

**Housing Authority of the City of Ocean City**

**Regular Board of Commissioner Meeting Minutes**

**April 17, 2018 – 5 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held on April 17, 2018, at 5:00 p.m. at Bay View Manor – 635 West Avenue, Ocean City, New Jersey 08226.

The meeting was called to order by Chairman Barr and began with the Pledge of Allegiance. Chairman Barr read the Sunshine Law.

Upon roll call those present were:

Commissioner Robert Halliday	
Commissioner Sean Scarborough	
Commissioner Michael Dattilo	
Commissioner Beverly McCall	<i>(Absent)</i>
Commissioner Paula McFarland	<i>(Arrived 5:06 p.m.)</i>
Commissioner Patricia Jackson	<i>(Arrived 5:13 p.m.)</i>
Chairman Robert Barr	

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, VHA Assistant Executive Director, Charles W. Gabage, Esquire – Solicitor, Linda Cavallo – Accountant, Ron Miller, VHA Assistant Asset Manager – Operations, Patrick Mumman, Alternate Commissioner and Robert Henry, Alternate Commissioner.

**Minutes**

Chairman Barr requested a motion to approve the Regular Meeting minutes from March 20, 2018. A motion was made by Commissioner Halliday and seconded by Commissioner Scarborough. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Absent)
Commissioner Paula McFarland	(Absent)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

**Treasurer's Report**

Linda Cavallo reviewed the Financial Report for the six months ended March 31, 2018. Motion to approve the Treasurer's Report made by Commissioner Halliday and seconded by Commissioner Scarborough. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Absent)
Commissioner Paula McFarland	(Absent)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

## **Executive Director's Report**

Mrs. Jones stated the Smoke-Free Policy which was discussed a couple of months ago is on the agenda for the Board to approve and authorize implementation via resolution tonight.

Mrs. Jones discussed the FEMA funds the OCHA was overpaid in 2014/2015. There is a resolution tonight to return the overpayment to FEMA. Ron Miller reviewed the paperwork and he is comfortable in saying FEMA is correct.

There is no update on the Audit. The Auditor is waiting on the NJ Division of Pension information. Once this information is received the Auditor will present to the Board.

Mrs. Jones updated the Board regarding the Rental Assistance Demonstration Program (RAD). The RAD application has been submitted to HUD. The OCHA will start moving forward with the application with a HUD representative from headquarters in Washington.

The waiting list is currently open until the end of April. The Authority will advertise again to keep the waiting list open for the foreseeable future. Once the Authority receives enough applications that are sufficient to fill vacancies for a one-year period the waiting list will then be closed.

Ron Miller provided a brief update in regards to the extermination schedule particularly for Bay View Manor. It has been identified that there are some extermination issues within the building. Management has a plan to correct these issues. Beginning on May 1<sup>st</sup> bi-weekly inspections of the entire building will be conducted. This will continue bi-weekly for (6) six weeks. After the (6) six weeks they will continue inspections on a quarterly basis. These inspections will consist of entire building inspections and problem areas will be identified at that time. The entire building has already been inspected and problem areas were identified. Management has a plan to address the issues with the affected units and is working with the vendor to get the units rectified. Furthermore, an educational forum for exterminating issues will be conducted within the next 2 weeks. Notices will go out to the tenants regarding the educational forum. At this point, administration asks that any questions related to exterminating issues be held until the educational forum.

*Chairman Barr stated for the record that Commissioner McFarland has arrived (5:06 p.m.).*

Mrs. Jones stated the OCHA only has one vacancy and is otherwise 100% occupied.

With no further discussion, motion to accept the Executive Director's Report made by Commissioner Scarborough and seconded by Commissioner Dattilo. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Absent)
Commissioner Paula McFarland	(Yes)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

**Committee Reports** – Chairman Barr called for a report from the Development Committee. Commissioner Halliday reported the inventory removal application was submitted on March 1<sup>st</sup>. The inventory removal application was originally denied, but the items that were challenged have been cleared up. There is a meeting

scheduled for May 1<sup>st</sup>. The architectural bid documents are being finalized and the specifications will be reviewed next week with the architect and engineer. It is anticipated to have the bid documents out on April 23 and returned by April 30.

