

**Housing Authority of the City of Wildwood**

**Resolution #2016-54**

**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 \$68,437.81 Security Deposits Withdrawal (Crest Savings Bank Escrow Account) expenses totaling \$ 685.94; 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		
Atlantic City Electric	Tenant Utility Allowance Apt C7	2351	64.00
South Jersey Gas	Sandman Towers Gas		
South Jersey Gas	Maintenance Shop Gas		
Verizon Phone Service	Telephone Utility Bill		
Verizon Phone Service	Long Distance Telephone Utility Bill	2373	96.16
<b>Subtotals Utilities:</b>			<b>160.16</b>
<b>Legal, Accounting &amp; Consulting</b>			
MMPF	Architectural Consultants	2375	5420.00
Robinson & Robinson	General Legal Matters		
Robinson & Robinson	Legal Landlord/Tenant		
Robinson & Robinson	September 2016 Board Meeting		
<b>Subtotals Legal, Accounting &amp; Consulting:</b>			<b>5,420.00</b>
<b>Insurance/Registration/Subscriptions &amp; Fees</b>			
Press of Atlantic City	Legal Ad	2381	601.80
<b>Subtotals Insurance/Registration/Subscriptions &amp; Fees:</b>			<b>601.80</b>
<b>Administration Service Contracts</b>			
Comcast Cable	Cable Modem, Internet Service/IP Address & Cable TV	2357	161.14
DNS Solutions	Camera Installation	2364	2,407.50
Fabbri	Office Renovations	2367	47,847.22
Innovative Business Solutions	Computer Back Up		
Kyocera Copier	Copier Lease Contract	2360	175.61
First Advantage	Background Checks	2372	210.00
Millville Housing Authority	Executive Director Services		
Millville Housing Authority	Additional Expenses		
Millville Housing Authority	I.T. Services		
Paychex	Payroll Services	2378	501.84
Pitney Bowes	Postage Machine Contract	2380	54.00
Verizon Wireless	Cell Phone Bill	2357	377.72
<b>Subtotals Administration Service Contracts:</b>			<b>51,735.03</b>
<b>Administration Other</b>			
Employee Data Forms	Employee 2017 Attendance Calendars	2367	23.00
Richard Olarsch	Employee Drug Testing	2376	90.00
<b>Subtotals Administration Other:</b>			<b>113.00</b>
<b>Administration Supplies &amp; Materials</b>			
Staples	Office Supplies	2383	124.51
<b>Subtotals Administration Supplies &amp; Materials:</b>			<b>124.51</b>
<b>Petty Cash</b>			
Petty Cash	Replenish Petty Cash	2379	334.95
<b>Subtotals Petty Cash:</b>			<b>334.95</b>
<b>Health Benefits Coverage</b>			
Delta Dental	Dental Insurance	2362	301.99
BCS Vision	Vision Insurance	2352	32.94
<b>Subtotals Health Benefits Coverage:</b>			<b>334.93</b>
<b>Maintenance Contracts</b>			
Ansercomm	Answering Service	2350	217.90
Beasam	Entry Door Repair Sandman	2353	652.08
Cintas	Cleaning Supplies	2358	383.20
EarthTech	Additional Trash Removal	2365	719.96
EarthTech	Dumpster Fees	2384	283.54
Ehrlich	Bed Bug Treatments	2366	2600.00
Ehrlich	Monthly Treatments		
<b>Subtotal Maintenance Contracts:</b>			<b>4,856.68</b>
<b>Maintenance Service Calls</b>			

Falasca	Drain Repair	2369	500.00
GMH Associates	Electrical Repairs	2370	1,050.64
<b>Subtotals Maintenance Service Calls:</b>			<b>1,550.64</b>
<b>Maintenance Parts/Materials &amp; Supplies</b>			
Ace Plumbing	Maintenance Supplies	2349	97.44
Billows	Maintenance Supplies	2354	374.60
Cape 47 Lumber	Maintenance Supplies	2355	120.55
Home Depot	Maintenance Supplies	2363	451.80
HD Supply	Maintenance Supplies	2385	272.99
Paramount Chemical	Maintenance Supplies	2377	342.18
<b>Subtotals Maintenance Parts/Materials &amp; Supplies:</b>			<b>1,659.56</b>
<b>Security Deposit Refunds</b>			
Caring Inc	Apt 605 Security Deposit Refund	2356	481.00
Aurea Caban	Apt C3 Security Deposit Refund	2348	405.55
<b>Subtotals Security Deposit:</b>			<b>886.55</b>
<b>Security Deposits (Escrow Account)</b>			
Crest Savings Bank	Deposit Security Deposit New Escrow Acct.	2356	660.00
<b>Subtotals Security Deposits (Escrow Account):</b>			<b>660.00</b>
<b>Regular Operating Expenditures Total:</b>			<b>68,437.81</b>
<b>Security Deposits Withdrawal (Crest Savings Escrow Account)</b>			
General Fund	Security Deposit Withdrawal	Transfer	685.94
<b>Subtotals Security Deposits Withdrawal (Bank Of America Escrow Account):</b>			<b>685.94</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	68,437.81
		Security Deposits Withdrawal Expenditures Total	685.94
		<b>Grand Total Resolution # 2016-54</b>	<b>69,123.75</b>

NOW THEREFORE BE IT RESOLVED that the Secretary/Treasurer is hereby authorized to pay the December 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 December 07, 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 #2016-55**

**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 regular operating expenses totaling \$68,437.81 Security Deposits Withdrawal (Crest Savings Bank Escrow Account) expenses totaling \$ 685.94; as listed and recommended for payment:

<b>Capital Fund Program (CFP) Expenditures</b>			
HD Supply	Floor Cleaning Machine	2371	4189.10
Paramount Chemical	Appliances	2386	795.15
Sherwin Williams	Paining supplies	2382	1447.72
<b>Subtotals Capital Fund Program (CFP) Expenditures:</b>			<b>6,431.97</b>
<b>Capital Fund Program Operating Expenditures Total:</b>			<b>6,431.97</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	2,260.38
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>8,090.68</b>
<b>Electronic Transfer Operating Expenditures Total:</b>			<b>8,090.68</b>
<b>Congregate Services Program (CSP)</b>			
Caring Inc	Grant July thru September 2016		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	6,431.97
		Electronic Transfer Expenditures Total	8,918.14
		Congregate Expenditures Total	0.00
		<b>Grand Total Resolution # 2016-55</b>	<b>15,350.11</b>

NOW THEREFORE BE IT RESOLVED that the Secretary/Treasurer is hereby authorized to pay the December 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 December 07, 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 2016-56

A RESOLUTION APPOINTING A FUND COMMISSIONER FOR THE NEW JERSEY PUBLIC HOUSING  
AUTHORITY JOINT INSURANCE 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 is a Member of, and maintains insurance coverage through, the New Jersey Joint Insurance Fund (JIF); and

**WHEREAS**, the bylaws of said Joint Insurance Fund requires each member to appoint a fund commissioner to represent and serve as the member's representative; and

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Wildwood Housing Authority does hereby appoint Paul F. Dice to serve as its JIF Fund Commissioner Representative for Fund Year 2017.

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 December 07, 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