

**MINUTES OF THE NOVEMBER 2018 MEETING  
OF THE WILDWOOD HOUSING AUTHORITY**

A regular meeting of the Wildwood Housing Authority Board of Commissioners was held on Wednesday, November 14, 2018, at 3700 New Jersey Avenue, Wildwood, New Jersey 08260. The meeting convened at 5:04 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: Commissioner Sandi Harris, Commissioner Patricia Campbell, and Commissioner Sue Maxwell were present, and Vice Chairperson Juanita Jones was absent. Also, present were Executive Director Paul Dice and Matthew J. Robinson WHA Solicitor.

**EXECUTIVE DIRECTOR’S REPORT**

At this time financials were unavailable.

**UNIT OCCUPANCY**

Actual vacancies as of 11/14/2018:

Sandman Towers:	1
Commissioners Court:	1

**RECOMMENDED AGENCY PRIORITIES**

1. Paul Dice Executive Director gave an update about the Commissioners Court new playground being constructed by state-approved vendor – Ben Shaffer Recreation Inc. the project will cost \$30,000.00.
2. Paul Dice Executive Director commented on the Commissioners Court New Trash Enclosure.
3. Yinelda Dorta Assistant Executive Director discussed the new Mailboxes – Sandman Towers. We now have 5 mailboxes with ample package storage lockers.
4. Paul Dice Executive Director addressed the new mandatory law for the New Jersey Earned Sick Leave for employees, in which employees have a right to accrue up to 40 maximum hours of earned sick leave per year. Denise Smith talked about the measures ADP the payroll company is doing to make sure the time is being tracked.
5. Paul Dice Executive Director renewal of Shared Services Agreement with Millville Housing Authority with a 3% increase.

**ADMINISTRATIVE REPORTS**

1. Yinelda Dorta Assistant Executive Director updated on the walk-in-showers for Sandman Towers being done by Capri Construction Co Inc. The Sandman Towers Boilers have been fixed by GE Mechanical, we are in the process of getting a proposal from GE Mechanical to clean out the boilers. We had GE check the life span of the HVAC units for the Commissioners Court units, we are waiting for the report on which units can be cleaned, fixed, or replaced. Landis Builders have checked the needed window screens for Sandman Towers which will be installed in spring 2019. Wolfe Painting will be coming to test the caulking around the windows and water bubbles. Reed Team Landscaping was given the Snow/Ice Removal Bid Proposal, they will be paid per hour, not per push which is financially feasible. Langley who works with JCP&L to monitor the wells will test the uncovered wells on site. A Home Cooked Thanksgiving Dinner meal will be provided for the Sandman Towers Residents.

**PUBLIC PORTION**

- Patrick Lawley Apt 205 talked about bedroom window leaking and asked is the boiler flame blow out.
- Paula Robbins Apt 106 stated why can't they use the money from the Commissioners Court playground and use it to fix up the building. She had heard that the building is being torn down, can we put a cap on raising the rent.
- Barbara Gutterman Apt 1005 commented on the laundry cart being broken and getting new ones.

## APPROVAL OF MINUTES & RESOLUTIONS

Chairperson Ronald Harwood requested for a motion for approval for the Wednesday, September 26, 2018, Meeting Minutes  
Commissioner Campbell made the motion and Commissioner Harris seconded. All others present were in favor.

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

Resolution# 2018-46

Approving the Payment of Regular Bills

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Maxwell

Roll Call: Unanimous

Resolution# 2018-47

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

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Campbell

Roll Call: Unanimous

Resolution# 2018-48

Approving the Payment of Regular Bills

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2018-49

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

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Campbell

Roll Call: Unanimous

Resolution# 2018-50

Approving Addendum for Inter-Local Service Agreement for Executive Director  
Services between WHA & MHA Rate 2018-2020

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2018-51

Approving to extend Inter-Local Service Agreement for Executive Director Services  
between WHA & MHA 2018-2020

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Campbell

Roll Call: Unanimous

Resolution# 2018-52

Adopting changes to the WHA'S Personnel Policy and Procedures Manual and  
Employee Handbook – NJ Sick Leave Policy in order to comply with State law

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Campbell

Roll Call: Unanimous

Resolution# 2018-53

Resolution Approving Chairperson

Roll Call Vote:

Motion: Commissioner Maxwell

Second: Commissioner Campbell

Roll Call: Unanimous

Resolution# 2018-54

Resolution Approving Vice Chairperson

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Campbell

Roll Call: Unanimous

Resolution# 2018-55

Resolution Approving Contract for Snow/Ice Removal Services

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Campbell

Roll Call: Unanimous

Chairperson Ronald Harwood inquired if there was any old or new business.

Chairperson Ronald Harwood requested for a motion to adjourn the WHA public meeting at 5:50 pm Commissioner Maxwell made the motion, Commissioner Harris seconded. All present were in favor.

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Paul F. Dice  
Board Secretary

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Date