

**Housing Authority of the City of Wildwood**

**Resolution #2017-09**

**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 \$169,295.05 Security Deposits Withdrawal (Crest Savings Bank Escrow Account) expenses totaling \$ 0.0; 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	2539	14,324.95
Atlantic City Electric	Resident Utility Bill for Mold Remediation Apt B8	2543	237.07
Atlantic City Electric	Resident Utility Allowance Apt C7	2542	64.00
Atlantic City Electric	Resident Utility Allowance Apt D3	2486	78.00
Atlantic City Electric	Resident Utility Allowance H9	2532	56.00
South Jersey Gas	Sandman Towers Gas	2537	2,037.54
South Jersey Gas	Maintenance Shop Gas	2527	368.78
Verizon Phone Service	Telephone Utility Bill	2520	492.45
Verizon Phone Service	Long Distance Telephone Utility Bill	2509	95.49
<b>Subtotals Utilities:</b>			<b>17,754.28</b>
<b>Legal, Accounting &amp; Consulting</b>			
MMPF	Architectural Services	2514	1374.94
Robinson & Robinson	Legal Landlord/Tenant	2530	1,643.00
<b>Subtotals Legal, Accounting &amp; Consulting:</b>			<b>3,017.94</b>
<b>Insurance/Registration/Subscriptions &amp; Fees</b>			
NJAHRA	Yearly Membership	2515	175.00
Press of Atlantic City	Legal Ads	2522	167.44
<b>Subtotals Insurance/Registration/Subscriptions &amp; Fees:</b>			<b>342.44</b>
<b>Administration Service Contracts</b>			
Comcast Cable	Cable Modem, Internet Service/IP Address & Cable TV	2493	163.16
Coastal Environmental	Mold Testing Apt B8, D9	2500	990.00
Dr Olarsh	Employee Drug Test	2516	90.00
Fabbri Builders	Office Construction	2501	53,504.28
First Advantage	Background Checks	2508	945.00
Innovative Business Solutions	Computer Back Up	2506	102.00
Kyocera Copier	Copier Lease Contract	2494	175.61
Maxx Communications	Telephone Hosting November thru February	2511	914.15
Millville Housing Authority	Executive Director Services February 2017	2540	7,004.00
Millville Housing Authority	Hearing Officer	2512	1,083.75
Millville Housing Authority	I.T. Services January 2016	2534	1,018.95
Millville Housing Authority	Additional Expenses 2/2017	2544	7,680.79
Paychex	Payroll Services	2518	499.18
Pitney Bowes	Postage Machine Contract	2536	54.00
Pitney Bowes	Ink for Postage Machine	2521	106.98
Verizon Wireless	Cell Phone Bill	2491	323.07
<b>Subtotals Administration Service Contracts:</b>			<b>74,654.92</b>
<b>Administration Other</b>			
No Expenditures			
<b>Subtotals Administration Other:</b>			<b>0.00</b>
<b>Administration Supplies &amp; Materials</b>			
Staples Advantage	Office Supplies	2529	223.87
<b>Subtotals Administration Supplies &amp; Materials:</b>			<b>223.87</b>
<b>Petty Cash</b>			
Petty Cash	Replenish Petty Cash	2519	249.65
<b>Subtotals Petty Cash:</b>			<b>249.65</b>
<b>Health Benefits Coverage</b>			
Delta Dental	Dental Insurance	2496	93.71
BCS Vision	Vision Insurance	2487	35.82
William Cottman	Reimb. Hosp. & Med Ins. Oct/Nov/Dec 2016	2495	314.70
<b>Subtotals Health Benefits Coverage:</b>			<b>444.23</b>
<b>Maintenance Contracts</b>			
Ansercomm	Answering Service	2485	181.47
Bradshaw & Sons	Boiler Vent Repair	2489	2160.00
Cintas	Cleaning Supplies	2492	620.11

