

**Housing Authority of the City of Wildwood**

**Resolution #2018-46**

**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 \$110,106.17 Security Deposits Withdrawal (Crest Savings Bank Escrow Account) expenses totaling \$ 0.00; as listed and recommended for payment:

<b>Regular Operating Expenditures</b>			
<b>Utilities</b>			Amount
Atlantic City Electric	Monthly Electric Usage	3712	12,108.60
Atlantic City Electric	Tenant Utility Allowance	3766	164.00
City of Wildwood-Water	Water Utility Bill	3719	9,534.85
South Jersey Gas	Natural Gas Charges	3757	783.76
Verizon	Telephone Charges	3761	463.61
Verizon	Long Distance Charges	3760	89.84
<b>Subtotals Utilities:</b>			<b>23,144.66</b>
<b>Legal, Accounting &amp; Consulting</b>			
MMPF	Architectural Services	3737	10770.78
Polcari & Co	Accounting Services	3744	2700.00
Robinson & Robinson	Meeting	3747	468.00
Robinson & Robinson	Legal Landlord/Tenant	3748	1,252.00
Robinson & Robinson	General Legal Matters	3749	156.00
			<b>15,346.78</b>
<b>Insurance/Registration/Subscriptions &amp; Fees</b>			
City of Wildwood	Permit for Sandman Showers	3703	642.00
Press Of Atlantic City	Legal Ads	3759	155.40
<b>Subtotals Insurance/Registration/Subscriptions &amp; Fees:</b>			<b>797.40</b>
<b>Administration Service Contracts</b>			
Ansercomm	On Call Answering Service	3711	186.52
ADP	Payroll Services	3709	405.42
Coastal Enviromental	Mold Testing	3720	3021.00
Comcast	Internet Charges	3721	159.35
First Advantage	Background Checks	3728	350.00
Kyocera Copier	Copier Lease Contract	3733	297.84
Max Communications	Telephone Charges	3734	209.32
Millville Housing	ED Services	3736	7,004.00
Pitney Bowes	Postage Machine	3738	108.00
Purchase Power	Replenish Postage Meter	3745	400.00
Verizon Wireless	Cell Phone Bill	3762	251.76
<b>Subtotals Administration Service Contracts:</b>			<b>12,393.21</b>
<b>Administration Other</b>			
Melissa Wheeler	Cell Phone Reimbursement July-October 2018	3735	167.84
Sandi Harris	Reimburse Hotel Charges	3770	986.76
Sandi Harris	Stipened for PHADA Conference	3707	580.00
Pat Campbell	Reimburse Hotel Charges	3769	986.76
Pat Campbell	Stipened for PHADA Conference	3706	580.00
Juanita Jones	Reimburse Hotel Charges	3768	986.76
Juanita Jones	Stipened for PHADA Conference	3705	580.00
Rapid Rover	Airport Transportation	3704	355.00
Yinelda Dorta	Cell Phone Reimbursement July-October 2018	3765	167.84
<b>Subtotals Adminstration Other:</b>			<b>5,390.96</b>
<b>Administration Supplies &amp; Materials</b>			
Staples	Office Supplies	3758	359.28
<b>Subtotals Administration Supplies &amp; Materials:</b>			<b>359.28</b>
<b>Petty Cash</b>			
Petty Cash	Replenish Petty Cash	3741	132.78
<b>Subtotals Petty Cash:</b>			<b>132.78</b>
<b>Health Benefits Coverage</b>			
BCS	Vision Insurance	3742	35.82
Delta Dental	Dental Insurance	3724	266.40
William Cottman	2nd QTR Medical Reimbursement	3674	314.70
William Cottman	3rd QTR Medical Reimbursement	3763	314.70
<b>Subtotals Health Benefits Coverage:</b>			<b>931.62</b>

