

**MINUTES OF THE APRIL 2020 MEETING  
OF THE WILDWOOD HOUSING AUTHORITY**

A regular meeting of the Wildwood Housing Authority Board of Commissioners was held on Wednesday, April 22, 2020, at 3700 New Jersey Avenue, Wildwood, New Jersey 08260. The meeting convened at 5:01 p.m.

Chairperson Ronald Harwood announced the Sunshine Law requirement had been met, properly posted and advertised, during COVID-19 we will be posting the GoToMeeting invite in the ad for the public could join.

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: Vice Chairperson Juanita Jones, Commissioner Patricia Campbell, Commissioner Sandi Harris and Commissioner Sue Maxwell were present. Also, present were Executive Director Paul Dice, Matthew J. Robinson WHA Solicitor, Ralph Polcari WHA Accountant, Karen Chiarello Director of Administration and Betsy Loyle Director of Operations.

**EXECUTIVE DIRECTOR’S REPORT:**

The Wildwood Housing Authority (WHA) posted \$18,254 in negative net income for March 2020. The WHA maintains \$151,361 in year-to-date positive net income.

**UNIT OCCUPANCY:**

Actual vacancies as of 4/22/2020:      Sandman Towers: 5      Commissioners Court: 1  
Percentage Occupied: 96.5

**RECOMMENDED AGENCY PRIORITIES:**

1. Paul Dice Executive Director addressed vacancies, maintenance turning around the apartments while keeping with social distancing guidelines. The ST walk-in showers, we will be putting on hold due to COVID-19 to avoid having extra foot traffic in the building.
2. Paul Dice Executive Director Ongoing Operations: We are going to continue operating until the Governor’s Office authorizes us to proceed differently. The Administrative staff is working remotely, and Maintenance is removing the trash daily from both facilities, daily sanitizing and disinfecting of public areas and they also provide services on an emergent basis. We reinstated Jan Pro to help with clean of the Sandman Towers building.
3. Paul Dice Executive Director HUD Scoring: HUD just scored us as “High Performing.” This is a combined score which considers the physical condition of the buildings, our financial position, and our management ability.

**ADMINISTRATIVE REPORTS**

1. Betsy Loyle Director of Operations: Memo to residents regarding emergency workorders, letting residents know that all household members will be required to wears face mask/face coverings while maintenance is doing an emergency workorder. HUD PIH Notice 2020-05 encourages PHAs to utilize any and all waivers and alternative requirements as necessary to keep their programs operational to the extent practicable. At this time, we will not be delaying the Recertifications and we will only accept self-certifications as a last resort. We are to document on the sheet provided and expeditiously implement plans for alternative procedures in order to provide stable housing
2. Terry Oslar Lease Enforcement: Reports to Police calls are down, no major issues to report on.
3. Matthew J. Robinson WHA Solicitor at this time due to the NJ rent moratorium for rent lease violations they will be on hold, instead we will be sending out late rent notices, and emailing resident names of rent due to the solicitor.

**PUBLIC PORTION:**

- No Comment

**APPROVAL OF MINUTES & RESOLUTIONS:**

Chairperson Ronald Harwood requested for a motion for approval for the Wednesday, February 26, 2020, 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# 2020-18

Approving the Payment of Regular Bills

Roll Call Vote:

Motion: Commissioner Maxwell  
Second: Commissioner Campbell  
Roll Call: Unanimous

Resolution# 2020-19

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

Roll Call Vote:

Motion: Commissioner Campbell  
Second: Commissioner Maxwell  
Roll Call: Unanimous

Resolution# 2020-20

Approval for Adoption of WHA Budget for FYE: 4/1/2019 to 3/31/2020

Roll Call Vote:

Motion: Commissioner Jones  
Second: Commissioner Campbell  
Roll Call: Unanimous

Resolution# 2020-21

Approving the Payment of Regular Bills

Roll Call Vote:

Motion: Commissioner Jones  
Second: Commissioner Campbell  
Roll Call: Unanimous

Resolution# 2020-22

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

Roll Call Vote:

Motion: Commissioner Campbell  
Second: Commissioner Jones  
Roll Call: Unanimous

Resolution# 2020-23

Approving Contract Award for Exterminating Pest Services for the WHA

Roll Call Vote:

Motion: Commissioner Campbell  
Second: Commissioner Jones  
Roll Call: Unanimous

Resolution number 2020-24 and 2020-25 have been withdrawn at this time.

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 5:44 pm Commissioner Harris made the motion, Commissioner Campbell seconded. All present were in favor.

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Paul F. Dice

Board Secretary

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Date