

Housing Authority of the City of Wildwood

Resolution #2017-01

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 \$234,806.72 Security Deposits Withdrawal (Crest Savings Bank Escrow Account) expenses totaling \$ 225.09; as listed and recommended for payment:

Regular Operating Expenditures			
Utilities		CK #	Amount
Atlantic City Electric	Electric Utility Bill	2477	16,505.59
Atlantic City Electric	Resident Utility Allowance Apt C7	2406	64.00
Atlantic City Electric	Resident Utility Allowance Apt C9	2475	4.00
Atlantic City Electric	Resident Utility Allowance Apt E2	2467	129.00
Atlantic City Electric	Resident Utility Bill for Mold Remediation Apt B8	2474	201.24
City of Wildwood-Water	Water Utility	2464	6,646.35
City of Wildwood-Taxes	1st QTR taxes CompleteCare	2449	3,417.45
South Jersey Gas	Sandman Towers Gas	2472	2,175.02
South Jersey Gas	Maintenance Shop Gas	2457	436.65
Verizon Phone Service	Telephone Utility Bill	2448	465.59
Verizon Phone Service	Long Distance Telephone Utility Bill	2438	96.09
Subtotals Utilities:			30,140.98
Legal, Accounting & Consulting			
City of Wildwood	Permit For Offices	2404	120.00
Polcari and Co	Accounting Services	2454	5000.00
MMPF	Architectural Services	2442	6719.55
Robinson & Robinson	General Legal Matters	2429	455.00
Robinson & Robinson	Legal Landlord/Tenant	2460	1,788.00
Robinson & Robinson	December 2016 Board Meeting	2410	520.00
Subtotals Legal, Accounting & Consulting:			14,602.55
Insurance/Registration/Subscriptions & Fees			
Auditory Response Systems	TDD/TTY Services (12 months)	2407	408.00
NJPHA-JIF	Assessment Bill Fund Year 2017 1st Installment	2434	40239.02
PHADA	Yearly Membership	2447	305.00
Press of Atlantic City	Legal Ads	2453	480.48
Subtotals Insurance/Registration/Subscriptions & Fees:			41,432.50
Administration Service Contracts			
Comcast Cable	Cable Modem, Internet Service/IP Address & Cable TV	2416	163.16
Coastal Environmental	Mold Testing Apt B8, D9	2426	1,485.00
Fabbri Builders	Office Construction	2427	52,414.58
First Advantage	Background Checks	2436	1,277.50
Heritage Tile	Flooring for New Offices	2461	4,000.00
Innovative Business Solutions	Computer Back Up	2432	204.00
Kyocera Copier	Copier Lease Contract	2417	175.61
Maxx Communications	Telephone Repair	2439	309.90
Millville Housing Authority	Executive Director Services December 2016	2478	6,800.00
Millville Housing Authority	Executive Director Services January 2017	2478	7,004.00
Millville Housing Authority	Additional Expenses January 2017	2440	14,516.90
Millville Housing Authority	Additional Expenses December 2016	2470	7,290.79
Millville Housing Authority	I.T. Services December 2016	2476	1,528.42
Millville Housing Authority	I.T. Services January 2017	2481	1,018.95
Paychex	Payroll Services	2445	879.39
Pitney Bowes	Postage Machine Contract	2450	54.00
Purchase Power	November, December, January Postage	2451	800.00
Verizon Wireless	Cell Phone Bill	2414	476.50
Subtotals Administration Service Contracts:			100,398.70
Administration Other			
Avalon Golf Club	Balance from Holiday Party	2466	135.45
Subtotals Administration Other:			135.45
Administration Supplies & Materials			
Staples Advantage	Office Supplies	2459	322.25
WB Mason	Deposit For office Furniture	2482	5840.00
WB Mason	Office Supplies	2465	314.99
Subtotals Administration Supplies & Materials:			6,477.24

