

MINUTES OF THE JUNE 2020 MEETING OF THE ILDWOOD HOUSING AUTHORITY

A regular meeting of the Wildwood Housing Authority Board of Commissioners was held on Wednesday, June 24, 2020, at 3700 New Jersey Avenue, Wildwood, New Jersey 08260. The meeting convened at 5:02 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, Betsy Loyle Director of Operations, Cindy Numbers Administrator Assisted Living Program for Caring Inc., City of Wildwood Commissioner Steve Mikulski and City of Wildwood Commissioner/Deputy Mayor Krista Fitzsimons.

EXECUTIVE DIRECTOR'S REPORT:

The Wildwood Housing Authority (WHA) posted \$25,704 in positive net income for May 2020. The WHA maintains \$45,193 in year-to-date positive net income.

UNIT OCCUPANCY:

Actual vacancies as of 6/24/2020: Sandman Towers: 6 Commissioners Court: 1 Percentage Occupied: 96

We are still not filling the Sandman Tower units at this time for safety reasons given that we have four (5) confirmed Covid-19 cases 3 residents Hospitalized, 1 resident in-house and 1 Caring Inc Employee.

RECOMMENDED AGENCY PRIORITIES:

1. Paul Dice Executive Director and Yinelda Dorta Assistant Executive Director talked about the Elevator Upgrade Specs being drafted by Charles Ragonese MMPF WHA Architect. We are preparing the Request for Proposal for the up-grade. The bid opening will be done virtually, all bids will be submitted to our architect's firm. Paul, along with the architect, will be at that office for the opening. Everyone else will attend virtually through GoToMeeting. To summarize the Elevator Upgrade Cost will be around 4 hundred thousand to modernize, it is an internal upgrade not external.
2. Paul Dice Executive Director Ongoing Operations: We are going to continue operating until the Governor's Office authorizes us to proceed differently. We are now in Phase II of the State's re-opening plan. This stage still requests those who are working from home to continue doing so. In keeping with that stage requirement, the administrative staff is continuing to work remotely from home.

ADMINISTRATIVE REPORTS

1. Terry Oslar Lease Enforcement: Terry gave his Lease Enforcement report regarding ongoing in the WHA. Off Duty Wildwood Police Department Police Officers change in shift 1 shift a day with varying times in Sandman Towers to enforce mask and social distancing.
2. Betsy Loyle Director of Operations: **Streamlined Property Management Operations:** Betsy outlined the efforts made to move our property management processing to digital platforms, e.g., online housing applications, digital lease transmission and execution, streamline operations and operating systems etc. This will not only speed up and enhance the work process, but it will keep people socially distanced.
3. Yinelda Dorta Assistance Executive Director opening up all work order, resident will now email work orders which will allow us to track work orders, maintenance is still on the two-man daily routine work, to keep COVID19 info confidential we have a white board where info is written. In the process of getting a GE Mechanical quote due to sewer and HVAC pump back-up issues, we want to clean out sewer lines and HVAC pumps in all buildings to avoid future back up issues. Cleaned out Garfield Avenue closure behind B building where we were storing bulk items.

- Ralph Polcari WHA accountant addressed the change in the CARES Act Funding which originally it was to be used toward expenses for prevention of COVID-19 now it could be used towards any normal operating expenses.

PUBLIC PORTION:

- City of Wildwood Commissioner Steve Mikulski gave update regarding the city of Wildwood: such as bike hour times for the boardwalk, no dogs allowed at any time during May 15 to Oct 15, no smoking allowed and will be hosting fireworks in a new location.
- City of Wildwood Commissioner/Deputy Mayor Krista Fitzsimons New Jersey Primary Election July 7 new location at the J Byrne Community Center.

APPROVAL OF MINUTES & RESOLUTIONS:

Chairperson Ronald Harwood requested for a motion for approval for the Wednesday, May 27, 2020, Meeting Minutes Commissioner Jones made the motion and Commissioner Campbell seconded. All others present were in favor.

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

Resolution# 2020-27

Approving the Payment of Regular Bills

Roll Call Vote:

Motion: Commissioner Maxwell

Second: Commissioner Jones

Roll Call: Unanimous

Resolution# 2020-28

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

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Jones

Roll Call: Unanimous

Resolution# 2020-29

Approval for Executive Closed Session

Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Campbell

Roll Call: Unanimous

Chairperson Ronald Harwood asked for a motion to go into Closed Session at 5:38 pm. Commissioner Jones made the motion, Commissioner Campbell seconded.

The Regular Meeting of the Wildwood Housing Authority was back in session at 5:51 pm. Commissioner Campbell made the motion. Commissioner Jones seconded.

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

Paul F. Dice
Board Secretary

Date