

Housing Authority of the City of Wildwood

Resolution #2017-53

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 \$40,046.86 Security Deposits Withdrawal (Crest Savings Bank Escrow Account) expenses totaling \$ 0.00; as listed and recommended for payment:

Regular Operating Expenditures			
Utilities		CK #	Amount
Atlantic City Electric	Utility Allowance C7	3094	60.00
Verizon	Telephone Charges	3123	423.29
Verizon	Long Distance Charges	3115	92.21
Subtotals Utilities:			575.50
Legal, Accounting & Consulting			
MMPF	Architectural Services	3119	2930.00
Robinson & Robinson	Legal Landlord/Tenant	3129	2,257.00
Robinson & Robinson	General Legal Matters	3113	1,144.00
Robinson & Robinson	October 2017 Board Meeting	3098	468.00
Subtotals Legal, Accounting & Consulting:			6,799.00
Insurance/Registration/Subscriptions & Fees			
None			
Subtotals Insurance/Registration/Subscriptions & Fees:			0.00
Administration Service Contracts			
Kyocera Copier	Copier Lease Contract	3104	175.61
Max Communications	Phone Services	3116	59.00
Millville Housing Authority	Executive Director Services	3117	7,004.00
Paychex	Payroll Services	3121	456.98
Pitney Bowes	Postage Machine Contract	3124	54.00
Purchase Power	Replenish Postage Meter	3125	400.00
Verizon Wireless	Cell Phone Bill	3102	327.66
Subtotals Administration Service Contracts:			8,477.25
Administration Other			
Acme Markets	Food For Holloween Party	3093	82.98
Bills Corner Deli	Tenanat Holloween Party	3097	164.50
Caring Inc.	Apt 302 & 909 Security Deposit	3100	542.00
Subtotals Adminstration Other:			789.48
Administration Supplies & Materials			
WB Mason	Office Supplies	3092	244.03
Subtotals Administration Supplies & Materials:			244.03
Petty Cash			
Petty Cash	Replenish Petty Cash	3091	426.39
Petty Cash	Replenish Petty Cash	3122	250.00
Subtotals Petty Cash:			676.39
Health Benefits Coverage			
BCS	Vision Insurance	3095	35.82
Delta Dental	Dental Insurance	3107	238.92
Subtotals Health Benefits Coverage:			274.74
Maintenance Contracts			
Cintas	Cleaning Supplies	3103	200.17
Clean And Polish	Sandman Towers Window Cleaning	3130	3096.00
Coastal Enviromental	Mold Test Apt A1, H9, H1 & 709	3110	2970.00
Corbett	Monthly Treatments	3105	738.33
Mitchell Nichols Enterprises	Landscaping & Weeding	3131	4,212.50
Mitchell Nichols Enterprises	Dumpster Rental and Disposal Fees	3118	416.44
Riggins	Gas for Vehicles	3126	77.70
Subtotals Maintenance Contract			11,711.14
Maintenance Sevice Calls			
CB Flooring	Apt J6 Bathroom Floor Replacement	3101	180.00
Falasca Mechanical	Plumbing Repair	3111	1,214.88
GE Mechanical	HVAC Repair	3112	734.71

ServPro	Mold Remediation Apt A1	3127	1,739.34
Sparks Electric	Electrical Repairs	3128	5,119.00
Thyssenkrupp Elevator	Elevator Repair	3109	950.69
Subtotals Maintenance Service Calls:			9,938.62
Maintenance Parts/Materials & Supplies			
Billows	Maintenance Supplies	3096	127.46
Cape 47 Lumber	Maintenance Supplies	3099	85.82
Grove Supply	Maintenance Supplies	3114	49.03
Home Depot	Maintenance Supplies	3108	171.60
Paramount Chemical	Maintenance Supplies	3120	76.80
Subtotals Maintenance Parts/Materials & Supplies:			510.71
Security Deposit Refunds			
None			
Subtotals Security Deposit:			0.00
Security Deposits (Escrow Account)			
Crest Savings Bank	Deposit Security Deposit New Escrow Acct.	3106	50.00
Subtotals Security Deposits (Escrow Account):			50.00
Regular Operating Expenditures Total:			40,046.86
Security Deposits Withdrawal (Crest Savings Escrow Account)			
General Fund	Security Deposit Withdrawal	Transfer	
Subtotals Security Deposits Withdrawal (Bank Of America Escrow Account):			0.00
Interim Operating Expenditures			
Phada	Commssioner Training January 2018	3088	2325.00
Melissa Wheeler	Apt H1 Motel Room	3089	350.00
Petty Cash	Replenish Petty Cash	3090	310.00
Subtotals Interim:			2,985.00
Summary Totals		Regular Operating Expenditures Total	40,046.86
		Security Deposits Withdrawal Expenditures Total	0.00
		Grand Total Resolution # 2017-53	40,046.86