**Old Business** – None.

**New Business** – None.

With no other discussion in related matters the Chairman moved to the Resolutions.

**Resolution #2018-13**  
**Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$153,269.46. A motion was made by Commissioner Halliday; seconded by Commissioner Scarborough. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Absent)
Commissioner Paula McFarland	(Yes)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

**Resolution #2018-14**  
**Resolution Approving and Authorizing the Implementation  
of the Smoke-Free Policy, Effective July 2018**

Chairman Barr called for a motion to approve Resolution #2018-14.

*Chairman Barr stated for the record that Commissioner Jackson has arrived (5:13 p.m.).*

A motion was made by Commissioner Halliday; seconded by Commissioner Scarborough. Mrs. Jones briefly discussed the Smoke-Free Policy.

The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Absent)
Commissioner Paula McFarland	(Yes)
Commissioner Patricia Jackson	(Yes)
Chairman Robert Barr	(Yes)

**Resolution #2018-15**  
**Resolution Approving Hardscaping Services at Bayview Manor**

Chairman Barr called for a motion to approve Resolution #2018-15. A motion was made by Commissioner Dattilo; seconded by Commissioner Scarborough. Ron Miller explained this hardscaping is for the installation of a bicycle pad for up to 20 bicycles in front of Bay View Manor on West Avenue to the right of the entrance. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Absent)
Commissioner Paula McFarland	(Yes)
Commissioner Patricia Jackson	(Yes)
Chairman Robert Barr	(Yes)

**Resolution #2018-16**

**Resolution Authorizing Utilization of Vineland Housing Authority Maintenance Staff  
to Supplement the Ocean City Housing Authority Maintenance Staff**

Chairman Barr called for a motion to approve Resolution #2018-16. A motion was made by Commissioner Halliday; seconded by Commissioner Scarborough. Mrs. Jones explained the OCHA only has one maintenance person on staff and he takes care of tenant generated works orders, inspection work orders and day to day work orders. Vineland's staff is brought in when there is a vacancy to turn the unit over. Otherwise, the tenant generated work orders would not be completed in a timely manner. Tracking of performance on the crew to be provided on the program statistics report. Brief discussion on possibly hiring a part time maintenance employee. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Absent)
Commissioner Paula McFarland	(Yes)
Commissioner Patricia Jackson	(Yes)
Chairman Robert Barr	(Yes)

**Resolution #2018-17**

**Resolution Approving Return of Overpayment to FEMA**

Chairman Barr called for a motion to approve Resolution #2018-17. A motion was made by Commissioner Halliday; seconded by Commissioner Scarborough. Mrs. Jones stated this was an amount that was discovered as an overpayment and research was conducted. Chairman Barr thanked the VHA team for their time and effort on this. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Absent)
Commissioner Paula McFarland	(Yes)
Commissioner Patricia Jackson	(Yes)
Chairman Robert Barr	(Yes)

There is no need for Executive Session tonight.

Chairman Barr requested comments from the public.

Jody Davis, Bayview Manor #207 – She would like to know when Resident Services is available. Mrs. Jones explained the office in Bayview Manor is not being staffed. Please call the main office number if you have any

Questions or concerns.

Mr. Chattin, Bayview Manor #209 – The storage room on the second floor needs to be cleaned. Pole light out in front of building. Trees need to be trimmed or cut down. Mrs. Jones stated the electric company has been contacted numerous times regarding the pole light. The trees are on the list to be taken care of. The storage room will be addressed as well.

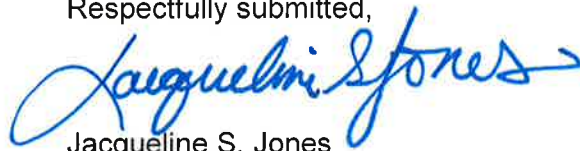
Mrs. Bowman, Bayview Manor #401 – Due to new commissioners on the Board, she requested that all the commissioners introduce themselves. Chairman Barr introduced himself and each board member.

Chairman closed the public comments portion of the meeting.

Chairman requested any questions and/or comments from any of the Board Members at this time.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Halliday; seconded by Commissioner Jackson. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:24 p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer