

**Housing Authority of the City of Wildwood**

**Resolution #2016-49**

**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 \$ 50,277.79 Security Deposits Withdrawal (Crest Savings Bank Escrow Account) expenses totaling \$ 315.39; 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		0.00
South Jersey Gas	Sandman Towers Gas	2333	1,942.69
South Jersey Gas	Maintenance Shop Gas	2341	53.36
Verizon Phone Service	Telephone Utility Bill	2310	553.22
Verizon Phone Service	Long Distance Telephone Utility Bill	2319	97.20
<b>Subtotals Utilities:</b>			<b>2,646.47</b>
<b>Legal, Accounting &amp; Consulting</b>			
Polcari and Co	Accounting Services	2329	2500.00
Robinson & Robinson	General Legal Matters	2317	52.00
Robinson & Robinson	Legal Landlord/Tenant	2335	729.00
Robinson & Robinson	September 2016 Board Meeting	2301	494.00
<b>Subtotals Legal, Accounting &amp; Consulting:</b>			<b>3,775.00</b>
<b>Insurance/Registration/Subscriptions &amp; Fees</b>			
Press of Atlantic City	Legal Ad for Office Restoration	2330	148.92
<b>Subtotals Insurance/Registration/Subscriptions &amp; Fees:</b>			<b>148.92</b>
<b>Administration Service Contracts</b>			
Comcast Cable	Cable Modem, Internet Service/IP Address & Cable TV	2305	161.14
DNS Solutions	Camera Installation	2310	533.75
FedEx	Posatge	2315	65.85
Innovative Business Solutions	Computer Back Up	2319	102.00
Kyocera Copier	Copier Lease Contract	2306	175.61
Millville Housing Authority	Executive Director Services	2339	6,800.00
Millville Housing Authority	I.T. Services	2322	1,018.95
Paychex	Payroll Services	2325	452.84
Pitney Bowes	Postage Machine Contract	2328	54.00
U.S. Security Associates	Security Guard	2331	1,750.95
Verizon Wireless	Cell Phone Bill	2303	293.61
<b>Subtotals Administration Service Contracts:</b>			<b>11,408.70</b>
<b>Administration Other</b>			
Acme	Cakes and Sodas for Halloween Party	2296	69.94
Bills Corner Deli	Hoagies for Party	2300	165.00
<b>Subtotals Administration Other:</b>			<b>234.94</b>
<b>Administration Supplies &amp; Materials</b>			
WB Mason	Office Supplies	2336	315.14
<b>Subtotals Administration Supplies &amp; Materials:</b>			<b>315.14</b>
<b>Petty Cash</b>			
Petty Cash	Replenish Petty Cash	2326	463.99
<b>Subtotals Petty Cash:</b>			<b>463.99</b>
<b>Health Benefits Coverage</b>			
Delta Dental	Dental Insurance	2308	301.99
BCS Vision	Vision Insurance	2298	32.94
<b>Subtotals Health Benefits Coverage:</b>			<b>334.93</b>
<b>Maintenance Contracts</b>			
Ansercomm	Answering Service	2297	200.28
Cintas	Fire Alarm Inspection	2337	8724.34
Cintas	Cleaning Supplies	2304	253.68
Cintas	Blood Pathogen and First Aid Box	2321	623.72
EarthTech	Trash Removal	2312	321.88
Ehrlich	K9 Bed Bug Inspection	2338	1100.00
Ehrlich	Bed Bug Treatments	2342	2600.00
Ehrlich	Monthly Treatments	2313	1,333.00
Mitchell Nichols Enterprises	Landscaping & Weeding	2340	4,231.25
Service Master	Mold Remediation	2334	6,524.12
<b>Subtotal Maintenance Contracts:</b>			<b>25,912.27</b>