<b>Maintenance Contracts</b>			
Corbett	Monthly Treatments	3722	2731.67
EarthTech	Trash Removal	3726	2075.16
<b>Subtotals Maintenance Contracts:</b>			<b>4,806.83</b>
<b>Maintenance Service Calls</b>			
Cintas	Fire Alarm Repair	3716	5,477.68
Drain Dr	Drain Cleaning	3725	200.00
GE Mechanical	HVAC Repair	330	5,523.08
GE Mechanical	Plumbing Repair	3729	4,345.06
Service Master	Fire Damage Remediation	3752	1,333.84
Service Master	Water Damage Remediation	3755	3,038.16
Service Master	Water Damage Remediation	3750	2,816.71
Service Master	Water Damage Remediation	3751	7,348.16
Service Master	Mold Remediation	3753	2,990.69
Service Master	Mold Remediation	3754	3,813.04
<b>Subtotals Maintenance Service Calls:</b>			<b>36,886.42</b>
<b>Maintenance Parts/Materials &amp; Supplies</b>			
Ace Plumbing	Maintenance Supplies	3708	42.68
American Parts Distributor	Maintenance Supplies	3710	125.10
Billows	Maintenance Supplies	3713	98.08
Cape 47 Lumber	Maintenance Supplies	3714	420.11
Cintas	Uniforms	3716	874.06
Cintas Medical	First Aid Kit Refill	3717	65.16
ChuteMaster	Trash Compactor Preventative Maintenance	3715	670.00
Grove Supply	Maintenance Supplies	3731	221.32
Home Depot	Maintenance Supplies	3732	820.77
Paramount Chemical	Appliances	3739	3057.46
Paramount Chemical	Maintenance Supplies	3740	523.16
PlumbMaster	Maintenance Supplies	3743	308.64
Riggins	Gas for Vehicles	3746	168.31
Sherwin Williams	Maintenance Supplies	3756	390.48
<b>Subtotals Maintenance Parts/Materials &amp; Supplies:</b>			<b>7,785.33</b>
<b>Security Deposit Refunds</b>			
Tamika Dunaway	Apt D1 Security Deposit Refund	3767	650.90
<b>Subtotals Security Deposit:</b>			<b>650.90</b>
<b>Security Deposits (Escrow Account)</b>			
Crest Savings Bank	Deposit Security Deposit New Escrow Acct.	3723	1,480.00
<b>Subtotals Security Deposits (Escrow Account):</b>			<b>1,480.00</b>
<b>Regular Operating Expenditures Total:</b>			<b>110,106.17</b>
<b>Security Deposits Withdrawal (Crest Savings Escrow Account)</b>			
General Fund	Security Deposit Withdrawal	Transfer	
<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		110,106.17
	Security Deposits Withdrawal Expenditures Total		0.00
	<b>Grand Total Resolution # 2018-46</b>		<b>110,106.17</b>

NOW THEREFORE BE IT RESOLVED that the Secretary/Treasurer is hereby authorized to pay the October 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 November 14, 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 #2018-47**

**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 \$49,872.15 Elec. Transfers exp ttl \$9,750.93; Congregate Services Prog. expenses totalling \$ 0.00 as listed and recommended for payment:

<b>Capital Fund Program (CFP) Expenditures</b>			
Fabbri Contracting	Trash Enclosure	3727	49,872.15
<b>Subtotals Capital Fund Program (CFP) Expenditures:</b>			<b>49,872.15</b>
<b>Capital Fund Program Operating Expenditures Total:</b>			<b>49,872.15</b>
<b>Electronic Transfers</b>			
State of NJ Division of Pension & Benefits	DCRP	Elec. Transfer	134.62
State of NJ Division of Pension & Benefits	Pension October 2018	Elec. Transfer	2,171.89
State of NJ Division of Pension & Benefits	Health Benefits Coverage November 2018	Elec. Transfer	5,647.40
State of NJ Division of Pension & Benefits	Cottman & Evans Health Benefits November 2018	Elec. Transfer	1,797.02
<b>Subtotals Electronic Transfers:</b>			<b>9,750.93</b>
<b>Electronic Transfer Operating Expenditures Total:</b>			<b>9,750.93</b>
<b>Congregate Services Program (CSP)</b>			
None			
<b>Congregate Services Program (CSP) Total:</b>			<b>0.00</b>
<b>Congregate Services Program Operating Expenditures Total:</b>			<b>0.00</b>
	CFP Expenditures Total		49,872.15
	Electronic Transfer Expenditures Total		9,750.93
	Congregate Expenditures Total		0.00
	<b>Grand Total Resolution # 2018-47</b>		<b>59,623.08</b>