Discount Hydraulics	Bobcat Repair	2505	3181.59
EarthTech	Trash Removal	2498	734.36
Ehrlich	Bed Bug Treatments	2499	300.00
Ehrlich	Monthly Treatments November and December	2533	1,333.00
Kavi Construction	Payment #1 Commissioners Courts Decks	2507	27,738.45
Mitchell Nichols Enterprises	Railroad Tie Replacement	2541	8,850.00
Mitchell Nichols Enterprises	Removal of Fencing	2513	8,500.00
Mitchell Nichols Enterprises	Dumpster Fees	2535	297.77
Reel Fire Protection	Fire Extinguisher Recharge	2523	28.75
Service Master	Cleaning Charges Apt D9	2538	1,172.84
Service Master	Cleaning Charges Apt B8	2528	5,770.37
Tree Surgeon	Tree Trimming	2531	3,400.00
<b>Subtotal Maintenance Contracts:</b>			<b>64,268.71</b>
<b>Maintenance Service Calls</b>			
GE Mechanical	HVAC Repair	2502	1,987.41
Siemens	Troubleshoot Laundry Room Fire System	2526	870.00
<b>Subtotals Maintenance Service Calls:</b>			<b>2,857.41</b>
<b>Maintenance Parts/Materials &amp; Supplies</b>			
Ace Plumbing	Maintenance Supplies	2484	10.27
Billows	Maintenance Supplies	2488	935.25
Cape 47 Lumber	Maintenance Supplies	2490	848.81
Grove Supply	Maintenance Supplies	2503	34.09
HD Supply	Maintenance Supplies	2504	1378.72
Home Depot	Maintenance Supplies	2497	851.12
Lowe's	Co-Base for Offices	2510	989.67
Paramount Chemical	Maintenance Supplies	2517	400.17
Riggins	Vehicle Gas	2524	33.50
<b>Subtotals Maintenance Parts/Materials &amp; Supplies:</b>			<b>5,481.60</b>
<b>Security Deposit Refunds</b>			
No Expenditures			
<b>Subtotals Security Deposit:</b>			<b>0.00</b>
<b>Security Deposits (Escrow Account)</b>			
Crest Savings Bank	Deposit Security Deposit New Escrow Acct.		0.00
<b>Subtotals Security Deposits (Escrow Account):</b>			<b>0.00</b>
<b>Regular Operating Expenditures Total:</b>			<b>169,295.05</b>
<b>Security Deposits Withdrawal (Crest Savings Escrow Account)</b>			
General Fund	Security Deposit Withdrawal	Transfer	0.00
<b>Subtotals Security Deposits Withdrawal (Bank Of America Escrow Account):</b>			<b>0.00</b>
<b>Interim Operating Expenditures</b>			
<b>Subtotals Interim:</b>			<b>0.00</b>
<b>Summary Totals</b>		Regular Operating Expenditures Total	169,295.05
		Security Deposits Withdrawal Expenditures Total	0.00
		<b>Grand Total Resolution # 2017-09</b>	<b>169,295.05</b>

NOW THEREFORE BE IT RESOLVED that the Secretary/Treasurer is hereby authorized to pay the February 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 February 22, 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 #2017-10**

**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 \$1,577.11 Elec. Transfers exp ttl \$6,192.57; Congregate Services Prog. expenses totalling \$ 60.00 as listed and recommended for payment:

<b>Capital Fund Program (CFP) Expenditures</b>			
Sherwin Williams	Paining supplies	2525	1577.11
<b>Subtotals Capital Fund Program (CFP) Expenditures:</b>			
<b>Capital Fund Program Operating Expenditures Total:</b>			<b>1,577.11</b>
<b>Electronic Transfers</b>			
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 January 2017	Elec. Transfer	0.00
State of NJ Division of Pension & Benefits	Health Benefits Coverage February 2017	Elec. Transfer	4,464.46
State of NJ Division of Pension & Benefits	Cottman & Evans Health Benefits	Elec. Transfer	1,564.94
<b>Subtotals Electronic Transfers:</b>			<b>6,192.57</b>
<b>Electronic Transfer Operating Expenditures Total:</b>			
<b>Congregate Services Program (CSP)</b>			
Cape May County Health Dept.	Yearly Permit For Kitchen	252	60.00
<b>Congregate Services Program (CSP) Total:</b>			<b>60.00</b>
<b>Congregate Services Program Operating Expenditures Total:</b>			<b>60.00</b>
		CFP Expenditures Total	1,577.11
		Electronic Transfer Expenditures Total	8,918.14
		Congregate Expenditures Total	60.00
		<b>Grand Total Resolution # 2017-10</b>	<b>10,555.25</b>

NOW THEREFORE BE IT RESOLVED that the Secretary/Treasurer is hereby authorized to pay the February 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 February 22, 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 # 2017-11**

**RESOLUTION TO RATIFY THE LATE INTRODUCTION AND SUBMISSION OF THE  
WILDWOOD HOUSING AUTHORITY BUDGET FOR THE FISCAL YEAR  
MARCH 31, 2017 TO MARCH 31, 2018 (FEBRUARY 22, 2017)**

**WHEREAS**, the regulatory deadline for introduction of the Authority's Budget (February 1, 2017) is two months prior to the beginning of the Authority's fiscal year (April 1, 2017), and

