

Housing Authority of the City of Wildwood

Resolution #2018-26

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 \$119,052.27 Security Deposits Withdrawal (Crest Savings Bank Escrow Account) expenses totaling \$ 0.00; as listed and recommended for payment:

Regular Operating Expenditures			
Utilities			Amount
Atlantic City Electric	Monthly Electric Usage	3475	10,778.70
Atlantic City Electric	Tenant Utility Allowance	3526	301.00
City of Wildwood-Sewer	June 2018 Sewer Payment	3480	20,780.25
City of Wildwood-Sewer	July 2018 Sewer Paymet	3481	20,780.25
South Jersey Gas	Natural Gas Charges	3516	983.44
Verizon	Telephone Charges	3520	467.63
Verizon	Long Distance Charges	3521	92.33
Subtotals Utilities:			54,183.60
Legal, Accounting & Consulting			
Polcari & Co.	Accounting Services	3509	2700.00
MMPF	Architectural Services	3502	4795.00
Robinson & Robinson	Charges for Attending April 2018 Board Meeting	3512	546.00
Robinson & Robinson	Legal Landlord/Tenant	3513	1,472.00
Robinson & Robinson	General Legal Matters	3514	1,118.00
Subtotals Legal, Accounting & Consulting:			10,631.00
Insurance/Registration/Subscriptions & Fees			
NJ Department Of Community Affairs	Life Hazard Use Permit	3517	1523.00
NJ Dept. of Unemployment	Unemploment Reimbursment Charge 3/31/2018	3503	5.72
Hartford Insurance	Flood Insurance	3491	17491.00
Subtotals Insurance/Registration/Subscriptions & Fees:			19,019.72
Administration Service Contracts			
Ansercomm	On Call Answering Service	3474	178.00
ADP	Payroll Services	3473	542.95
Comcast	Internet Charges	3482	168.64
First Advantage	Background Checks	3487	280.00
Kyocera Copier	Copier Lease Contract	3494	195.70
Max Communications	Phone Services	3496	355.28
Millville Housing	Hearing Officer	3497	433.50
Millville Housing	Additional Expenses	3498	778.71
Millville Housing	Executive Director Services May 2018	3499	7,004.00
Pitney Bowes	Postage Machine Contract	3504	54.00
Pitney Bowes	Replenish Meter on Postage Machine	3510	400.00
PHA-WEB	Property Management System	3495	2,155.92
Verizon Wireless	Cell Phone Bill	3522	345.33
Subtotals Administration Service Contracts:			12,892.03
Administration Other			
Shop Rite	Refreshments For Memorila Day BBQ	3523	108.89
Subtotals Adminstration Other:			108.89
Administration Supplies & Materials			
WB Mason	Office Supplies	3524	425.79
Subtotals Administration Supplies & Materials:			425.79
Petty Cash			
Petty Cash	Replenish Petty Cash	3507	287.21
Subtotals Petty Cash:			287.21
Health Benefits Coverage			
BCS	Vision Insurance	3508	35.82
Delta Dental	Dental Insurance	3485	266.40
Subtotals Health Benefits Coverage:			302.22
Maintenance Contracts			
Corbett	Monthly Treatments	3483	1200.00
Mitchell Nichols Enterprises	Snow Removal	3500	6212.50
Mitchell Nichols Enterprises	Dumpster Rental and Disposal Fees	3501	905.29
Siemens	Repair To Fire Pump	3515	300.00
Thyssenkrupp	Elevator Contract	3519	2,885.76
Subtotals Maintenance Contracts:			11,503.55