NOW THEREFORE BE IF RESOLVED that the Secretary/Treasurer is hereby authorized to pay the October 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 November 14, 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 #2018-48**

**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 \$11,306.88 Security Deposits Withdrawal (Crest Savings Bank Escrow Account) expenses totaling \$ 0.00; as listed and recommended for payment:

<b>Regular Operating Expenditures</b>			
<b>Insurance/Registration/Subscriptions &amp; Fees</b>			
NAHRO	Yearly Subscription		324.30
Press Of Atlantic City	Legal Ads		47.04
<b>Subtotals Insurance/Registration/Subscriptions &amp; Fees:</b>			<b>371.34</b>
<b>Administration Service Contracts</b>			
ADP	Payroll Services	3772	135.14
<b>Subtotals Administration Service Contracts:</b>			<b>135.14</b>
<b>Administration Other</b>			
Bills Corner Deli	Refreshments for Holloween Party	3774	75.00
Melissa Wheeler	Cell Phone Reimbursement November 2018	3778	41.96
Yinelda Dorta	Cell Phone Reimbursement November 2018	3782	41.96
<b>Subtotals Administration Other:</b>			<b>158.92</b>
<b>Maintenance Service Calls</b>			
Cintas	Fire Alarm Repair	3776	8,126.06
<b>Subtotals Maintenance Service Calls:</b>			<b>8,126.06</b>
<b>Maintenance Parts/Materials &amp; Supplies</b>			
Ace Plumbing	Maintenance Supplies	3771	78.24
Billows	Maintenance Supplies	3773	63.72
Cape 47 Lumber	Maintenance Supplies	3775	130.67
Home Depot	Maintenance Supplies	3777	1217.31
Sherwin Williams	Maintenance Supplies	3780	1025.48
<b>Subtotals Maintenance Parts/Materials &amp; Supplies:</b>			<b>2,515.42</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.		
<b>Subtotals Security Deposits (Escrow Account):</b>			<b>0.00</b>
<b>Regular Operating Expenditures Total:</b>			<b>11,306.88</b>
<b>Security Deposits Withdrawal (Crest Savings Escrow Account)</b>			
General Fund	Security Deposit Withdrawal	Transfer	
<b>Subtotals Security Deposits Withdrawal (Bank Of America Escrow Account):</b>			<b>0.00</b>
<b>Interim Operating Expenditures</b>			
None			
<b>Subtotals Interim:</b>			<b>0.00</b>
<b>Summary Totals</b>		Regular Operating Expenditures Total	11,306.88
		Security Deposits Withdrawal Expenditures Total	0.00
		<b>Grand Total Resolution # 2018-48</b>	<b>11,306.88</b>

NOW THEREFORE BE IT RESOLVED that the Secretary/Treasurer is hereby authorized to pay the November 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 November 14, 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 #2018-49**

**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 \$9,738.01; Congregate Services Prog. expenses totalling \$ 0.00 as listed and recommended for payment:

<b>Capital Fund Program (CFP) Expenditures</b>			
No Expenditures			
<b>Subtotals Capital Fund Program (CFP) Expenditures:</b>			
<b>Capital Fund Program Operating Expenditures Total:</b>			<b>0.00</b>
<b>Electronic Transfers</b>			
State of NJ Division of Pension & Benefits	DCRP	Elec. Transfer	122.33
State of NJ Division of Pension & Benefits	Pension November 2018	Elec. Transfer	2,171.26
State of NJ Division of Pension & Benefits	Health Benefits Coverage December 2018	Elec. Transfer	5,647.40
State of NJ Division of Pension & Benefits	Cottman & Evans Health Benefits December 2018	Elec. Transfer	1,797.02
<b>Subtotals Electronic Transfers:</b>			<b>9,738.01</b>
<b>Electronic Transfer Operating Expenditures Total:</b>			<b>9,738.01</b>
<b>Congregate Services Program (CSP)</b>			
None			
<b>Congregate Services Program (CSP) Total:</b>			<b>0.00</b>
<b>Congregate Services Program Operating Expenditures Total:</b>			<b>0.00</b>
	CFP Expenditures Total		0.00
	Electronic Transfer Expenditures Total		9,440.56
	Congregate Expenditures Total		0.00
	<b>Grand Total Resolution # 2018-49</b>		<b>9,440.56</b>