<b>Maintenance Service Calls</b>			
Drain Dr	Clogged Drain	2311	265.00
GE Mechanical	HVAC Repair	2316	1,816.11
Thyssenkrup	Elevator Repair	2314	544.49
<b>Subtotals Maintenance Service Calls:</b>			<b>2,625.60</b>
<b>Maintenance Parts/Materials &amp; Supplies</b>			
Ace Plumbing	Maintenance Supplies	2295	127.74
Billows	Maintenance Supplies	2299	132.32
Cape 47 Lumber	Maintenance Supplies	2302	222.05
Grove Supply	Maintenance Supplies	2318	261.97
Home Depot	Maintenance Supplies	2309	539.52
Mitchell Nichols	Dumpster Rental and Disposal Fee	2323	412.43
Paramount Chemical	Maintenance Supplies	2324	370.80
<b>Subtotals Maintenance Parts/Materials &amp; Supplies:</b>			<b>2,066.83</b>
<b>Security Deposit Refunds</b>			
No Expenditures			0.00
<b>Subtotals Security Deposit:</b>			<b>0.00</b>
<b>Security Deposits (Escrow Account)</b>			
John Ricker	Deposit Security Deposit New Escrow Acct.	2343	180.25
<b>Subtotals Security Deposits (Escrow Account):</b>			<b>180.25</b>
<b>Regular Operating Expenditures Total:</b>			<b>50,113.04</b>
<b>Security Deposits Withdrawal (Crest Savings Escrow Account)</b>			
General Fund	Security Deposit Withdrawal	Transfer	315.39
<b>Subtotals Security Deposits Withdrawal (Bank Of America Escrow Account):</b>			<b>315.39</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	50,113.04
		Security Deposits Withdrawal Expenditures Total	315.39
		<b>Grand Total Resolution # 2016-49</b>	<b>50,428.43</b>

NOW THEREFORE BE IT RESOLVED that the Secretary/Treasurer is hereby authorized to pay the November 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 November 16, 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 #2016-50**  
**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 \$760.79 Security Deposits Withdrawal (Crest Savings Bank Escrow Account) expenses totaling \$ 315.39; as listed and recommended for payment:

<b>Capital Fund Program (CFP) Expenditures</b>			
Sherwin Williams	Paining supplies	2332	760.79
<b>Subtotals Capital Fund Program (CFP) Expenditures:</b>			
<b>Electronic Transfers</b>			
Aflac	Additional Employee Insurance	Elec. Transfer	108.68
State of NJ Division of Pension & Benefits	DCRP	Elec. Transfer	61.20
State of NJ Division of Pension & Benefits	Pension October 2016	Elec. Transfer	169.88
State of NJ Division of Pension & Benefits	Health Benefits Coverage October 2016	Elec. Transfer	1,740.59
State of NJ Division of Pension & Benefits	Cottman & Evans Health Benefits	Elec. Transfer	3,919.83
<b>Subtotals Electronic Transfers:</b>			<b>6,000.18</b>
<b>Electronic Transfer Operating Expenditures Total:</b>			<b>6,000.18</b>
<b>Congregate Services Program (CSP)</b>			
Caring Inc	Grant July thru September 2016	251	33656.00
<b>Congregate Services Program (CSP) Total:</b>			<b>33,656.00</b>
<b>Congregate Services Program Operating Expenditures Total:</b>			<b>33,656.00</b>
CFP Expenditures Total			#REF!
Electronic Transfer Expenditures Total			8,918.14
Congregate Expenditures Total			33,656.00
Grand Total Resolution # 2016-50			#REF!

NOW THEREFORE BE IT RESOLVED that the Secretary/Treasurer is hereby authorized to pay the November 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 November 16, 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 2016-51

A RESOLUTION APPROVING APPOINTING A  
CHAIRPERSON 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, must fill a Chairperson position;

**WHEREAS**, the Authority currently consists of five members of the Board of Commissioners;

**NOW THEREFORE BE IT RESOLVED**, that the Secretary/Treasurer is hereby approved that the Board of Commissioners shall appoint \_\_\_\_\_ as Chairperson for the Board of Commissioners of the Authority.

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 November 16, 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 2016-52

A RESOLUTION APPROVING APPOINTING A  
VICE-CHAIRPERSON 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, must fill a Vice Chairperson position;

**WHEREAS**, the Authority currently consists of five members of the Board of Commissioners;

**NOW THEREFORE BE IT RESOLVED**, that the Secretary/Treasurer is hereby approved that the Board of Commissioners shall appoint \_\_\_\_\_ as Vice-Chairperson for the Board of Commissioners of the Authority.

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 November 16, 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 2016-53

A RESOLUTION APPROVING SOLICITOR 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 seeks the services of a solicitor; and

**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 legal services; and

**WHEREAS**, the Housing Authority of the City of Wildwood Executive Director has received one (1) bid proposals and reviewed all responses to the RFP; and

**WHEREAS**, the Housing Authority of the City of Wildwood Executive Director has determined that Robinson & Robinson, submitted the lowest responsible bid for General Counsel and Landlord/Tenant; \$125.00 per hour

**NOW THEREFORE BE IT RESOLVED**, that the Secretary/Treasurer is hereby authorized by the Board of Commissioners to enter and execute a contract for legal services with Robinson & Robinson, for calendar year 2017 at a rate of \$125/hr.

ADOPTED:

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

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

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

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

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Sue Maxwell, Commissioner

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

Ayes:

Nays:

Abstain:

Absent:

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