

## MINUTES OF THE FEBRUARY 2021 MEETING OF THE ILDWOOD HOUSING AUTHORITY

A regular meeting of the Wildwood Housing Authority Board of Commissioners was held on Wednesday, February 24, 2021, at 3700 New Jersey Avenue, Wildwood, New Jersey 08260. The meeting convened at 4:58 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: Commissioner Patricia Campbell, Commissioner Sandi Harris, and Commissioner Sue Maxwell were present and Commissioner Juanita Jones and Resident Commissioner Maria Maldonado were absent. Also, present were Executive Director Elizabeth Loyle, Matthew J. Robinson WHA Solicitor, Ralph Polcari WHA Accountant and invited guest Paul F. Dice Executive Director of Millville Housing Authority.

### **EXECUTIVE DIRECTOR'S REPORT:**

The Wildwood Housing Authority (WHA) posted \$7,192 in positive net income for January 2021. The WHA maintains \$ 143,665 in year-to-date positive net income.

### **UNIT OCCUPANCY:**

Actual vacancies as of 2/24/2021: Sandman Towers: 4 Commissioners Court: 1 Percentage Occupied: 96

### **RECOMMENDED AGENCY PRIORITIES:**

1. Elizabeth Loyle Executive Director talked about Operation Transitioning is complete we are separated form Millville Housing; we are fine-tuning some in-houses operational items.

### **ADMINISTRATIVE REPORTS**

1. None

### **PUBLIC PORTION:**

- None

### **APPROVAL OF MINUTES & RESOLUTIONS:**

Chairperson Ronald Harwood requested for a motion for approval for the Wednesday, January 27, 2021, Meeting Minutes Commissioner Maxwell 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# 2021-08

Approving the Payment of Regular Bills

#### Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Campbell

Roll Call: Unanimous

#### Resolution# 2021-09

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

#### Roll Call Vote:

Motion: Commissioner Maxwell

Second: Commissioner Campbell

Roll Call: Unanimous

- Resolution# 2021-10 Ratify late introduction and submission of WHA Budget  
for FYE 4/1/2020-3/31/2022  
Roll Call Vote:  
Motion: Commissioner Campbell  
Second: Commissioner Harris  
Roll Call: Unanimous
- Resolution# 2021-11 Approval of WHA Budget for Approval FYE: From: April 1, 2021 To: March 31, 2022  
Roll Call Vote:  
Motion: Commissioner Campbell  
Second: Commissioner Harris  
Roll Call: Unanimous
- Resolution# 2021-12 Approving the Write-Off of Tenant Vacated Accounts  
Roll Call Vote:  
Motion: Commissioner Maxwell  
Second: Commissioner Harris  
Roll Call: Unanimous
- Resolution# 2021-13 Approving the Write-Off of Uncollectable CompleteCare charges  
Roll Call Vote:  
Motion: Commissioner Harris  
Second: Commissioner Maxwell  
Roll Call: Unanimous
- Resolution# 2021-14 Adopting changes to the WHA'S Personnel Policy and Procedures  
Manual and Employee Handbook as recommended by MELJIF  
Roll Call Vote:  
Motion: Commissioner Campbell  
Second: Commissioner Maxwell  
Roll Call: Unanimous
- Resolution# 2021-15 Authorizing change to the terms of the Medical Benefits Policy  
Roll Call Vote:  
Motion: Commissioner Campbell  
Second: Commissioner Harris  
Roll Call: Unanimous
- Resolution# 2021-16 Approving Contract Award for Fee Accounting Services  
Roll Call Vote:  
Motion: Commissioner Maxwell  
Second: Commissioner Campbell  
Roll Call: Unanimous
- Resolution# 2021-17 Approving Contract Award for Financial Auditing Services  
Roll Call Vote:  
Motion: Commissioner Harris  
Second: Commissioner Campbell  
Roll Call: Unanimous
- Resolution# 2021-18 Approving Contract Award for Plumbing Services  
Roll Call Vote:  
Motion: Commissioner Maxwell  
Second: Commissioner Campbell  
Roll Call: Unanimous

Resolution# 2021-19

Approving Contract Award for Solicitor Services

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Harris

Roll Call: Unanimous

Below is a resolution that the WHA Board Members approved during a close session on January 27, 2021 meeting.

Resolution# 2021-20

Contractual Negotiations - TERMINATION OF THE INTER-LOCAL SERVICES AGREEMENT FOR EXECUTIVE DIRECTOR SERVICES AND MANAGEMENT SERVICES BY AND BETWEEN THE WHA AND MHA

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Campbell

Roll Call: Unanimous

NEW BUSINESS:

- Paul F. Dice Executive Director of Millville Housing Authority was an invited guest. He was thanked for his 9 years of Service, he served as the Executive Director through an Inter-Local Service Agreement with Millville Housing Authority.

Chairperson Ronald Harwood requested for a motion to adjourn the WHA public meeting at 5:22 pm Commissioner Harris made the motion, Commissioner Campbell seconded. All presents were in favor.

---

Elizabeth A. Loyle  
Board Secretary

---

Date