NOW THEREFORE BE IF RESOLVED that the Secretary/Treasurer is hereby authorized to pay the November 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 November 14, 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 2018-50**

**AN ADDENDUM TO THE INTER-LOCAL SERVICES AGREEMENT FOR EXECUTIVE DIRECTOR SERVICES AND MANAGEMENT SERVICES BY AND BETWEEN THE HOUSING AUTHORITY OF THE CITY OF WILDWOOD AND THE HOUSING AUTHORITY OF THE CITY MILLVILLE**

**This addendum to the Inter-local Services Agreement** in effect for 12/19/16 through 12/18/18 is made on the 14th day of November 2018 by and between the Housing Authority of the City of Wildwood (hereinafter WHA) and the Housing Authority of the City of Millville (hereinafter MHA).

**PREAMBLE:**

**WHEREAS**, the WHA wishes to continue having the MHA provide management for the period 12/19/2018 to 12/31/2020.

**NOW, THEREFORE**, the parties agree as follows:

1. AGREEMENT TO PROVIDE EXECUTIVE DIRECTOR MANAGEMENT AND SHARED SERVICES – MHA hereby agrees that it shall continue to provide management services for the WHA in accordance with all of the terms and conditions of Inter-local Services Agreement in effect between the WHA and MHA with the exception of compensation. WHA agrees that the annual contract rate for the period 12/19/2018 to 12/31/2020 shall be \$86,569. This is a 3% increase over the expiring contract rate of \$84,048. WHA shall compensate the MHA in 12 equal monthly payments of \$7,214 (\$86,569/12).
  
2. For the period 1/1/2019 to 12/31/2020 there shall be a contract re-opener for the purposes of negotiating the annual contract rate. All other terms and conditions shall remain the same.

\_\_\_\_\_  
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 14, 2018 at 3700 New Jersey Avenue, Wildwood, New Jersey 08260.

Motion by: \_\_\_\_\_ 2<sup>nd</sup> by: \_\_\_\_\_

Ayes:

Nays:

Abstain:

Absent:

ATTEST: \_\_\_\_\_  
Paul F. Dice, Board Secretary



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

**Resolution 2016-51**

**A RESOLUTION APPROVING TO EXTEND AN INTER-LOCAL SERVICES AGREEMENT FOR EXECUTIVE DIRECTOR SERVICES BY AND BETWEEN THE HOUSING AUTHORITY OF THE CITY OF WILDWOOD AND THE HOUSING AUTHORITY OF THE CITY OF MILLVILLE**

**WHEREAS**, the Housing Authority of the City of Wildwood *hereinafter* WHA, a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey, has entered into an INTER-LOCAL AGREEMENT with the Housing Authority of the City of Millville dated November 28, 2012 for Executor Director management services; and

**WHEREAS**, the WHA desires to continue retaining the services of the Millville Housing Authority Executive Director – Paul F. Dice – to serve as the Executive Director of the WHA via an existing Inter-local Services Agreement (Agreement);

**WHEREAS**, the WHA seeks to continue the shared services afforded it by the MHA through the existing Agreement which terminates on 12/18/2018;

**WHEREAS**, said extension of said Agreement shall be for two-year period commencing on 12/19/2018 and ending on 12/31/2020;

**WHEREAS**, the cost of the extension Agreement for the period 12/19/2018 to 12/31/2019 shall be \$86,569/yr. payable in twelve equal payments of \$7,214/month.

**WHEREAS**, the two-year extension Agreement shall have a re-opener provision on 12/31/2019 for the purpose of negotiating contract rate only. All other terms and conditions shall remain the same.

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Wildwood hereby authorize to enter into a two-year extension of the existing Inter-local Service agreement with the MHA from 12/19/2018 through 12/31/2020.

\_\_\_\_\_  
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 14, 2018 at 3700 New Jersey Avenue, Wildwood, New Jersey 08260.