**WHEREAS**, the Authority's budget projections are substantially affected by HUD's operating subsidy calculations and formulas and capital fund appropriations, and

**WHEREAS**, changes in the HUD annual appropriations bill slowed the analysis of revenue thereby delaying introduction of the Housing Authority's budget until its February 22, 2017 Board Meeting, and

**WHEREAS**, said housing authority budgets are now ready for introduction,

**NOW THEREFORE, BE IT RESOLVED**, By the Commissioners of the Wildwood Housing Authority as follows:

- 1. The above recitals are incorporated herein.**
- 2. The Board authorizes the late introduction and submission of the Budget of the Wildwood Housing Authority for the Fiscal Year April 1, 2017 to March 31, 2018.**

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 February 22, 2017 at 5:00 pm at 3700 New Jersey Avenue, Wildwood NJ 08260

<b>Member Recorded Vote</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstain</b>	<b>Absent</b>
<b>Ronald Hardwood</b>				
<b>Juanita Jones</b>				
<b>Patricia Campbell</b>				
<b>Sandi Harris</b>				
<b>Sue Maxwell</b>				

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

Resolution 2017-12

A RESOLUTION APPROVING A CONTRACT AWARD FOR WHA  
COMMISSIONERS COURTS DECK UPGRADES 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 desires to award a contract for Commissioners Courts Deck Upgrades.

**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 Commissioners Courts Deck Upgrades; and

**WHEREAS**, the Housing Authority of the City of Wildwood Executive Director has received seven (7) bid proposal and reviewed all responses to the RFP; and

**WHEREAS**, the Housing Authority of the City of Wildwood Executive Director has determined that Kavi Construction LLC. submitted the lowest responsible bid at \$74,193.00

**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 Commissioners Courts Deck Upgrades.

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 February 22, 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 2017-13**

**A RESOLUTION TO APPROVE REVISIONS TO THE ADMISSIONS AND  
CONTINUED OCCUPANCY POLICY (ACOP) FOR THE WILDWOOD HOUSING  
AUTHORITY WAITING LIST LOCAL PREFERENCES: ELDERLY (62 OR  
OLDER) OR WORKING 30 HRS./WK.**

**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 to revise the Public Housing Admissions and Occupancy Policy (ACOP) to incorporate changes to Waiting List Local preferences: Elderly (62 or Older) OR Working 30 hrs./wk. – head/spouse/co-head;

**WHEREAS**, the proposed revision incorporates regulatory and policy changes to the Admissions and Continued Occupancy Policy (ACOP) for Public Housing to improve program responsiveness to local needs and comply with HUD requirements;

**WHEREAS**, U.S. Department of Housing and Urban Development (HUD) permits the PHA to establish other local preferences, at its discretion;

**WHEREAS**, the proposed revision of the Admissions and Continued Occupancy Policy (ACOP) for Public Housing Per 24 CFR 960.206. Waiting list: Local preferences in admission to public housing program; to change Administrative Occupancy Policy to expand the definition of “Working” to include the following:

**Elderly (62 or Older) OR Working 30 hrs./wk. – head/spouse/co-head**

**“Working” shall include those:**

- Employed and working 30 hrs./wk. (verification via consecutive pay stubs for the last 30 days is required); or
- Receiving New Jersey unemployment, New Jersey state disability or worker’s compensation.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners approves the revision of the Admissions and Continued Occupancy Policy ACOP for Public Housing for Waiting List Local preferences: Elderly (62 or Older) OR Working 30 hrs./wk. – head/spouse/co-head).

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 February 22, 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 2017-14

A RESOLUTION APPROVING THE CONTRACT AWARD FOR TRANSFER OF OWNERSHIP OF THE ASSISTED LIVING PROGRAM LICENSE & AGREEMENT AMENDMENT FOR ASSISTED LIVING PROGRAM BETWEEN WILDWOOD HOUSING AUTHORITY AND CARING INC.

