

Board of Commissioners
Robert Barr, Chairperson
Scott Halliday, Vice-Chairperson
Michael Dattilo, Commissioner
Beverly McCall, Commissioner
Robert Henry, Commissioner
Patricia Miles-Jackson, Commissioner
Sean Scarborough, Commissioner



204 4th Street
Ocean City, New Jersey 08226

Phone: 609-399-1062
Fax: 609-399-7590

Jacqueline S. Jones, Executive Director

February 14, 2019

The Board of Commissioners
Ocean City Housing Authority
Ocean City, New Jersey 08226

Dear Commissioner:

The regular meeting of the Ocean City Housing Authority will be held on **Tuesday, February 19, 2019, at 5:00 pm at Administrative Offices – 204 4th Street, Ocean City, NJ 08226.**

The Board may enter into executive session to discuss personnel matters and any other housing business that meets the criteria for an executive session. Formal action may be taken.

Very truly yours,



Jacqueline S. Jones
Executive Director

Ocean City Housing Authority

AGENDA

Tuesday, February 19, 2019
Administrative Offices – 204 4th Street
5:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Reading of the "Sunshine Law Statement"
4. Roll Call
5. Approval of Minutes:
 - a. Regular Meeting on January 15, 2019
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:
 - # 2019-05 Approval of Monthly Expenses
 - # 2019-06 Approval of Revised Disposition Policy
 - # 2019-07 Award Architectural and Engineering Services Contract
- Executive Session if required*
12. Comments from the press and/or public
13. Comments from Board Members
14. Adjournment

Housing Authority of the City of Ocean City

Regular Board of Commissioner Meeting Minutes

January 15, 2019 – 5 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held on January 15, 2019, at 5:00 p.m. at Administrative Offices – 204 4th Street, 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	<i>(arrived at 5:14 p.m.)</i>
Commissioner Michael Dattilo	
Commissioner Beverly McCall	
Commissioner Robert Henry	
Commissioner Patricia Jackson	<i>(absent)</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, Sandra Velez, VHA Assistant Asset Manager – Occupancy, Ron Miller, VHA Assistant Asset Manager – Operations and Rick Ginnetti, The Brooke Group.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from December 18, 2018. A motion was made by Commissioner McCall and seconded by Commissioner Halliday. The following vote was taken:

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

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the three months ended December 31, 2018. Motion to approve the Treasurer's Report made by Commissioner McCall and seconded by Commissioner Halliday. The following vote was taken:

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

Executive Director's Report

Mrs. Jones reported the OCHA will be okay regardless of the current government shut down. The OCHA has some cash on hand. HUD is funding through February.

The OCHA is due for a REAC inspection, but to date has not been notified as to when this will take place.

Mrs. Jones is waiting to hear back from the Auditor to schedule a start date.

RAD is still in process. Rick Ginnetti stated he feels it is possible for the OCHA to close by the end of year. The government shutdown does effect certain areas of the RAD conversion process.

The OCHA currently has an RFP out for an Architect for the Bay View Manor rehab. Per Ron Miller, they are due February 6th and will be presented to the Board at the February Boar Meeting.

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

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

Committee Reports – Commissioner Halliday updated the Board in regards to the presentation held at the public town hall meeting on Saturday to discuss Ocean City's affordable housing obligations and plans. The presentation was done very well. The OCHA is waiting for final plans and specifications from the architect for Speitel Commons, which should be received by the end of the month.

Chairman Barr thanked the staff as well as the City for the work being done.

Old Business – None.

New Business – None.

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

Resolution #2019-01
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$153,719.82. A motion was made by Commissioner Dattilo; seconded by Commissioner Halliday. The following vote was taken:

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

Resolution #2019-02
Resolution Designating an Official Newspaper

Chairman Barr called for a motion to approve Resolution #2019-02. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The following vote was taken:

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

Resolution #2019-03
Resolution Approving Fee for Annual Re-Certification for all OCHA Residents

Chairman Barr called for a motion to approve Resolution #2019-03. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Mrs. Jones briefly explained the resolution. The following vote was taken:

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

Resolution #2019-04

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

Chairman Barr called for a motion to approve Resolution #2019-04. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Mrs. Jones stated the resolution for vacancy turnovers from October 2 through December 18 (back up attached) and the resolution also authorizes vacancy turnovers going forward from January – March 2019 in an amount not to exceed \$11,000 billed on an as needed basis. The following vote was taken:

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

Chairman Barr asked if there were any further comments from any Commissioner at this time. No further comments from the Commissioners. Chairman Barr requested comments from the public. No public comments. Chairman closed the public comments portion of the meeting.

