

MINUTES OF THE MAY 2020 MEETING OF THE WILDWOOD HOUSING AUTHORITY

A regular meeting of the Wildwood Housing Authority Board of Commissioners was held on Wednesday, May 27, 2020, at 3700 New Jersey Avenue, Wildwood, New Jersey 08260. The meeting convened at 5:00 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 and on our website.

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 \$19,489 in positive net income for April 2020. The WHA maintains \$19,489 in year-to-date positive net income. April 1, 2020 is the beginning of the fiscal year

UNIT OCCUPANCY:

Actual vacancies as of 5/27/2020: Sandman Towers: 6 Commissioners Court: 1 Percentage Occupied: 96.5

We are still not filling units at this time for safety reasons. We are still trying to keep as many people out of the building as possible

RECOMMENDED AGENCY PRIORITIES:

1. Paul Dice Executive Director and Yinelda Dorta Assistant Executive Director addressed CARES Act Funding for Public Housing regarding uncollected rents and expenses, office supplies, for working remotely from home, Janitorial expenses and Cleaning supplies, etc. The WHA received \$105,089 for expenses related to preparing for, preventing, and responding to the Coronavirus pandemic. We must draw down from HUD accounts for each expense we incur, if the funds are not used by 12/31/20, HUD will re-capture any remaining balances
2. Paul Dice Executive Director Ongoing Operations: We are going to continue operating until the Governor's Office authorizes us to proceed differently, the Governor's stay at home order is in effect through 6/7/2020. 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 emergency basis, Jan Pro to help with clean of the Sandman Towers building. We will be phasing the employees back into work in the safest possible manner such as staggering employees.

ADMINISTRATIVE REPORTS

1. Betsy Loyle Director of Operations: talked about electronic platforms we will be utilizing, while working remotely to accommodate residents due to disability and work, such as the work number to verify income, DocuSign tenant will sign required documents electronically and board member could sign resolutions electronically. Access application on-line, applicants can check their status on the waitlist. This will add a layer of dual services with convenience and accessibility.
2. Karen Chiarello Director of Administration website is up and running, easy, accessible, and streamlined content.
3. Yinelda Dorta Assistance Executive Director working with putting 10 cameras to cover blind spots in Sandman Towers quote with cost of \$3760.00, fixing Terrys & Sus's office door we have 2 quotes one at \$3160.00 and the other \$3695.00. We have included a resolution for looking at Employee Vacation & Personal to allow employees a one-time carry over into year 2021 any unused 2020 time.
4. Terry Oslar Lease Enforcement: Terry gave his Lease Enforcement report regarding ongoing in the WHA.

PUBLIC PORTION:

- No Comment

APPROVAL OF MINUTES & RESOLUTIONS:

Chairperson Ronald Harwood requested for a motion for approval for the Wednesday, April 22, 2020, Meeting Minutes Commissioner Harris made the motion and Commissioner Jones seconded. All others present were in favor.

The monthly payables and resolutions were presented for approval at this time:

Resolution# 2020-24 Approving the Payment of Regular Bills
Roll Call Vote:
Motion: Commissioner Harris
Second: Commissioner Maxwell
Roll Call: Unanimous

Resolution# 2020-25 Approving the Capital Fund Program, Electronic Transfers &
Congregate Expenses Bills Payment
Roll Call Vote:
Motion: Commissioner Jones
Second: Commissioner Campbell
Roll Call: Unanimous

Resolution# 2020-26 Approval for Temporarily Amendment to the WHA Municipal Personnel Policies and
Procedures Manual and Employee Handbook due to the COVID-19 Pandemic 2020
Roll Call Vote:
Motion: Commissioner Campbell
Second: Commissioner Jones
Roll Call: Unanimous

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 5:48 pm Commissioner Jones made the motion, Commissioner Campbell seconded. All present were in favor.

Paul F. Dice
Board Secretary

Date