Maintenance Service Calls			
Assa Abloy	Entry Door Repair Sandman Towers	3476	709.08
Discount Hydraulics	Bobcat Repair	3492	456.54
Falasca	Plumbing Repair	3486	250.00
GE Mechanical	Plumbing Repair	3488	841.44
George Sparks	Electrical Repiar	3490	450.00
Thyssenkrupp	Elevator Repair	3518	1,640.00
Subtotals Maintenance Service Calls:			4,347.06
Maintenance Parts/Materials & Supplies			
Ace Plumbing	Electrical Supplies	3472	3.19
Billows	Maintenance Supplies	3477	701.28
Cape 47 Lumber	Maintenance Supplies	3478	256.78
Cintas	Eye Wash Station Bottle Refill	3479	116.54
Home Depot	Maintenance Supplies	3493	867.68
Paramount Chemical	Maintenance Supplies	3505	273.18
Paramount Chemical	Appliances	3506	1621.80
Riggins	Gas for Vehicles	3511	101.56
Subtotals Maintenance Parts/Materials & Supplies:			3,942.01
Security Deposit Refunds			
Awilda Lucas	Apt J3 Security Deposit Refund	3525	206.78
Charles Tozer	Apt 708 Security Deposit Refund	3527	277.41
Subtotals Security Deposit:			484.19
Security Deposits (Escrow Account)			
Crest Savings Bank	Deposit Security Deposit New Escrow Acct.	3484	925.00
Subtotals Security Deposits (Escrow Account):			925.00
Regular Operating Expenditures Total:			119,052.27
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			
Subtotals Interim:			0.00
Summary Totals	Regular Operating Expenditures Total		119,052.27
	Security Deposits Withdrawal Expenditures Total		0.00
	Grand Total Resolution # 2018-26		119,052.27

NOW THEREFORE BE IT RESOLVED that the Secretary/Treasurer is hereby authorized to pay the June 2018 monthly bills that are presented to the Board of Commissioners for Consideration on this date June 26, 2018

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 June 26 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 #2018-27

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 \$6716.77 Elec. Transfers exp ttl \$9586.21; Congregate Services Prog. expenses totalling \$ 1967.00 as listed and recommended for payment:

Capital Fund Program (CFP) Expenditures			
GE Mechanical	Hot Water Heater Replacement	3489	6716.77
Subtotals Capital Fund Program (CFP) Expenditures:			
Capital Fund Program Operating Expenditures Total:			6,716.77
Electronic Transfers			
State of NJ Division of Pension & Benefits	DCRP	Elec. Transfer	124.31
State of NJ Division of Pension & Benefits	Pension June 2018	Elec. Transfer	2,017.48
State of NJ Division of Pension & Benefits	Health Benefits Coverage July 2018	Elec. Transfer	5,647.40
Subtotals Electronic Transfers:			9,586.21
Electronic Transfer Operating Expenditures Total:			9,586.21
Congregate Services Program (CSP)			
George Sparks	Electrical Repair	274	1103.00
George Sparks	Electrical Repair	275	864.00
Congregate Services Program (CSP) Total:			1,967.00
Congregate Services Program Operating Expenditures Total:			1,967.00
		CFP Expenditures Total	6,716.77
		Electronic Transfer Expenditures Total	9,440.56
		Congregate Expenditures Total	1,967.00
		Grand Total Resolution # 2018-27	18,124.33

NOW THEREFORE BE IT RESOLVED that the Secretary/Treasurer is hereby authorized to pay the June 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 June 27, 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
County of Cape May
State of New Jersey**

Resolution 2018-28

**A RESOLUTION ADOPTING CHANGES TO THE WILDWOOD HOUSING AUTHORITY'S PERSONNEL
POLICY AND PROCEDURES MANUAL AND EMPLOYEE HANDBOOK AS RECOMMENDED BY THE
MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND**

WHEREAS, the Wildwood Housing Authority (WHA) will be adopting changes to the WHA Municipal Personnel Policies and Procedures Manual; and,

WHEREAS, MELJIF amended the Anti-Discrimination Policy and the Americans with Disabilities Act Policy/ New Jersey Pregnant Worker's Fairness Act (Section 1 of Manual) to include protections for breastfeeding to comply with recent changes in New Jersey law. The Manual now expressly protects individuals who are breastfeeding from discrimination and requires the Local Unit to provide to employees who are breastfeeding a reasonable break time each day and a suitable room or other location with privacy, other than a toilet stall, in close proximity to work area for the employee to express breast milk for the child; and,