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 McCall. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:14 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer

THE OCEAN CITY HOUSING AUTHORITY
INCOME & EXPENSE STATEMENT
FYE SEPTEMBER 30, 2019

FOR THE FOUR MONTHS ENDED JANUARY 31, 2019

	ANNUAL BUDGET	BUDGET THRU JANUARY	ACTUAL THRU JANUARY	VARIANCE FROM BUDGET (+OVER/ & -UNDER)	NOTES:
INCOME					
DWELLING RENTAL	\$ 573,780	\$ 191,260	\$ 195,561	\$ 4,301	date.
OTHER TENANT-EXCESS UTILITIES	4,200	1,400	2,379	979	This represents actual excess utilities income to date.
TOTAL TENANT REVENUE	\$ 577,980	\$ 192,660	\$ 197,940	\$ 5,280	
HUD OPERATING SUBSIDY	\$ 306,330	\$ 102,110	\$ 109,755	\$ 7,645	This represents HUD funding to date.
HUD CAPITAL FUNDS-OPERATIONS	172,800	57,600	57,600	0	Accrued this income year-to-date.
TOTAL HUD FUNDING	\$ 479,130	\$ 159,710	\$ 167,355	\$ 7,645	
INVESTMENT INCOME-UNRESTRICTED	\$ 150	\$ 50	\$ 18	\$ (32)	Actual income is less than expected
NONDWELLING RENTAL INCOME	13,200	4,400	4,400	0	This represents nondwelling income to date.
OTHER INCOME-LAUNDRY	7,400	2,467	2,181	(286)	Income is paid qtrly-Feb, May, Aug and Nov.
OTHER INCOME-FRAUD RECOVERY	5,000	1,667	0	(1,667)	This represents actual amount received in fiscal year.
OTHER INCOME-MISCELLANEOUS	5,580	1,860	5,670	3,810	Late charges, legal fees-tenant, extra keys, change locks, cleaning reimbursements, etc.-Overbudget due to late charges & legal fees paid by residents;
TOTAL INCOME	\$ 1,088,440	\$ 362,814	\$ 377,564	\$ 14,750	
EXPENSES					
ADMINISTRATIVE SALARIES	\$ 32,500	\$ 10,833	\$ 10,625	\$ (208)	This represents actual salaries to date
AUDIT FEES	9,000	3,000	3,000	0	Accrued expense year-to-date.
ADVERTISING	3,200	1,067	310	(757)	Actual expenses are less than budgeted.
EMPLOYEE BENEFITS-ADMIN	29,040	9,680	8,794	(886)	Actual expenses are less than budgeted.
OFFICE EXPENSES					Accrued Yardi (\$675 a mo) & Prorated Convexserv (\$95 a mo) 4 mos.
COMPUTER SERVICES	9,000	3,000	3,080	80	(358) Actual expenses are less than budgeted.
COPIER	3,500	1,167	809	(320)	Actual expenses are less than budgeted.
DUES & PUBLICATIONS	1,500	500	180	(669)	Actual expenses are less than budgeted.
OFFICE SUPPLIES	2,500	833	164	(683)	Actual expenses are less than budgeted.
PHONE & INTERNET	11,000	3,667	2,984	(126)	Actual expenses are less than budgeted.
POSTAGE	2,000	667	541	(735)	Represents actual bills from Mr. Gabage's office.
LEGAL	15,000	5,000	4,265	(150)	Actual expenses are less than budgeted.
TRAVEL	450	150	0	(199)	Actual expenses are less than budgeted.
TRAINING	4,200	1,400	1,201	0	Actual expenses are less than budgeted.
ACCOUNTING	15,000	5,000	5,000	(10,000)	Actual expenses are less than budgeted.
MANAGEMENT FEES	130,000	43,333	33,333	(2,318)	Actual expenses are less than budgeted.
MISCELLANEOUS-SUNDRY	12,000	4,000	1,682	(17,329)	
OTHER TENANT SERVICES	\$ 3,030	\$ 1,010	\$ 1,740	\$ 730	Includes \$200 a month (totaling \$800.00) and Christmas party (\$940).
WATER/SEWER	\$ 105,000	\$ 35,000	\$ 28,781	\$ (6,219)	Represents actual Oct-Dec bill and estimated Jan bill. Estimated at 1/2018 amount.
ELECTRIC	110,000	36,667	38,357	1,690	Represents actual Oct-Dec bill and estimated Jan bill. Estimated at 1/2018 amount.
GAS	56,000	18,667	17,373	(1,294)	Represents actual Oct-Dec bill and estimated Jan bill. Estimated at 1/2018 amount.
MAINTENANCE LABOR	\$ 59,860	\$ 19,953	\$ 13,004	\$ (6,949)	Actual expenses are less than budgeted.
MAINT. MATERIALS	50,000	16,667	11,771	(4,896)	Actual expenses are less than budgeted.
MAINT. CONTRACT COSTS	130,000	43,333	43,925	592	Actual expenses are higher than budgeted.
EMPLOYEE BENEFITS	35,440	11,813	10,073	(1,740)	Actual expenses are less than budgeted.
INSURANCE	\$ 110,000	\$ 36,667	\$ 31,858	\$ (4,809)	Actual expenses are less than budgeted.
BAD DEBTS	5,000	1,667	1,667	0	Accrued expense year-to-date
COMPENSATED ABSENCES	5,500	1,833	1,833	(0)	Accrued expense year-to-date
PAYMENT IN LIEU OF TAXES	30,280	10,093	10,093	(0)	Accrued expense year-to-date
PENSION	21,000	7,000	6,255	(745)	Accrued 4 month expense at last year's rate.
RETIREE BENEFITS	25,000	8,333	6,999	(1,334)	Actual expenses are less than budgeted.
DUE TO CITY OF OCEAN CITY	60,000	20,000	70,000	50,000	This represents all payments made in fiscal year. \$5,000 per month & \$50,000 additional payment made in January.
TOTAL EXPENDITURES	\$ 1,086,000	\$ 362,000	\$ 369,697	\$ 7,697	
PROFIT (LOSS)	\$ 2,440	\$ 814	\$ 7,867	\$ 7,053	