Motion by: \_\_\_\_\_ 2nd by: \_\_\_\_\_

Ayes:

Nays:

Abstain:

Absent:

ATTEST: \_\_\_\_\_

Paul F. Dice, Board Secretary

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

**RESOLUTION 2018-52**

**A RESOLUTION ADOPTING CHANGES TO THE WILDWOOD HOUSING AUTHORITY'S  
PERSONNEL POLICY AND PROCEDURES MANUAL AND EMPLOYEE HANDBOOK – NJ STATE  
SICK LEAVE POLICY**

**WHEREAS**, the Wildwood Housing Authority (WHA) 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 must update their Sick Leave Policy in order to comply with New Jersey State law;

**AND WHEREAS**, the State of New Jersey law requires nearly all New Jersey employees to receive or accrue up to 40 hours of paid sick and safe leave annually beginning on October 29, 2018;

**AND WHEREAS**, employees are allowed to utilize this time for reasons other than their own personal illness;

**AND WHEREAS**, the following WHA Sick Leave Policy has been updated to comply with the new law by stating:

Sick Leave Policy:

New Jersey Employees are entitled to receive or accrue up to 40 hours of paid sick. For every 30 hours worked, the employee shall accrue one hour of earned sick leave. Sick leave is to be used, but is not limited to, the following: The medical needs of the employee or the employee's family member(s); Absences, treatment, counseling, and other matters relating to or arising from the employee, or the employee's family member, being a victim of domestic or sexual violence; Closure of the Authority's workplace, school or childcare due to a public health emergency; or, Time needed by the employee to attend a school-related conference, meeting, function or other event. It is not limited to an employee's use for "sick" leave.

Sick leave is accrued based on the Authority's calendar year. The Authority shall pay the employee for earned sick leave at the same rate of pay with the same benefits as the employee normally earns. The Authority may choose the increments in which its employees may use earned sick leave, provided that the largest increment of earned sick leave that an employee may be required to use for each shift for which earned sick leave is used shall be the number of hours the employee was scheduled to work during that shift.

Employees absent on sick leave for five consecutive working days must submit a doctor's verification of illness or injury. If an employee is attending to an immediate family member, including civil union partner, a doctor's verification of that individual is required. After the tenth day of absence on sick leave in one calendar year, a doctor's verification must be submitted for all sick leave absences, regardless of duration. Prior to the return to work, the Authority may require an employee to be examined by a physician designated by the Authority to verify fitness to return to normal duties. An employee will not be permitted to return to work until the verification is received. At the end of each calendar year, an employee's unused paid sick time can be carried over to the next calendar year not to exceed 40 hours of paid sick time per calendar year.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the WHA have reviewed the attached New Jersey Earned Sick Leave policy and the Secretary/Treasurer is hereby authorized to adopt the changes to the WHA Personnel Policy and Procedures Manual and Employee Handbook in order to comply with the NJ Sick Leave Policy.

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 14, 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

# New Jersey Earned Sick Leave

## Notice of Employee Rights

Under New Jersey's Earned Sick Leave Law, most employees have a right to accrue up to 40 hours of earned sick leave per year. Go to [nj.gov/labor](http://nj.gov/labor) to learn which employees are covered by the law.

**New employees must receive this written notice from their employer when they begin employment, and existing employees must receive it by November 29, 2018. Employers must also post this notice in a conspicuous and accessible place at all work sites, and provide copies to employees upon request.**

## YOU HAVE A RIGHT TO EARNED SICK LEAVE.

### Amount of Earned Sick Leave

Your employer must provide up to a total of 40 hours of earned sick leave every benefit year. Your employer's benefit year is:

Start of Benefit Year: \_\_\_\_\_ End of Benefit Year: \_\_\_\_\_

### Rate of Accrual

You accrue earned sick leave at the rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours of leave per benefit year. Alternatively, your employer can provide you with 40 hours of earned sick leave up front.

### Date Accrual Begins

You begin to accrue earned sick leave on October 29, 2018, or on your first day of employment, whichever is later.

*Exception:* If you are covered by a collective bargaining agreement that was in effect on October 29, 2018, you begin to accrue earned sick leave under this law beginning on the date that the agreement expires.

### Date Earned Sick Leave is Available for Use

You can begin using earned sick leave accrued under this law 120 days after you begin employment.

