions	Computer Back Up	254	102.00
Kyocera Copier	Copier Lease Contract	2238	175.61
Lupton Enterprises	IT Consultant	2258	1,282.50
Millville Housing Authority	Executive Director Services	2259	6,800.00
Millville Housing Authority	Additional Expenses	2290	4,150.10
Millville Housing Authority	I.T. Services	2285	1,018.95
Paychex	Payroll Services	2264	462.09
Pitney Bowes	Postage Machine Contract	2268	54.00
U.S. Security Associates	Security Guard	2273	2,905.28
Verizon Wireless	Cell Phone Bill	2234	343.92
Subtotals Administration Service Contracts:			21,336.00
Administration Other			
Avalon Golf Club	Deposit for Christmas Party	2294	100.00
Subtotals Adminstration Other:			100.00
Administration Supplies & Materials			
Staples Advantage	Office Supplies	2277	411.14
Subtotals Administration Supplies & Materials:			411.14
Petty Cash			
Petty Cash	Replenish Petty Cash	2224	448.75
Petty Cash	Replenish Petty Cash	2225	419.62
Petty Cash	Replenish Petty Cash	2265	230.96
Subtotals Petty Cash:			1,099.33
Health Benefits Coverage			
Delta Dental	Dental Insurance	2241	301.99
BCS Vision	Vision Insurance	2230	32.94
William Cottman	Medical Insurance	2239	314.70
Subtotals Health Benefits Coverage:			649.63
Maintenance Contracts			
Ansercomm	Answering Service	2228	222.71

CMCMUA	Bulk Trash Removal	2262	71.70
Cintas	Cleaning Supplies	2235	620.40
EarthTech	Trash Removal	2244	719.96
Ehrlich	Bed Bug Treatments	2245	464.34
Ehrlich	Monthly Treatments	2282	1,333.00
Mitchell Nichols Enterprises	Landscaping & Weeding & New Mulch	2260	4,963.76
Riggins Gas	Gas for Vehicles	2272	62.15
Reel Fire Protection	Fire Extinguisher Hooks	2271	22.75
Subtotals Maintenance Contracts:			8,480.77
Maintenance Service Calls			
Cintas Fire Protection	Fire Alarm Repair	2236	5,950.94
GE Mechanical	HVAC Repair	2283	1,448.54
GE Mechanical	Boiler Repair	2250	943.41
GE Mechanical	Elevator Room A/C Repair	2289	3,803.00
GMH Associates	Electrical Repairs	2293	5,964.12
Falasca	HVAC Repair	2248	587.50
Thyssenkrup	Elevator Repair	2246	544.49
Subtotals Maintenance Service Calls:			19,242.00
Maintenance Parts/Materials & Supplies			
Billows	Maintenance Supplies	2231	673.33
Cape 47 Lumber	Maintenance Supplies	2233	169.10
Grove Supply	Maintenance Supplies	2252	77.80
HD Supply	Maintenance Supplies	2253	719.28
Home Depot	Maintenance Supplies	2242	2961.99
Home Depot	Maintenance Supplies	2281	2205.34
JAD Corp	Maintenance Supplies	2255	734.89
Mitchell Nichols	Dumpster Rental and Disposal Fee	2286	484.94
Paramount Chemical	Maintenance Supplies	2287	443.83
Worldwide Window	Maintenance Supplies	2274	684.81
Subtotals Maintenance Parts/Materials & Supplies:			9,155.31
Security Deposit Refunds			
William Isaac	Apt 605 Refund	2226	100.13
John Bevans	Apt 1008 Refund	2227	179.76
Subtotals Security Deposit:			279.89
Security Deposits (Escrow Account)			
Crest Savings Bank	Deposit Security Deposit New Escrow Acct.	2240	1,131.00
Subtotals Security Deposits (Escrow Account):			1,131.00
Regular Operating Expenditures Total:			126,079.03
Security Deposits Withdrawal (Crest Savings Escrow Account)			
General Fund	Security Deposit Withdrawal	Transfer	315.39
Subtotals Security Deposits Withdrawal (Bank Of America Escrow Account):			315.39
Interim Operating Expenditures			
No expenses at this time			0.00
Subtotals Interim:			0.00
Summary Totals		Regular Operating Expenditures Total	126,079.03
		Security Deposits Withdrawal Expenditures Total	315.39
		Grand Total Resolution # 2016-46	126,394.42

NOW THEREFORE BE IT RESOLVED that the Secretary/Treasurer is hereby authorized to pay the October 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 October 26, 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 #2016-47

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 \$5,513.15 Elec. Transfers exp ttl \$7,932.88; Congregate Services Prog. expenses totalling \$ 5598.40 as listed and recommended for payment:

