

**MINUTES OF THE NOVEMBER 2017 MEETING  
OF THE WILDWOOD HOUSING AUTHORITY**

A regular meeting of the Wildwood Housing Authority Board of Commissioners was held on Wednesday, November 15, 2017 at 3700 New Jersey Avenue, Wildwood, New Jersey 08260. The meeting convened at 5:05 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 Harwood, 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: Vice Chairperson Juanita Jones, Commissioner Patricia Campbell and Commissioner Sandi Harris were present. Commissioner Sue Maxwell was absent. Also present were Executive Director Paul Dice and Matthew J. Robinson WHA Solicitor.

**EXECUTIVE DIRECTOR’S REPORT**

For October 2017, the WHA posted a consolidated month-to-date loss of \$44,605 and year-to-date operating loss of \$45,366 for the fiscal year-to-date (04/1/17 to 3/31/18).

**UNIT OCCUPANCY**

	<u>Percentage</u>	<u>Actual vacancies as of 11/15/2017:</u>
Sandman Towers:	98 %	4(1 Leased up by 11/15/2017)
Commissioners Court:	98 %	2

**RECOMMENDED AGENCY PRIORITIES**

1. Paul Dice Executive Director gave an update on M&M situation.
2. Paul Dice Executive Director talked about Sandman Tower Window Screens. We would have to consider designing new window screens and frames, that would allow us to install screens from the inside.
3. Paul Dice Executive Director talked about Laundry/Storage Room Alarms in Commissioners Court. We are in the process of procuring the equipment needed to wire the system for local alarm notice only
4. Paul Dice Executive Director talked about Smoke Free Lease Addendum. We are implementing a new lease addendum effective 1/1/2018.
5. Paul Dice Executive Director gave an update on the Washers and Dryers, Equipment Marketers is reviewing our counter offer, 3 years at 60% commission.
6. Paul Dice Executive Director recommends the WHA moving to a new software system called PHA-Web.
7. Paul Dice Executive Director talked about the Shared Services Agreement. At this time given the current financial situation, I am waiving the option to open the contract. The contract rate will remain the same through December 2018.

**ADMINISTRATIVE REPORTS**

1. Yinelda Dorta Assistant Executive Director talked about Mold issues and recommendations on how to remediate the mold situations, and about having tenant meetings every few months to allow the residents to talk about any issues or questions they may have. Yinelda gave an update on vacancies and upcoming events for the tenants.
2. Kevin Timm talked more about the Fire Alarm in Commissioners Court.
3. Terry Oslar Lease Enforcement gave his lease enforcement report.
4. Cindy Numbers ALP Caring Inc Administrator gave an update on her participant census and upcoming events.

**PUBLIC PORTION**

- No Public Comments

## APPROVAL OF MINUTES & RESOLUTIONS

Chairperson Ronald Harwood asked for a motion of approval for the Wednesday, October 25, 2017 Meeting Minutes Commissioner Jones 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# 2017-53

Approving the Payment of Regular Bills

Roll Call Vote:

Motion: Commissioner Jones  
Second: Commissioner Campbell  
Roll Call: Unanimous

Resolution# 2017-54

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

Roll Call Vote:

Motion: Commissioner Campbell  
Second: Commissioner Harris  
Roll Call: Unanimous

Resolution# 2017-55

Approving Amendment to the Wildwood Housing Authority Current Tenant Lease

Roll Call Vote:

Motion: Commissioner Campbell  
Second: Commissioner Jones  
Roll Call: Unanimous

Resolution# 2017-56

Approving a new Property Management Software with PHA-Web

Roll Call Vote:

Motion: Commissioner Campbell  
Second: Commissioner Harris  
Roll Call: Unanimous

Resolution# 2017-57

Approving a lease agreement for Laundry Services for WHA

Roll Call Vote:

Motion: Commissioner Harris  
Second: Commissioner Campbell  
Roll Call: Unanimous

Resolution# 2017-58

Authorizing the Appointment of Ronald Harwood to the WHA Board of Commissioners as the Governors Appointee

Roll Call Vote:

Motion: Commissioner Jones  
Second: Commissioner Harris  
Roll Call: Unanimous

Chairperson Ronald Harwood asked if there was any old or new business. Juanita Jones Vice Chairperson talked about events being done with the High School students and residents such as bingo and paint parties.

Chairperson Ronald Harwood asked for a motion to adjourn the WHA public meeting at 5:43 pm Commissioner Harris made the motion, Commissioner Jones seconded. All present were in favor.

---

Paul F. Dice  
Board Secretary

---

Date