

Housing Authority of the City of Wildwood

Resolution #2018-01

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 \$89,386.43 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	Monthly Electric Usage	3225	13,510.83
City of Wildwood Taxes	CompleteCare 1st QTR taxes	3249	3,520.38
South Jersey Gas	Natural Gas Charges	3258	1,646.26
Verizon	Long Distance Charges	3242	92.89
Subtotals Utilities:			18,770.36
Legal, Accounting & Consulting			
Polcari & Co	Accounting Services	3252	2600.00
Robinson & Robinson	Legal Landlord/Tenant	3260	1,365.00
Robinson & Robinson	General Legal Matters	3240	156.00
Subtotals Legal, Accounting & Consulting:			4,121.00
Insurance/Registration/Subscriptions & Fees			
NJPHA-JIF	Assessment Bill Fund Year 2018 1st Installment	3241	33,044.19
Julio Rivera	Board Member Travel to Airport	3254	210.11
Subtotals Insurance/Registration/Subscriptions & Fees:			33,254.30
Administration Service Contracts			
Comcast	Internet Charges	3231	163.17
Kyocera Copier	Copier Lease Contract	3232	195.70
Max Communications	Phone Services	3244	59.00
Paychex	Payroll Services	3248	913.22
Pitney Bowes	Postage Machine Contract	3250	54.00
Purchase Power	Replenish Postage Meter	3251	400.00
Verizon Wireless	Cell Phone Bill	3229	330.09
Subtotals Administration Service Contracts:			2,115.18
Administration Other			
Shop Rite	Tenant Christmas Breakfast	3257	226.40
Subtotals Administration Other:			226.40
Administration Supplies & Materials			
Staples Advantage	Office Supplies	3259	167.42
WB Mason	Office Supplies	3262	205.89
Subtotals Administration Supplies & Materials:			373.31
Petty Cash			
Petty Cash	Replenish Petty Cash	3224	486.98
Subtotals Petty Cash:			486.98
Health Benefits Coverage			
BCS	Vision Insurance	3226	35.82
Delta Dental	Dental Insurance	3234	293.88
Subtotals Health Benefits Coverage:			329.70
Maintenance Contracts			
Cintas	Cleaning Supplies	3230	373.99
Coastal Enviromental	Mold Test Apt A1, J6, J7 H1	3237	2964.00
Corbett	Monthly Treatments	3233	890.00
Earthtec	Trash Removal	3236	1439.92
Mitchell Nichols Enterprises	Fall Clean Up November 2017	3245	3,918.75
Mitchell Nichols Enterprises	Snow Removal December 2017	3264	3,750.00
Mitchell Nichols Enterprises	Dumpster Rental and Disposal Fees	3265	425.56
Modern Group	Generator Preventative Maintenance Contract	3266	247.50
Riggins	Gas for Vehicles	3253	126.51
Wolfe Painting	Painting Inspection	3263	1,204.93
Subtotals Maintenance Contracts::			15,341.16

Maintenance Service Calls			
Falasca Mechanical	Plumbing Repair	3238	562.50
GE Mechanical	HVAC Repair	3239	3,882.13
Modern Group	Generator Repair	3246	205.66
ServPro	Mold Remediation	3255	8,316.42
Subtotals Maintenance Service Calls:			12,966.71
Maintenance Parts/Materials & Supplies			
Billows	Maintenance Supplies	3227	371.76
Cape 47 Lumber	Maintenance Supplies	3228	11.58
Home Depot	Maintenance Supplies	3235	592.87
Lowe's	Maintenance Supplies	3243	31.38
Mr. Tire	Ford Truck Oil Change	3261	62.89
Paramount Chemical	Maintenance Supplies	3247	51.70
Sherwin Williams	Maintenance Supplies	3256	171.13
Subtotals Maintenance Parts/Materials & Supplies:			1,293.31
Security Deposit Refunds			
Thomas Penza	Apt 108 Security Deposit Refund	3267	278.70
Sulma Gonzalez	Apt F4 Security Deposit Refund	3268	131.29
Subtotals Security Deposit:			409.99
Security Deposits (Escrow Account)			
Crest Savings Bank	Deposit Security Deposit New Escrow Acct.		
Subtotals Security Deposits (Escrow Account):			0.00
Regular Operating Expenditures Total:			89,688.40
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			
None			
Subtotals Interim:			0.00
Summary Totals		Regular Operating Expenditures Total	89,688.40
		Security Deposits Withdrawal Expenditures Total	0.00
		Grand Total Resolution # 2018-01	89,688.40

NOW THEREFORE BE IT RESOLVED that the Secretary/Treasurer is hereby authorized to pay the January 2018 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 24 2018 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 #2018-02

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 \$0.00 Elec. Transfers exp ttl 9443.79; Congregate Services Prog. expenses totalling \$ 0.00 as listed and recommended for payment:

Capital Fund Program (CFP) Expenditures			
None			0.00
Subtotals Capital Fund Program (CFP) Expenditures:			0.00
Capital Fund Program Operating Expenditures Total:			0.00
Electronic Transfers			
State of NJ Division of Pension & Benefits	DCRP	Elec. Transfer	126.43
State of NJ Division of Pension & Benefits	Pension Decembder 2017	Elec. Transfer	1,910.81
State of NJ Division of Pension & Benefits	Health Benefits Coverage December 2017	Elec. Transfer	5,534.46
State of NJ Division of Pension & Benefits	Cottman & Evans Health Benefits	Elec. Transfer	1,872.09
Subtotals Electronic Transfers:			9,443.79
Electronic Transfer Operating Expenditures Total:			9,443.79
Congregate Services Program (CSP)			
None			
Congregate Services Program (CSP) Total:			0.00
Congregate Services Program Operating Expenditures Total:			0.00
	CFP Expenditures Total		0.00
	Electronic Transfer Expenditures Total		9,443.79
	Congregate Expenditures Total		0.00
	Grand Total Resolution # 2018-02		9,443.79

NOW THEREFORE BE IF RESOLVED that the Secretary/Treasurer is hereby authorized to pay the January 2018 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	

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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 2018-03

**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, 2018 through December 31, 2018 at the best possible terms.

ADOPTED:

Ronald Harwood, Chairperson

Juanita Jones, Vice Chairperson

Patricia Campbell, Commissioner

Sandi Harris, Commissioner

Sue Maxwell, Commissioner

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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, 2018, 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 1/1/2018 and ending on 1/1/2019. 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:



WILDWOOD HOUSING AUTHORITY
PAUL DICE - DIRECTOR

ATTEST:

CONSULTANT:

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.

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

Resolution 2018-04

A RESOLUTION APPOINTING A FUND COMMISSIONER FOR THE NEW JERSEY PUBLIC HOUSING
AUTHORITY JOINT INSURANCE 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 is a Member of, and maintains insurance coverage through, the New Jersey Joint Insurance Fund (JIF); and

WHEREAS, the bylaws of said Joint Insurance Fund requires each member to appoint a fund commissioner to represent and serve as the member's representative; and

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Wildwood Housing Authority does hereby appoint Paul F. Dice to serve as its JIF Fund Commissioner Representative for Fund Year 2018.

ADOPTED:

Ronald Harwood, Chairperson

Juanita Jones, Vice Chairperson

Patricia Campbell, Commissioner

Sandi Harris, Commissioner

Sue Maxwell, Commissioner

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Motion By: _____ ;2nd by _____

Ayes:

Nays:

Abstain:

Absent:

ATTEST: _____
Paul Dice, Board Secretary