

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

A regular meeting of the Wildwood Housing Authority Board of Commissioners was held on Wednesday, June 23, 2021, at 3700 New Jersey Avenue, Wildwood, New Jersey 08260. The meeting convened at 5:04 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 Resident Commissioner Maria Maldonado were present, and Commissioner Sue Maxwell was absent. Also, present were Executive Director Elizabeth Loyle, Matthew J. Robinson WHA Solicitor, Ralph Polcari WHA Accountant.

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

The Wildwood Housing Authority (WHA) posted \$ 23,907.00 in positive net income for May 2021. The WHA maintains \$ 40,865.00 in year-to-date positive net income.

### **UNIT OCCUPANCY:**

Vacancies as of 5/31/2021: Sandman Towers: 1 Commissioners Court: 0 Percentage Occupied: 99

### **RECOMMENDED AGENCY PRIORITIES:**

1. Elizabeth Loyle Executive Director updated the board on the Sandman Tower elevator rehab project. It is scheduled to start July 12<sup>th</sup>. She updated the board on a few items on her report the adopt the new procurement policy Procurement Policy, update our Conflict of Interest Policy, adoption of the HUD issued Notice PIH 2021-14, updating the COVID-19 Statutory and Regulatory Waivers for Public Housing, and the 5-Year and Annual Plan - assessment of the properties shows more pressing issues with the buildings' structures and operating systems specifically, the windows in Sandman Tower and the roofs and HVAC systems in Commissioners Court.
2. Melissa Wheeler Financial the PHA-Web tenant portal is now active for use on the WHA website for the WHA residents.

### **PUBLIC PORTION:**

- None

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

Chairperson Ronald Harwood requested for a motion for approval for the Wednesday, April 28, 2021, Meeting Minutes Commissioner Harris 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# 2021-32

Approving the Payment of Regular Bills

#### Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Harris

Roll Call: Unanimous

#### Resolution# 2021-33

Approving the Capital Fund Program & Electronic Transfers Bills Payment

#### Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Jones

Roll Call: Unanimous

Resolution# 2021-34 Approving and Adopting a Conflict-of-Interest Policy for the WHA Board Commissioners

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Jones

Roll Call: Unanimous

Resolution# 2021-35 Approving and Adopting the COVID-19 Statutory and Regulatory Waivers and Alternative Requirements for Public Housing as outlined in NOTIC PIH 2021-14 (HA)

Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Campbell

Roll Call: Unanimous

Resolution# 2021-38 Approving the Payment of Regular Bills

Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2021-39 Approving the Capital Fund Program & Electronic Transfers Bills Payment

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Jones

Roll Call: Unanimous

Resolution# 2021-40 Reviewing Annual Audit for the Fiscal Year Ending 3/31/2020

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Jones

Roll Call: Unanimous

Resolution# 2021-41 Approving a 5-Year Capital Fund Plan April 1, 2020, to March 31, 2024

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Jones

Roll Call: Unanimous

Resolution# 2021-42 Approving an Annual Capital Fund Plan FYE April 1, 2021

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Jones

Roll Call: Unanimous

Resolution# 2021-43 Approving 2021 the Juneteenth holiday for the WHA

Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Campbell

Roll Call: Unanimous

Resolution# 2021-44 Approving and Adopting a Revised Procurement Policy of the WHA

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Jones

Roll Call: Unanimous

Resolution #2021-36 has been tabled

NEW BUSINESS:

- None

Chairperson Ronald Harwood asked for a motion to go into Closed Session at 5:17 pm. Commissioner Jones made the motion, Commissioner Campbell seconded.

Resolution# 2021-37                      Approving Executive Closed Session May 26, 2021 (June 23, 2021) – Potential litigation

Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Campbell

Roll Call: Unanimous

The Regular Meeting of the Wildwood Housing Authority was back in session at 5:27 pm. Commissioner Harris made the motion, Commissioner Jones seconded.

Chairperson Ronald Harwood requested for a motion to adjourn the WHA public meeting at 5:27 pm Commissioner Harris made the motion, Commissioner Jones seconded. All presents were in favor.

\_\_\_\_\_  
Elizabeth A. Loyle  
Board Secretary

\_\_\_\_\_  
Date