

MINUTES OF THE FEBRUARY 2017 MEETING OF THE WILDWOOD HOUSING AUTHORITY

A regular meeting of the Wildwood Housing Authority Board of Commissioners was held on Wednesday, February 22, 2017 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: Commissioner Patricia Campbell, Commissioner Sue Maxwell and Commissioner Sandi Harris were present, Vice Chairperson Juanita Jones was absent. Also present were Executive Director Paul Dice and Matthew J. Robinson WHA Solicitor.

EXECUTIVE DIRECTOR'S REPORT

For February 2017, the WHA posted a consolidated month-to-date loss of \$18,491 and year-to-date loss of \$18,455 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 2/22/2017:</u>
Sandman Towers:	100 %	0
Commissioners Court:	98 %	1

RECOMMENDED AGENCY PRIORITIES

1. Executive Director Paul Dice talked about ALP Proposal Joseph Dougherty Operations Manager proposed to Paul about raising client limit to 60, sell ALP license for \$1.00 & rate changes for client over 50.
2. Executive Director Paul Dice talk about change to the Local Preferences in ACOP, we seek to expand the definition of "Working" to include the following wording: Receiving New Jersey unemployment, New Jersey state disability or workers' compensation.
3. Executive Director Paul Dice talked about RFP for painting the exterior of Sandman Towers.
4. Executive Director Paul Dice talked about the WHA Dump Truck is no longer in working condition, bottom rotting out.

ADMINISTRATIVE REPORTS

1. Tracey Young Maintenance Team Leader talked about maintenance work REAC work orders being completed, painting the property pavement, Replacing Sandman Towers door locks, working on the steps and decks of Commissioners Court, new trash bins, the WHA Admin Office is almost finished.
2. Betsy Loyle, Director of Operations talked about receiving the Final Notice from HUD on the No Smoking Policy & ACOP Policy changes, meeting with the residents about upcoming ACOP changes. Tobacco Free coming back to talk with residents.
3. Mitch Moore, Chief Financial Officer talked about the Operating Subsidy, Capital Expenses & submitting the WHA Budget.

PUBLIC PORTION

- Barbara Gutterman Apt 1005 asked about Comcast for residents.
- Patricia Haralambopoulos Apt 709 stated that the Resident Council should have a ledger for money accountability.
- Sandra Stuart Apt 202 Could the residents receive free food from Wawa, asked what happened with the bread, also can they get a soda machine & vending machine.
- Ana Lopez Apt 603 asked about the phone system.
- Donald Georgia Apt 209 asked about medical marijuana & getting more than one key fob.
- Ana Lopez Apt 603 asked about the phone system.
- Donald Georgia Apt 209 asked about trash room doors.
- Sandra Stuart Apt 202 stated that the front doors do not close afterhours.

APPROVAL OF MINUTES & RESOLUTIONS

Chairperson Ronald Harwood asked for a motion of approval for the Wednesday, December 7, 2016 Meeting Minutes
Commissioner Harris made the motion and Commissioner Campbell seconded. All others present were in favor.

The monthly payables and resolutions were presented for approval at this time:

Resolution# 2017-01

Approving the Payment of Regular Bills

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2017-02

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

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2017-03

Approving WHA Commissioner Re-Appointment Resolution

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2017-04

Approving Reviewing Annual Audit for the Fiscal Year Ending 3/31/2016

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2017-05

Approving Contract Award for Auditing Services

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Campbell

Roll Call: Unanimous

Resolution# 2017-06

Approving Contract Award for Fee Accounting Services

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2017-07

Approving Contract Award for Architectural Services

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2017-08

Approval to enter into Professional Risk Management Services

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2017-09

Approving the Payment of Regular Bills

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Harris
Roll Call: Unanimous

Resolution# 2017-10 Approving the Capital Fund Program, Electronic Transfers &
Congregate Expenses Bills Payment
Roll Call Vote:
Motion: Commissioner Campbell
Second: Commissioner Harris
Roll Call: Unanimous

Resolution# 2017-11 Approval to ratify late introduction and submission of WHA Budget for FYE
Roll Call Vote:
Motion: Commissioner Campbell
Second: Commissioner Harris
Roll Call: Unanimous

Resolution# 2017-12 Approving award contract for Commissioners Courts Deck Upgrades
Roll Call Vote:
Motion: Commissioner Campbell
Second: Commissioner Harris
Roll Call: Unanimous

Resolution# 2017-13 Approving revisions to the ACOP - Waiting List Local preferences “Working”
Roll Call Vote:
Motion: Commissioner Harris
Second: Commissioner Campbell
Roll Call: Unanimous

Resolution# 2017-14 Approval to transfer ownership of the Assisted Living Program (ALP) license & Agreement
Amendment for Assisted Living Program Services between
Wildwood Housing Authority and Caring, Inc
Roll Call Vote:
Motion: Commissioner Campbell
Second: Commissioner Harris
Roll Call: Unanimous

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 6:20 pm Commissioner Campbell made the motion, Commissioner Harris seconded. All present were in favor.

Paul F. Dice
Board Secretary

Date