**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 desires to transfer ownership of the Assisted Living Program (ALP) license & Agreement Amendment for Assisted Living Program Services between Wildwood Housing Authority and Caring, Inc;

**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 transferring ownership of its Assisted Living Program (ALP) license; and

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

**WHEREAS**, the Housing Authority of the City of Wildwood Executive Director has determined that Caring Inc. submitted the most responsible and advantageous proposal for the transfer of ownership for the Assisted Living Program (ALP) license; and

**AND WHEREAS**, the parties seek to purchase the Assisted Living Program for \$1.00.

**AND WHEREAS**, the parties seek to propose a change to the fee schedule for the use of WHA common/office space in accordance with the attached WHA ALP – comparison; and

**AND WHEREAS**, the parties seek to propose an increase of the patient limit from 50 to 60; and

**AND WHEREAS**, the parties have agreed to a monthly use of office space at 3700 New Jersey Avenue, Wildwood, NJ, and other such common spaces necessary for administration of the ALP based on ALP participant census in accordance with the following schedule:

- a. Current Rate Structure will remain the same Up to 50 participants:
  - 35-40 participants \$2,142.00 per month (\$1,595.12 + 546.88) + utilities (\$106.00)
  - 41-45 participants \$2,677.50 per month (\$2,130.62 + 546.88) + utilities (\$106.00)
  - 46-50 participants \$3,213.00 per month (\$2,666.12 + 546.88) + utilities (\$106.00)
- b. Between 51 and 55 participants – Current Rate \$3,213.00 per month (\$2,666.12 + 546.88) + utilities (\$106.00) + additional 5,544.00/yr. (\$462.00 monthly)
- c. Between 56 and 60 participants - Current Rate \$3,213.00 per month (\$2,666.12 + 546.88) + utilities (\$106.00) + additional 11,844.00/yr. (\$987.00 monthly)

**AND WHEREAS**, Caring shall be responsible for paying utility charges at a rate of \$106/month. All the utility charges will be recalculated on a yearly basis and will be based on the prior 12 months of utility use herein for the facilities;

**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 transferring its ownership of its Assisted Living Program (ALP) license to Caring Inc. & Agreement Amendment for Assisted Living Program Services between Wildwood Housing Authority and Caring Inc.

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 February 22, 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



WHA ALP - comparison

	current	proposed			Annual	Annual		
			+ rent	total	New	Current	difference	
→	35	2142	\$1,553.12	\$546.88	\$2,100	\$25,200	\$25,704	-\$504
	36	2142	\$1,553.12	\$546.88	\$2,100	\$25,200	\$25,704	-\$504
	37	2142	\$1,553.12	\$546.88	\$2,100	\$25,200	\$25,704	-\$504
	38	2142	\$1,553.12	\$546.88	\$2,100	\$25,200	\$25,704	-\$504
	39	2142	\$1,553.12	\$546.88	\$2,100	\$25,200	\$25,704	-\$504
	40	2142	\$1,553.12	\$546.88	\$2,100	\$25,200	\$25,704	-\$504
	41	2677.5	\$2,078.12	\$546.88	\$2,625	\$31,500	\$32,130	-\$630
	42	2677.5	\$2,078.12	\$546.88	\$2,625	\$31,500	\$32,130	-\$630
	43	2677.5	\$2,078.12	\$546.88	\$2,625	\$31,500	\$32,130	-\$630
	44	2677.5	\$2,078.12	\$546.88	\$2,625	\$31,500	\$32,130	-\$630
	45	2677.5	\$2,078.12	\$546.88	\$2,625	\$31,500	\$32,130	-\$630
	46	3213	\$2,603.12	\$546.88	\$3,150	\$37,800	\$38,556	-\$756
	47	3213	\$2,603.12	\$546.88	\$3,150	\$37,800	\$38,556	-\$756
	48	3213	\$2,603.12	\$546.88	\$3,150	\$37,800	\$38,556	-\$756
	49	3213	\$2,603.12	\$546.88	\$3,150	\$37,800	\$38,556	-\$756
	50	3213	\$2,603.12	\$546.88	\$3,150	\$37,800	\$38,556	-\$756
	51	3213	\$3,128.12	\$546.88	\$3,675	\$44,100	\$38,556	\$5,544
	52	3213	\$3,128.12	\$546.88	\$3,675	\$44,100	\$38,556	\$5,544
	53	3213	\$3,128.12	\$546.88	\$3,675	\$44,100	\$38,556	\$5,544
	54	3213	\$3,128.12	\$546.88	\$3,675	\$44,100	\$38,556	\$5,544
	55	3213	\$3,653.13	\$546.88	\$4,200	\$50,400	\$38,556	\$11,844
	56	3213	\$3,653.13	\$546.88	\$4,200	\$50,400	\$38,556	\$11,844
	57	3213	\$3,653.13	\$546.88	\$4,200	\$50,400	\$38,556	\$11,844
	58	3213	\$3,653.13	\$546.88	\$4,200	\$50,400	\$38,556	\$11,844
	59	3213	\$3,653.13	\$546.88	\$4,200	\$50,400	\$38,556	\$11,844
	60	3213	\$3,653.13	\$546.88	\$4,200	\$50,400	\$38,556	\$11,844