Petty Cash			
Petty Cash	Replenish Petty Cash	2446	292.55
Petty Cash	Replenish Petty Cash	2402	284.14
Subtotals Petty Cash:			576.69
Health Benefits Coverage			
Delta Dental	Dental Insurance	2419	356.35
BCS Vision	Vision Insurance	2408	35.82
Subtotals Health Benefits Coverage:			392.17
Maintenance Contracts			
Ansercomm	Answering Service	2405	353.81
Catlett Masonry	Masonry Work	2413	5600.00
Cintas	Cleaning Supplies	2415	878.40
CMCMUA	Bulk Trash Removal	2443	41.28
Dennisville Fence	Trash Enclosure Replacement	2420	3288.00
EarthTech	Trash Removal November & December	2423	1439.92
EarthTech	Dumpster Charges	2468	1359.59
Ehrlich	Bed Bug Treatments	2469	100.00
Ehrlich	Monthly Treatments November and December	2424	2,666.00
Evesham Lock	Entry Door Repair Sandman Towers	2437	295.00
Mitchell Nichols Enterprises	Playground Removal	2441	6,500.00
Reel Fire Protection	Hood Range Inspection	2454	102.75
Service Master	Cleaning Charges	2458	1,576.84
South Jersey Door	Maintenance Shop Door Repair	2422	2,500.00
Thyssenkrupp	Elevator Contract	2425	2,700.96
Subtotal Maintenance Contracts:			29,402.55
Maintenance Service Calls			
GE Mechanical	HVAC Repair	2428	1,095.75
Subtotals Maintenance Service Calls:			1,095.75
Maintenance Parts/Materials & Supplies			
Billows	Maintenance Supplies	2409	1007.46
Cape 47 Lumber	Maintenance Supplies	2411	994.29
Grove Supply	Maintenance Supplies	2430	59.72
HD Supply	Maintenance Supplies	2431	996.30
Mitchell Iron Works	Maintenance Supplies	2433	1120.00
Home Depot	Maintenance Supplies	2421	1868.61
Mr. Tire	Vehicle Repair	2463	45.87
Paramount Chemical	Maintenance Supplies	2444	758.97
Riggins	Vehicle Gas	2455	107.37
Turf Equipment	Golf Cart Repair	2462	647.30
Subtotals Maintenance Parts/Materials & Supplies:			7,605.89
Security Deposit Refunds			
Catherine Clark	Apt 403	2403	535.25
Caring Inc	Apt 1009 Security Deposit Refund	2412	243.00
Subtotals Security Deposit:			778.25
Security Deposits (Escrow Account)			
Crest Savings Bank	Deposit Security Deposit New Escrow Acct.	2418	1,768.00
Subtotals Security Deposits (Escrow Account):			1,768.00
Regular Operating Expenditures Total:			234,806.72
Security Deposits Withdrawal (Crest Savings Escrow Account)			
General Fund	Security Deposit Withdrawal	Transfer	225.09
Subtotals Security Deposits Withdrawal (Bank Of America Escrow Account):			225.09
Interim Operating Expenditures			
Atlantic City Electric	December 2016 Electric Charges	2394	12229.18
Paul Dice	Reimbursement of Maintenance Supplies	2395	400.00
South Jersey Gas	December 2016 Gas Charges	2396	2074.55
Verizon	December 2016 Phone Charges	2397	640.66
Petty Cash	Replenish Petty Cash	2398	247.10
Bradshaw Plumbing	Deposit For Boiler Vent Repair	2399	6,800.00
Petty Cash	Replenish Petty Cash	2340	250.00
City Of Wildwood	PILOT for Year Ending 3/31/2016	2401	22,414.00
Subtotals Interim:			45,055.49
Summary Totals			
Regular Operating Expenditures Total			234,806.72
Security Deposits Withdrawal Expenditures Total			225.09
Grand Total Resolution # 2017-01			235,031.81

NOW THEREFORE BE IT RESOLVED that the Secretary/Treasurer is hereby authorized to pay the January 2017 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 January 25, 2017 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 #2017-02

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 \$9,682.62 Elec. Transfers exp ttl \$9,850.93; Congregate Services Prog. expenses totalling \$ 0.00 as listed and recommended for payment:

