

**MINUTES OF THE NOVEMBER 2019 MEETING  
OF THE WILDWOOD HOUSING AUTHORITY**

A regular meeting of the Wildwood Housing Authority Board of Commissioners was held on Wednesday, November 13, 2019, at 3700 New Jersey Avenue, Wildwood, New Jersey 08260. The meeting convened at 5:00 p.m.

Vice Chairperson Juanita Jones announced the Sunshine Law requirement had been met, properly posted and advertised.

The meeting was called to order by Vice Chairperson Juanita Jones, who announced the meeting was being conducted under the Open Public Meetings Act.

Vice Chairperson Juanita Jones proceeded to call the roll at this time. Present were: Commissioner Patricia Campbell, Commissioner Sandi Harris and Commissioner Sue Maxwell were present, and Chairperson Ronald Harwood was absent. Also, present were Executive Director Paul Dice, Matthew J. Robinson WHA Solicitor, Karen L. Chiarello Director of Administration and Betsy Loyle Director of Operations.

**EXECUTIVE DIRECTOR'S REPORT:**

We were not able to complete the financial reports for October in time for the early board meeting this month. They are still a work in progress

**UNIT OCCUPANCY:**

Actual vacancies as of 11/13/2019:

Sandman Towers:	2
Commissioners Court:	2

**RECOMMENDED AGENCY PRIORITIES:**

1. Paul Dice Executive Director touched upon the annual audit, letter for auditor stating no audit findings.
2. Paul Dice Executive Director talked about Caring, Inc. becoming the recipient and grantee of this State of NJ grant rather than the Wildwood Housing Authority (WHA). The WHA has renewed for only 6 months January to June, to grant Caring Inc. time to fill the slot.
3. Paul Dice Executive Director gave an update on the playground RFP. The removal of the rubber in the playground area and replacement with concrete and includes filling in the small, semi-circular, grass area immediately adjacent to the playground. We initially estimated that this project would cost approximately \$25,000 but prices are more than we anticipated, so at them time the RFP has been cancelled.
4. Paul Dice Executive Director is talked with Attorney counsel regarding Requests for Qualifications (RFQ). RFQ's differ from RFP's in that their focus is the provider's qualifications, not the lowest price. We are seeking a RFQ for General Contractor for routine carpentry and masonry work - especially for smaller jobs and also for Exterior paint work for Sandman Tower and Commissioners Court.
5. Paul Dice Executive Director discussed Sandman Towers Walk-in Showers. The WHA had wanted to expand the amount from 5 to 7 walk-in showers, but counsel stated we were outside the scope of work, we would need to re-bid. The last time we did this work it cost us \$10,000/unit plus soft costs. We are looking at 7 initial showers than going back to increments of 5 showers.
6. Paul Dice Executive Director spoke about Sandman Towers Exterior Paint work - Additional Exterior Paint and Caulk Work. Wolfe's exterior caulk work dramatically reduced the water intrusion we were experiencing around quite a few windows and now we are addressing these leaks through interior work.
7. Paul Dice Executive Director stated that Jersey Central Power and Light (JCP&L) will commence soil remediation operations in the vacant lot bordered by Arctic, Garfield and Lincoln Streets. It will also include select sections of Commissioners Court.
8. Paul Dice Executive Director Shared Services Agreement a 3 % contract increase and outsourced all Information Technology functions in Millville and have WHA establish its own IT contract.
9. Paul Dice Executive Director Board of Commissioner Appointments Except for the Chairman's position, all Commissioner appointments expired by the end of December of this year. Commissioners have 5-year terms.

**PUBLIC PORTION:**

- David Farrell Apt 1010 comment about the WHA playground.
- Paula Robbins Apt 106 instead of working on the playground why can't the money be used to fix other areas.

**APPROVAL OF MINUTES & RESOLUTIONS:**

Vice Chairperson Juanita Jones requested for a motion for approval for the Wednesday, September 26, 2019, 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# 2019-38                      Approving the Payment of Regular Bills  
Roll Call Vote:  
Motion: Commissioner Campbell  
Second: Commissioner Harris  
Roll Call: Unanimous

Resolution# 2019-39                      Approving the Capital Fund Program, Electronic Transfers &  
Congregate Expenses Bills Payment  
Roll Call Vote:  
Motion: Commissioner Campbell  
Second: Commissioner Maxwell  
Roll Call: Unanimous

Resolution# 2019-40                      Approving to write off 2019 Active Tenant accounts  
Roll Call Vote:  
Motion: Commissioner Campbell  
Second: Commissioner Maxwell  
Roll Call: Unanimous

Resolution# 2019-41                      Approval for a second trash hauling services contract for the off-season months  
Roll Call Vote:  
Motion: Commissioner Campbell  
Second: Commissioner Harris  
Roll Call: Unanimous

Resolution# 2019-42                      Approval to Addendum to the Inter-Local Services Agreement for Executive  
Director Services and Management Services by and between the WHA and MHA  
Roll Call Vote:  
Motion: Commissioner Campbell  
Second: Commissioner Harris  
Roll Call: Unanimous

Resolution# 2019-43                      Approving the Payment of Regular Bills  
Roll Call Vote:  
Motion: Commissioner Campbell  
Second: Commissioner Harris  
Roll Call: Unanimous

Resolution# 2019-44                      Approving the Capital Fund Program, Electronic Transfers &  
Congregate Expenses Bills Payment  
Roll Call Vote:  
Motion: Commissioner Harris  
Second: Commissioner Campbell  
Roll Call: Unanimous

Resolution# 2019-45 Authorizing Paul Dice and Yinelda Dorta to sign and submit State of NJ CSP Grants

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2019-46

Appointing Chairperson

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Maxwell

Roll Call: Unanimous

Resolution# 2019-47

Appointing Vice Chairperson

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Maxwell

Roll Call: Unanimous

Resolution# 2019-48

Approving to not renewal State of NJ, Department of Human Services (DHS)

Congregate Services Program contract

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Maxwell

Roll Call: Unanimous

Resolution# 2019-49

Approving Contract Award for Snow Removal Services

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Harris

Roll Call: Unanimous

Vice Chairperson Juanita Jones inquired if there was any old or new business. Yinelda Dorta Assistant Executive Director stated that the Caring Inc. Master Keys to the Apartments has been taken away, and that the only way they will receive a key is if the ALP residents signs off to give them a copy.

Vice Chairperson Juanita Jones requested for a motion to adjourn the WHA public meeting at 5:52 pm Commissioner Campbell made the motion, CommissionerMaxwell seconded. All present were in favor.

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Paul F. Dice  
Board Secretary

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Date