### Acceptable Reasons to Use Earned Sick Leave

You can use earned sick leave to take time off from work when:

- You need diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or you need preventive medical care.
- You need to care for a **family member** during diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or your family member needs preventive medical care.
- You or a family member **have been the victim of domestic violence or sexual violence** and need time for treatment, counseling, or to prepare for legal proceedings.
- You need to attend **school-related conferences, meetings, or events** regarding your child's education; or to attend a school-related meeting regarding your child's health.
- Your employer's business **closes due to a public health emergency** or you need to care for a child whose school or child care provider closed due to a public health emergency.

### Family Members

The law recognizes the following individuals as "family members:"

- Child (biological, adopted, or foster child; stepchild; legal ward; child of a domestic partner or civil union partner)
- Grandchild
- Sibling
- Spouse
- Domestic partner or civil union partner
- Parent
- Grandparent
- Spouse, domestic partner, or civil union partner of an employee's parent or grandparent
- Sibling of an employee's spouse, domestic partner, or civil union partner
- Any other individual related by blood to the employee
- Any individual whose close association with the employee is the equivalent of family

---

## Advance Notice

If your need for earned sick leave is foreseeable (can be planned in advance), your employer can require up to 7 days' advance notice of your intention to use earned sick leave. If your need for earned sick leave is unforeseeable (cannot be planned in advance), your employer may require you to give notice as soon as it is practical.

## Documentation

Your employer can require reasonable documentation if you use earned sick leave on 3 or more consecutive work days, or on certain dates specified by the employer. The law prohibits employers from requiring your health care provider to specify the medical reason for your leave.

## Unused Sick Leave

Up to 40 hours of unused earned sick leave can be carried over into the next benefit year. However, your employer is only required to let you use up to 40 hours of leave per benefit year. Alternatively, your employer can offer to purchase your unused earned sick leave at the end of the benefit year.

## You Have a Right to be Free from Retaliation for Using Earned Sick Leave

Your employer cannot retaliate against you for:

- Requesting and using earned sick leave
- Filing a complaint for alleged violations of the law
- Communicating with any person, including co-workers, about any violation of the law
- Participating in an investigation regarding an alleged violation of the law, and
- Informing another person of that person's potential rights under the law.

Retaliation includes any threat, discipline, discharge, demotion, suspension, or reduction in hours, or any other adverse employment action against you for exercising or attempting to exercise any right guaranteed under the law.

## You Have a Right to File a Complaint

You can file a complaint with the New Jersey Department of Labor and Workforce Development online at [nj.gov/labor/wagehour/complnt/filing\\_wage\\_claim.html](https://nj.gov/labor/wagehour/complnt/filing_wage_claim.html) or by calling 609-292-2305 between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday.

**Keep a copy of this notice and all documents that show your amount of sick leave accrual and usage.**

You have a right to be given this notice in English and, if available, your primary language.

For more information visit the website of the Department of Labor and Workforce Development: [nj.gov/labor](https://nj.gov/labor).

---

Enforced by: NJ Department of Labor and Workforce Development  
Division of Wage and Hour Compliance, PO Box 389, Trenton, NJ 08625-0389 • 609-292-2305

This and other required employer posters are available free online at [nj.gov/labor](https://nj.gov/labor), or from the Office of Constituent Relations, PO Box 110, Trenton, NJ 08625-0110 • 609-777-3200.

If you need this document in Braille or large print, call 609-292-2305. TTY users can contact this department through the New Jersey Relay: 7-1-1.



**Display this poster in a conspicuous place**

MW-565 (9/18)

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

Resolution 2018-53

A RESOLUTION APPROVING APPOINTING A  
CHAIRPERSON 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, must fill a Chairperson position;

**WHEREAS**, the Authority currently consists of five members of the Board of Commissioners;

**NOW THEREFORE BE IT RESOLVED**, that the Secretary/Treasurer is hereby approved that the Board of Commissioners shall appoint \_\_\_\_\_ as Chairperson for the Board of Commissioners of the Authority.

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 14, 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 2018-54

A RESOLUTION APPROVING APPOINTING A  
VICE-CHAIRPERSON 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, must fill a Vice Chairperson position;

**WHEREAS**, the Authority currently consists of five members of the Board of Commissioners;

**NOW THEREFORE BE IT RESOLVED**, that the Secretary/Treasurer is hereby approved that the Board of Commissioners shall appoint \_\_\_\_\_ as Vice-Chairperson for the Board of Commissioners of the Authority.

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 14, 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