Capital Fund Program (CFP) Expenditures			
HD Supply	Heat pumps Sandman Towers	2284	3970.00
Paramount Chemical	Appliances	2263	1485.00
Sherwin Williams	Paining supplies	2275	58.15
Subtotals Capital Fund Program (CFP) Expenditures:			
Capital Fund Program Operating Expenditures Total:			5,513.15
Electronic Transfers			
Aflac	Additional Employee Insurance	Elec. Transfer	108.68
State of NJ Division of Pension & Benefits	DCRP	Elec. Transfer	90.93
State of NJ Division of Pension & Benefits	Pension September 2016	Elec. Transfer	2,072.85
State of NJ Division of Pension & Benefits	Health Benefits Coverage September 2016	Elec. Transfer	1,740.59
State of NJ Division of Pension & Benefits	Cottman & Evans Health Benefits	Elec. Transfer	3,919.83
Subtotals Electronic Transfers:			7,932.88
Electronic Transfer Operating Expenditures Total:			7,932.88
Congregate Services Program (CSP)			
Caring Inc	State Grant Money	249	5408.00
GE Mechanical	CSP Dining Room Refrigerator Repair	250	190.40
Congregate Services Program (CSP) Total:			5,598.40
Congregate Services Program Operating Expenditures Total:			5,598.40
		CFP Expenditures Total	5,513.15
		Electronic Transfer Expenditures Total	8,918.14
		Congregate Expenditures Total	5,598.40
		Grand Total Resolution # 2016-47	20,029.69

NOW THEREFORE BE IT RESOLVED that the Secretary/Treasurer is hereby authorized to pay the October 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 October 26, 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
County of Cape May
State of New Jersey**

Resolution 2016-48

A RESOLUTION APPROVING TO EXTEND AN INTER-LOCAL SERVICES AGREEMENT FOR EXECUTIVE DIRECTOR SERVICES BY AND BETWEEN THE HOUSING AUTHORITY OF THE CITY OF WILDWOOD AND THE HOUSING AUTHORITY OF THE CITY OF MILLVILLE

WHEREAS, the Housing Authority of the City of Wildwood *hereinafter* WHA, a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey, has entered into an INTER-LOCAL AGREEMENT with the Housing Authority of the City of Millville dated November 28, 2012 for Executor Director management services; and

WHEREAS, the WHA desires to continue retaining the services of the Millville Housing Authority Executive Director – Paul F. Dice – to serve as the Executive Director of the WHA via an existing Inter-local Services Agreement (Agreement);

WHEREAS, the WHA seeks to continue the shared services afforded it by the MHA through the existing Agreement which terminates on 12/18/16;

WHEREAS, said extension of said Agreement shall be for two-year period commencing on 12/19/16 and ending on 12/18/18;

WHEREAS, the cost of the extension Agreement for the period 12/19/16 to 12/18/17 shall be \$84,048/yr. payable in twelve equal payments of \$7,004/month.

WHEREAS, the two-year extension Agreement shall have a re-opener provision on 12/18/17 for the purpose of negotiating contract rate only. All other terms and conditions shall remain the same.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Wildwood hereby authorize to enter into a two-year extension of the existing Inter-local Service agreement with the MHA from 12/19/16 through 12/18/18.

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 October 26, 2016 at 3700 New Jersey Avenue, Wildwood, New Jersey 08260.

Motion by: _____ 2nd by: _____

Ayes:

Nays:

Abstain:

Absent:

ATTEST: _____

Paul F. Dice, Board Secretary

**ADDENDUM TO THE INTER-LOCAL SERVICES AGREEMENT
FOR EXECUTIVE DIRECTOR AND MANAGEMENT SERVICES
BY AND BETWEEN
THE HOUSING AUTHORITY OF THE CITY OF WILDWOOD4
AND
THE HOUSING AUTHORITY OF THE CITY OF MILLVILLE**

This addendum to the Inter-local Services Agreement in effect for 12/19/14 through 12/18/16 is made on the 26th day of October, 2016 by and between the Housing Authority of the City of Wildwood (hereinafter WHA) and the Housing Authority of the City of Millville (hereinafter MHA).

PREAMBLE:

Whereas the WHA wishes to continue having the MHA provide management services for two years starting 12/19/16.

NOW, THEREFORE, the parties agree as follows:

1. AGREEMENT TO PROVIDE EXECUTIVE DIRECTOR MANAGEMENT AND SHARED SERVICES – MHA hereby agrees that it shall continue to provide management services for the WHA in accordance with all of the terms and conditions of Inter-local Services Agreement in effect between the WHA and MHA with the exception of compensation. WHA agrees that the annual contract rate for the period 12/19/16 to 12/18/18 shall be \$84,048. This is a 3% increase over the expiring contract rate of \$81,600. WHA shall compensate the MHA in 12 equal monthly payments of \$7,004 (\$84,048/12).
2. For the period 12/19/17 to 12/18/18 there shall be a contract re-opener for the purposes of negotiating annual compensation. All other terms and conditions shall remain the same.

ATTEST:

Housing Authority of the City of Wildwood

By: _____

Chairperson

Housing Authority of the City of Millville

By: _____

Chairperson