

MINUTES OF THE AUGUST 2020 MEETING OF THE ILDWOOD HOUSING AUTHORITY

A regular meeting of the Wildwood Housing Authority Board of Commissioners was held on Wednesday, August 26, 2020, at 3700 New Jersey Avenue, Wildwood, New Jersey 08260. The meeting convened at 5:05 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, Commissioner Sue Maxwell and Resident Commissioner Maria Maldonado were present. Also, present were Executive Director Paul Dice, Matthew J. Robinson WHA Solicitor, Tony Polcari WHA Accountant, Karen Chiarello Director of Administration, Betsy Loyle Director of Operations, Denise Smith Account Manager, 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 \$15,755 in positive net income for July 2020. The WHA maintains \$95,500 in year-to-date positive net income.

UNIT OCCUPANCY:

Actual vacancies as of 8/26/2020: Sandman Towers: 5 Commissioners Court: 0 Percentage Occupied: 97

RECOMMENDED AGENCY PRIORITIES:

1. Paul Dice Executive Director talked about the Elevator Upgrade bid. We had to rework the bid 2 times due to the too high bids. This time Capri Construction is the lowest responsible bidder at \$560,000, the other company Levy Construction had the lowest bid at \$536,300, but the sub-contractor they would have utilized did not have the proper state certifications per Matthew J. Robinson WHA Solicitor it is a material deficiency. Ralph Polcari WHA Accountant certified the funds we have for the project; we have \$145,000 in the 2019 Capital Fund & \$320,000 in the 2020 Capital Fund and \$60,000 in Cares Act Funding to cover the Elevator Upgrade. Basically, a modernization of the mechanical portion of the elevator.
2. Paul Dice Executive Director discussed Commissioners Court first focus issues have been the HVAC Systems but lately we have had roof leaks specifically in Buildings B, C, F and H. We project the cost per building at \$112,000 to \$156,000 for the flat roofs we currently have for the 4 in need of repairs, but if we do pitched roofs, we had presented the roofs previously per building that cost would be \$170,000 to \$200,000 for all 9 buildings roughly coming out to 1.8 million. We are looking at keeping with the flat. Ralph Polcari WHA Accountant stated the next Capital Fund might be available around April 2021. We are putting together an RFP; the WHA Architect is coming out to inspect all the roofs, but do the RFP bid specs for the 4 build roofs. Yinelda Dorta Assistant Executive Director gave an update regarding the roofs we are having issues with were replaced 10 years ago and are now outside the warranty period.
3. Paul Dice Executive Director we have ordered a new trash compactor for Sandman Tower, due to the current one is creating major problems. The contactor will be beginning the work within 2 to 3 weeks.

ADMINISTRATIVE REPORTS

1. Yinelda Dorta Assistance Executive Director we are at 100% leased up in Commissioners Court. We had a situation that has been resolved regarding a resident who was no longer on the ALP program who was unable to care for them self has been put by his family into long term care in a Nursing Home. We are working on the new updated Municipal Excess Liability Joint Insurance Fund (MELJIF) Employee Handbook and Personal Manuel. Matthew J. Robinson WHA Solicitor will have to certify on a legal standpoint since these effects our employment practices liability deductibles.

PUBLIC PORTION:

- None

APPROVAL OF MINUTES & RESOLUTIONS:

Chairperson Ronald Harwood requested for a motion for approval for the Wednesday, July 22, 2020, Meeting Minutes Commissioner Harris 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# 2020-36

Approving the Payment of Regular Bills

Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Harris

Roll Call: Unanimous

Resolution# 2020-37

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

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Jones

Roll Call: Unanimous

Resolution# 2020-38

Approving a award a contract for Sandman Towers Elevator Modernization Project

Roll Call Vote:

Motion: Commissioner Jones

Second: Commissioner Campbell

Roll Call: Unanimous

Resolution# 2020-39

Approving to award a contract for Electrical Services

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Jones

Roll Call: Unanimous

Resolution# 2020-40

Approval for Executive Closed Session: Contractual Matter

Roll Call Vote:

Motion: Commissioner Campbell

Second: Commissioner Jones

Roll Call: Unanimous

Chairperson Ronald Harwood asked for a motion to go into Closed Session at 5:33 pm. Commissioner Campbell made the motion, Commissioner Jones seconded.

The Regular Meeting of the Wildwood Housing Authority was back in session at 5:40 pm. Commissioner Harris made the motion. Commissioner Jones seconded.

Chairperson Ronald Harwood requested for a motion to adjourn the WHA public meeting at 5:41 pm Commissioner Campbell made the motion, Commissioner Jones seconded. All present were in favor.

Paul F. Dice
Board Secretary

Date