Capital Fund Program (CFP) Expenditures			
Johnstone Supply	HVAC Units Sandman Towers	2435	4035.00
Paramount Chemical	Appliances	2471	1765.00
Sherwin Williams	Paining supplies	2456	3882.62
Subtotals Capital Fund Program (CFP) Expenditures:			
Capital Fund Program Operating Expenditures Total:			9,682.62
Electronic Transfers			
Aflac	Additional Employee Insurance	Elec. Transfer	108.68
State of NJ Division of Pension & Benefits	DCRP	Elec. Transfer	54.49
State of NJ Division of Pension & Benefits	Pension December 2016	Elec. Transfer	3,673.08
State of NJ Division of Pension & Benefits	Health Benefits Coverage January 2016	Elec. Transfer	6,014.68
State of NJ Division of Pension & Benefits	Cottman & Evans Health Benefits	Elec. Transfer	0.00
Subtotals Electronic Transfers:			9,850.93
Electronic Transfer Operating Expenditures Total:			9,850.93
Congregate Services Program (CSP)			
None			
Congregate Services Program (CSP) Total:			0.00
Congregate Services Program Operating Expenditures Total:			0.00
		CFP Expenditures Total	9,682.62
		Electronic Transfer Expenditures Total	8,918.14
		Congregate Expenditures Total	0.00
		Grand Total Resolution # 2017-02	18,600.76

NOW THEREFORE BE IT RESOLVED that the Secretary/Treasurer is hereby authorized to pay the January 2017 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 January 25 2017 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 2017-03

Authorizing the Re-Appointment of Ronald Harwood to the Wildwood Housing Authority Board of Commissioners

WHEREAS, THE Wildwood Housing Authority, a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey desires to re-appoint Ronald Harwood to the Wildwood Housing Authority Board of Commissioners;

AND WHEREAS, the Board of Commissioners of the City of Wildwood, County of Cape May and the State of New Jersey, passed Resolution # 402-10-15 on the 28th day of October 2015, re-appointing Ronald Harwood to the Wildwood Housing Authority Board of Commissioners;

NOW THEREFORE, BE IT RESOLVED; By the Housing Authority of the City of Wildwood that the above-named Commissioner has been re-appointed to the WHA Board of Commissioners for a 5 year term expiring December 31, 2020.

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 January 28, 2017 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 2017-04

A RESOLUTION PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE

WHEREAS, the Housing Authority of the City of Wildwood (WHA), a Public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey is required to perform an Annual Audit of its records: and,

WHEREAS, the Annual Audit for the Fiscal Year Ending 3/31/2016 has been completed; and,

NOW, THEREFORE BE IT RESOLVED, that the governing body of The City of Wildwood Housing Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the Annual Audit Report for the fiscal year ended March 31, 2016 and specifically has reviewed the sections of the audit report entitled "Audit Findings" and "Recommendations" and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the Secretary/Treasurer of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified copy of this resolution.

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 January 25, 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

LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM
PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of The City of Wildwood Housing Authority being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of The City of Wildwood Housing Authority
2. We certify, pursuant to N.J.S.A. 40A:SA-17, that we have each reviewed the annual report for the fiscal year ended March 31, 2016 and specifically the section of the audit report entitled "Notes to Financial Statements", "Supplemental Information" and "Findings and Recommendations".

NAMES	SIGNATURE
Ronald Harwood	
Patricia Campbell	
Juanita Jones	
Sandi Harris	
Sue Maxwell	

Sworn to and subscribed before me on
this _____ day of _____ 2017

Notary Public of New Jersey

Housing Authority of the City of Wildwood
County of Cape May
State of New Jersey

Resolution 2017-05

A RESOLUTION APPROVING AUDITING 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 an auditing firm; 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 auditing services; and

WHEREAS, the Housing Authority of the City of Wildwood Executive Director has received two (2) bid proposal and reviewed all responses to the RFP; and

WHEREAS, the Housing Authority of the City of Wildwood Executive Director has determined that the Hymanson, Parnes & Giampaolo submitted the most responsible bid;

NOW THEREFORE BE IT RESOLVED, that the Secretary/Treasurer is hereby authorized by the Board of Commissioners to enter into and execute a contract for auditing services with that Hymanson, Parnes & Giampaolo for calendar year 2017 at a flat annual rate of \$9,705.00

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 January 25, 2017 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 2017-06

A RESOLUTION AUTHORIZING ACCOUNTING 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 an fee accounting; 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 fee accounting services; and

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

WHEREAS, the Housing Authority of the City of Wildwood Executive Director has determined that the Polcari & Co. submitted the lowest responsible bid;

NOW THEREFORE BE IT RESOLVED, that the Secretary/Treasurer is hereby authorized by the Board of Commissioners to enter into and execute a contract for fee auditing services with that Polcari & Co. for calendar year 2017 at a flat annual rate of \$31,200.00

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 January 25, 2017 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 2017-07

A RESOLUTION APPROVING ARCHITECTURAL 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 an architectural firm; 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 architectural services; and

WHEREAS, the Housing Authority of the City of Wildwood Executive Director has received two (2) bid proposals and reviewed all responses to the RFP; and

WHEREAS, the Housing Authority of the City of Wildwood Executive Director has determined that the MMPF Architects submitted the responsible bid;

NOW THEREFORE BE IT RESOLVED, that the Secretary/Treasurer is hereby authorized by the Board of Commissioners to enter into and execute a contract for architectural services with MMPF Architects for calendar year 2017 at a rate of \$180/hr.

