

MINUTES OF THE MARCH 2022 MEETING OF THE WILDWOOD HOUSING AUTHORITY

A regular meeting of the Wildwood Housing Authority Board of Commissioners was held on Wednesday, March 23, 2022, at 3700 New Jersey Avenue, Wildwood, New Jersey 08260. The meeting convened at 5:00 p.m.

Vice Chairperson Patricia Campbell 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 Vice Chairperson Patricia Campbell, who announced the meeting was being conducted under the Open Public Meetings Act.

Vice Chairperson Patricia Campbell proceeded to call the roll at this time. Commissioners Juanita Jones, Commissioner Sandi Harris and Commissioner Sue Maxwell were present, and Chairperson Ronald Harwood was absent. Also, present were Executive Director Elizabeth Loyle, Matthew J. Robinson WHA Solicitor and Ralph Polcari, WHA Accountant.

EXECUTIVE DIRECTOR'S REPORT:

The Wildwood Housing Authority (WHA) Financial report was not ready in time for the board packet submittal. There is 1 month remaining in our fiscal year.

UNIT OCCUPANCY:

Vacancies as of February 28, 2022: Sandman Towers: 0 Commissioners Court: 1 Percentage Occupied: 99

RECOMMENDED AGENCY PRIORITIES:

1. Community Food Bank will be on site with their Mobile Food Pantry for their first distribution on Friday, March 25, the second distribution will be held Friday, April 22. They will distribute food to all who attend between 9:30 - 11:30am. The schedule will change starting in May due to summer traffic.
2. Vice Chairperson Patricia Campbell talked about the Food Bank that is offered by the Angel Visit Church every 3rd or 4th Monday.

PUBLIC PORTION:

- None

APPROVAL OF MINUTES & RESOLUTIONS:

Vice Chairperson Patricia Campbell requested for a motion for approval for the Wednesday, February 23, Meeting Minutes Commissioner Jones made the motion and Commissioner Maxwell seconded. All others present were in favor.

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

Resolution# 2022-14

Approving the Payment of Regular Bills

Roll Call Vote:

Motion: Commissioner Harris

Second: Commissioner Maxwell

Roll Call: Unanimous

Resolution# 2022-15

Approving the Capital Fund Program, Electronic Transfers & Online Bills Payment

Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Maxwell

Roll Call: Unanimous

Resolution# 2022-16

Authorizing a 5% for the Cost-of-Living Pay Increase for the WHA Employees for 2022

Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Maxwell
Roll Call: Unanimous

Resolution# 2022-17 Reviewing Annual Audit for the Fiscal Year Ending 3/31/2021
 Roll Call Vote:
 Motion: Commissioner Jones
 Second: Commissioner Harris
 Roll Call: Unanimous

Resolution# 2022-18 Approving Contract Award for Fee Accounting Services
 Roll Call Vote:
 Motion: Commissioner Jones
 Second: Commissioner Harris
 Roll Call: Unanimous

Resolution# 2022-19 Approving Contract Award for Heating and Air Conditioning (HVAC) Services
 Roll Call Vote:
 Motion: Commissioner Maxwell
 Second: Commissioner Jones
 Roll Call: Unanimous

Resolution# 2022-20 Approving Contract Award for Auditing Services
 Roll Call Vote:
 Motion: Commissioner Jones
 Second: Commissioner Harris
 Roll Call: Unanimous

Resolution# 2022-21 Approving Contract Award for General Counsel Legal Services
 Roll Call Vote:
 Motion: Commissioner Maxwell
 Second: Commissioner Jones
 Roll Call: Unanimous

Resolution# 2022-22 Approving Contract Award for Exterminating Pest Services
 Roll Call Vote:
 Motion: Commissioner Jones
 Second: Commissioner Harris
 Roll Call: Unanimous

Resolution# 2022-23 Approving a Telecommuting Policy and Procedures for the WHA
 Roll Call Vote:
 Motion: Commissioner Jones
 Second: Commissioner Harris
 Roll Call: Unanimous

Resolution# 2022-24 Approving Contract Award for Landlord/Tenant Legal Services
 Roll Call Vote:
 Motion: Commissioner Maxwell
 Second: Commissioner Jones
 Roll Call: Unanimous

OLD BUSINESS:

- None

NEW BUSINESS:

- None

Vice Chairperson Patricia Campbell requested for a motion to adjourn the WHA public meeting at 5:13 pm Commissioner Harris made the motion, Commissioner Jones seconded. All presents were in favor.

Elizabeth A. Loyle
Board Secretary

Date