NOW THEREFORE BE IT RESOLVED that the Secretary/Treasurer is hereby authorized to pay the November 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 November 15, 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 #2017-54

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 \$475.00 Elec. Transfers exp ttl \$7469.14; Congregate Services Prog. expenses totalling \$ 0.00 as listed and recommended for payment:

Capital Fund Program (CFP) Expenditures			
Paramount Chemical	Appliances	3132	475.00
Subtotals Capital Fund Program (CFP) Expenditures:			
Capital Fund Program Operating Expenditures Total:			475.00
Electronic Transfers			
State of NJ Division of Pension & Benefits	DCRP	Elec. Transfer	118.74
State of NJ Division of Pension & Benefits	Pension October 2017	Elec. Transfer	1,815.94
State of NJ Division of Pension & Benefits	Health Benefits Coverage November 2017	Elec. Transfer	5,534.46
State of NJ Division of Pension & Benefits	Cottman & Evans Health Benefits	Elec. Transfer	0.00
Subtotals Electronic Transfers:			7,469.14
Electronic Transfer Operating Expenditures Total:			7,469.14
Congregate Services Program (CSP)			
None			
Congregate Services Program (CSP) Total:			0.00
Congregate Services Program Operating Expenditures Total:			0.00
		CFP Expenditures Total	475.00
		Electronic Transfer Expenditures Total	9,440.56
		Congregate Expenditures Total	0.00
		Grand Total Resolution # 2017-54	9,915.56

NOW THEREFORE BE IT RESOLVED that the Secretary/Treasurer is hereby authorized to pay the November 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 November 15, 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 2017-55

Approving an Amendment to the Wildwood Housing Authority Current Tenant Lease

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 amend the current Tenant Lease; and,

WHEREAS, the WHA is in full compliance of all provisions of HUD's 24 CFR Parts 965 and 966 [Docket No. FR 5597-F-03] RIN 2577-AC97 Instituting Smoke-Free Public Housing;

AND WHEREAS, all requisite changes to the Tenant Lease must be approved;

AND WHEREAS, the changes to the Tenant Lease Include:

- Change to paragraph **11. Tenant's Obligation: Smoking**: All tenants must abide by the WHA Smoke Free policy, which is incorporated into this lease, see §11.BB. Smoking means inhaling, exhaling, breathing, or carrying any lighted tobacco product or similar lighted product in any manner or in any form. This includes cigarettes, cigars, e-cigarettes, hookahs, and anything else that could put out a chemical cloud. Tenant and members of Tenant's household shall not smoke anywhere in the unit rented by Tenant, or the building where the Tenant's dwelling is located or in any of the common areas or adjoining grounds of such building or other parts of the rental community, nor shall Tenant permit any guests or visitors under the control of Tenant to do so.

NOW THEREFORE BE IT RESOLVED; that the Board of Commissioners of the Wildwood Housing Authority does hereby amend its Wildwood Housing Authority (WHA) current tenant.

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 November 15, 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

Wildwood Housing Authority No Smoking Lease Addendum.
Effective January 01, 2018

Smoking: All tenants must abide by the WHA Smoke Free policy, which is incorporated into this lease, see §11.BB. Smoking means inhaling, exhaling, breathing, or carrying any lighted tobacco product or similar lighted product in any manner or in any form. This includes cigarettes, cigars, e-cigarettes, hookahs, and anything else that could put out a chemical cloud. Tenant and members of Tenant's household shall not smoke anywhere in the unit rented by Tenant, or the building where the Tenant's dwelling is located or in any of the common areas or adjoining grounds of such building or other parts of the rental community, nor shall Tenant permit any guests or visitors under the control of Tenant to do so.

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

Resolution 2017-56

A RESOLUTION APPROVING A NEW PROPERTY
MANAGEMENT SOFTWARE SYSYEM PHA-WEB

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 to get a new Property Management Computer Software System;

AND WHEREAS, the system called PHA-Web has been utilized at the Salem Housing Authority with great success and added efficiency;

AND WHEREAS, the PHA-Web annual fee is \$7,790.00, with a onetime set-up fee of \$2,500.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioner authorize the Executive Director to enter into a contract for a new Property Management Software with PHA-Web.

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 November 15, 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