ADOPTED:

Ronald Harwood, Chairperson

Juanita Jones, Vice Chair Person

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 January 25, 2017 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 2017-08

**A RESOLUTION AUTHORIZING A PROFESSIONAL RISK MANAGEMENT
CONSULTING SERVICE FOR WILDWOOD HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Wildwood (WHA), 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 the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the Wildwood Housing Authority Board of Commissioners has determined that it is in the financial best interest to secure professional risk management brokerage and insurance services; and

NOW THEREFORE BE IT RESOLVED, that the WHA Executive Director is hereby authorized by the Board of Commissioners to enter into a Risk Management Consultant Agreement with William R. Mints Insurance Agency from January 1, 2017 through December 31, 2017 at the best possible terms.

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 January 25, 2017 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

RISK MANAGEMENT CONSULTANTS AGREEMENT

THIS AGREEMENT entered into this 1st day of January, 2017, between the Wildwood Housing Authority (hereinafter referred to as AUTHORITY) and Wm R Mints Agency (hereinafter referred to as CONSULTANT).

WHEREAS, the CONSULTANT has offered to the AUTHORITY professional risk management consulting services as required by bylaws of the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds, and;

WHEREAS, the AUTHORITY desires these professional services pursuant to the resolution adopted by the governing body of the AUTHORITY at a meeting held on _____ and;

NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - a. Assist the AUTHORITY in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer risk or loss
 - b. Assist the AUTHORITY in understanding the various coverages available from the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.
 - c. Review with the AUTHORITY any additional coverages that the CONSULTANT feels should be carried but are not available from the FUND and subject to the AUTHORITY's authorization, place such coverages outside the FUND.
 - d. Assist the AUTHORITY in the preparation of applications, statements of values, and similar documents requested by the FUND, it being understood that this Agreement does not include any appraisal work by the CONSULTANT.
 - e. Review Certificates of Insurance from contractors, vendors and professionals when requested by the AUTHORITY.

- f. Review the AUTHORITY's assessment as prepared by the FUND and assist the AUTHORITY in the preparation of its annual insurance budget.
 - g. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) Authority safety committee meeting per annum to promote the safety objectives and goals of the AUTHORITY and the FUND.
 - h. Assist where needed in the settlement of claims, with the understanding that the scope of the CONSULTANT's involvement does not include the work normally done by a public adjuster.
 - i. Perform any other risk management related services required by the FUND's bylaws.
2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
 - a. The AUTHORITY authorizes the FUND to pay its CONSULTANT compensation for services rendered, an amount equal to six percent (6%) of the AUTHORITY's annual assessment as promulgated by the FUNDS. Said fee shall be paid to the CONSULTANT within thirty (30) days of the AUTHORITY's assessment.
 - b. For any insurance coverages authorized by the AUTHORITY to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee outlined in 2 (a).
 - c. If the AUTHORITY shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the AUTHORITY a fee at the rate of _____ per hour, in addition to the actual expenses incurred.
3. The term of the Agreement shall be one (1) year beginning on 01/01/2017 and ending on 01/01/2018. However, this Agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this Agreement, the CONSULTANT's fees outlined in 2 (a) above shall be prorated to the date of termination.

ATTEST:

AUTHORITY:

Millville Housing Authority, Paul Dice, Director

ATTEST:

CONSULTANT:

William R. McInts Ins. Agency, Robert A. Conner

Note: This sample has been promulgated by the JIF/MEL to assist municipalities or authorities in preparing or negotiating agreements with their risk managers. It does not represent an official statement of JIF/MEL policy, nor is it an endorsement of any form or amount of compensation. Careful consideration at the local level should be given to determine how the document may be amended to meet a community's or authority's unique needs or desires. Prior to use, the sample should also be reviewed by the local attorney for form, consistency with local JIF bylaws, inclusion of affirmative action languages, etc.