WHEREAS, MELJIF amended the Social Media Policy portion of the Communication Media Policy (Section 2 of the Manual to be a "Communication Media/ Social Media Policy" with relevant changes contained within to be in compliance with recent cases.; and,

WHEREAS, MELJIF amended the Open Public Records Meetings Act Section (Located in Section Five), there are some revisions to this Section in accordance with the Fair Credit Reporting Act. The Three changes have been made to the policy's Open Public Meetings Act (OPMA) section. First, the policy has been amended to reflect the holding of Keane Federation of Teacher v. Ada Morell. 448 N.J. Super. 520 (App. Div. 2017). In Keane Federation, the Appellate Division held that Rice notices are not only required when there is discussion regarding the appointment, termination, terms and conditions of employment, performance evaluation or discipline of any current or prospective officer of employee in closed session but also when the local unit intends to act on these enumerated matters. Additional language has been added to clarify this expansion of when Rice notices are required to be issued. Second, the policy has been amended to clarify that only the municipal governing body or a "public body" of the local unit (as that term is defined by OPMA) are required to provide Rice notices.

WHEREAS, MELJIF amended the Overtime Compensation Policy in Section 4 of the Manual it was modified slightly to clarify the rate of overtime pay. This is not a substantive change; and,

WHEREAS, MELJIF amended the Model Employment Application to be Compliant with Ban the Box Legislation. In March of 2015, New Jersey's Ban the Box Legislation become effective, which prohibits employers from asking on an employment application about a candidate's criminal background. Therefore, we have eliminated the question from the standard job application; and,

WHEREAS, MELJIF stated you remove outdated CEPA notice and replace with most current version

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the WHA have reviewed the attached policies and the Secretary/Treasurer is hereby authorized to adopt the changes to the WHA Personnel Policy and Procedures Manual and Employee Handbook as recommended by the Municipal Excess Liability Joint Insurance Fund(MELJIF).

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 April 27, 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

**Synopsis of Changes to
Municipal Excess Liability Joint Insurance Fund
MODEL PERSONNEL POLICIES AND PROCEDURES MANUAL**

The Municipal Excess Liability Fund Personnel Policy Committee (“Committee”) convened to consider changes to the Model Personnel Policies and Procedures (“Manual”) for the 2019 Policy Year. In order to be eligible to maintain current deductibles and co-pay, members must be in compliance with the Employment Practices Liability Program. Members must adopt the recommended changes by October 1, 2018.

This memorandum is intended to provide an overview of the changes to the Manual and accompanying documents. Members should amend their personnel manual accordingly.

Discussion of Adopted Changes:

Change 1: Protections Against Discrimination and Accommodation for Breastfeeding Employees (Located in Section One)

The Manual was modified to amend the Anti-Discrimination Policy and the Americans with Disabilities Act Policy/ New Jersey Pregnant Worker’s Fairness Act contained in Section One to include protections for breastfeeding to comply with recent changes in New Jersey law. The Manual now expressly protects individuals who are breastfeeding from discrimination and requires the Local Unit to provide to employees who are breastfeeding a reasonable break time each day and a suitable room or other location with privacy, other than a toilet stall, in close proximity to work area for the employee to express breast milk for the child.

Change 2: Modification to Communication Media Policy (Located in Section Two)

The Communication Media Policy was amended to be a “Communication Media/ Social Media Policy” with relevant changes contained within to be in compliance with recent cases.

Change 3: Section Five

There are some revisions to this Section in accordance with the Fair Credit Reporting Act.

Change 4: Modification to Open Public Records Meetings Act Section (Located in Section Five)

Three changes have been made to the policy's Open Public Meetings Act (OPMA) section. First, the policy has been amended to reflect the holding of Keane Federation of Teacher v. Ada Morell, 448 N.J. Super. 520 (App. Div. 2017). In Keane Federation, the Appellate Division held that Rice notices are not only required when there is *discussion* regarding the appointment, termination, terms and conditions of employment, performance evaluation or discipline of any current or prospective officer of employee in closed session but also when the local unit intends to *act* on these enumerated matters. Additional language has been added to clarify this expansion of when Rice notices are required to be issued. Second, the policy has been amended to clarify that only the

municipal governing body or a "public body" of the local unit (as that term is defined by OPMA) are required to provide Rice notices.

Third, changes have been made to update the criminal background checks in accordance with State legislative amendments.

Change 5: Overtime Compensation

Overtime Compensation Policy in Section 4 of the Manual was modified slightly to clarify the rate of overtime pay. This is not a substantive change.

Other Items of Note:

The Committee also discussed the following items, which did not necessitate any changes to the

Manual but should be considered by the Members:

1. Attached please find a notice from the Department of Community Affairs regarding the certifications required by the P.L. 2017, c. 183. and referenced sample certifications.
2. In January, 2018 the DOT published a Notice of Proposed Rulemaking in the Federal Register that announced that proposes some amendments to the current DOT-regulated drug and alcohol testing requirements to broaden the testing of opiates to include synthetic opioids.
3. In January 2018, New Jersey enacted P.L. 2017, c.272, which requires the Civil Service Commission to develop a uniform domestic violence policy that all public employers, regardless if they are Civil Service, must adopt and distribute to their employees. To date, the Civil Service Commission has not adopted such a policy.

Please consider these changes and consult with your general counsel prior to adopting same.

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

Resolution 2018-29

A RESOLUTION APPROVING AN EXECUTIVE SESSION OF THE WILDWOOD
HOUSING AUTHORITY'S MAY 23, 2018 BOARD MEETING

WHEREAS, the Wildwood Housing Authority has determined that the below issues are permitted by N.J.S.A. 10:4-12(B) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on May 23, 2018 at 5:00 P.M. and,

- (1) *Matters required by law to be confidential:* Any matter which by express provision of the Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- (2) *Any matter in which the release of information would impair the right to receive federal funding.*
- (3) *Matters involving individual privacy:* Any matter, the disclosure of which constitutes an unwarranted invasion of individual privacy such as records, data, reports, recommendations or other personal material of any education, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including, but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned .
- (4) *Matters pertaining to a collective bargaining agreement:* Any matter involving a collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
- (5) *Matters relating to the purchase, lease acquisition of real property or investment of public funds:* Any matter involving the lease, purchase or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.
- (6) *Matters of public protection:* Any tactic and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection.
- (7) *Matters relating to litigation, negotiations and attorney-client privilege:* Any matter of pending or anticipated litigation or contract negotiation other than in (4) above in which the Borough is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required for the attorney to exercise ethical duties as a lawyer.
- (8) *Matters relating to the employment relationship:* Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of , promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all of the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed in public.
- (9) *Deliberations after public hearing.* Deliberations by the Borough occurring after a public hearing that may result in a civil penalty or the suspension or loss of a license or permit of a responding party; and

WHEREAS, the City of Wildwood Housing Authority has determined that it is necessary to go into a closed session to discuss certain matters relating to the items as permitted by N.J.S.A. 10:4-12b

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Wildwood Housing Authority that the Authority will go into closed session to discuss the following, in accordance with the aforesaid provisions of the Open Public Meetings Act, after which it will reconvene in the public:

1. *Matters relating to litigation, negotiations and attorney-client privilege:* *Painting Contract*
2. *Matters relating to litigation, negotiations and attorney-client privilege:* *Snow Removal/Landscaping Contract*
3. *Matters relating to litigation, negotiations and attorney-client privilege:* *Resident*
4. *Matters pertaining to a collective bargaining agreement:* *Cost of Living Adjustment*

BE IT FURTHER RESOLVED that the minutes of the closed session will be made available to the public when the need for privacy no longer exists.

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 May 23, 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