Ocean City Housing Authority

Administrative Report

DATE: February 13, 2019

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for January 2019)

PERIOD: January 10, 2019 to February 12, 2019

Peck's Beach – New Jersey Housing and Mortgage Finance Agency (NJHMFA) Pre-Development Funds – [No change from January 2019](#)

Below is a summary of the expenses that have been submitted and paid by NJHMFA for the pre-development cost for Peck's Beach Village – Speitel Manor. These expenses are paid directly from NJHMFA to the vendor. This update will be included in this report through the end of the pre-development phase.

Pre-Development Funds - NJHMFA for Peck's Beach - #2986				
Pre-Development Uses	Approved Budget	Previously Disbursed	This Transaction - 10/18/18	Balance of Funds
HUD Approvals-Inventory				
Removal/Title Search	\$ 27,500.00	\$ 743.00	\$ 100.00	\$ 26,657.00
Architect	\$ 90,000.00	\$ -	\$ 90,000.00	\$ -
Site Engineer	\$ 66,000.00	\$28,772.64	\$ 16,101.66	\$ 21,125.70
Energy Star Review	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Environmental Consultant	\$ 18,500.00	\$ 2,472.50	\$ -	\$ 16,027.50
Geo Tech Consultant	\$ 12,500.00	\$ -	\$ -	\$ 12,500.00
Survey	\$ 7,000.00	\$ 4,620.00	\$ -	\$ 2,380.00
Attorney	\$ 36,000.00	\$ 5,895.00	\$ 990.00	\$ 29,115.00
Consulting Fees	\$ 125,000.00	\$37,273.00	\$ 19,542.45	\$ 68,184.55
VHA - \$6,977 TO DATE				\$ -
5% Contingency	\$ 19,175.00	\$ -	\$ -	\$ 19,175.00
Totals	\$ 402,675.00	\$ 79,776.14	\$ 126,734.11	\$ 196,164.75

Government Shutdown and HUD

The government shutdown has come and gone at this writing and did not affect Authority operations. There is another shutdown possible for Friday, February 15, 2019, but appears unlikely at this time.

Real Estate Assessment Center (REAC)

HUD's division of REAC is responsible for the physical inspection of the Authority's property. The property is due for an inspection, but we have not been notified of a date of the inspection as of this writing.

Audit – Year Ending 9/30/2018

The firm of Ford-Scott Associates will perform the audit, which must be filed with HUD by the end of June 2019. The auditor has been contacted to schedule a start date for the audit.

Disposition Policy

An updated Disposition Policy is included in this packet for Board consideration. This policy is being updated to include the use of GovDeals to sell unnecessary Authority personal property on-line. The proposed policy is attached to the resolution.

Personnel Policy

Updates to the Personnel Policy are included in this packet for Board consideration. The main purpose for the policy revision is to incorporate the new requirements of the New Jersey Paid Sick Leave Act. The Act requires employers to provide employees up to forty (40) hours of paid sick leave. The Act would provide Authority part-time employees with paid sick leave. Currently, the Authority does not employ any part-time employees.

Rental Assistance Demonstration Program (RAD)

The RAD application has been submitted to HUD. The Authority staff and consultant are in communication with the HUD RAD team to review the options for the OCHA RAD conversion.

There are monthly update calls with the Authority's RAD Transaction Manager for HUD and the Authority's consultant. There are many moving parts regarding the RAD conversion along with the redevelopment of Peck's Beach. A variety of factors including timing, regulations and funding are involved making this a complicated transaction.

Update: The update calls with the HUD Transaction Manager continue. A request was made to HUD to remove the existing CHAP (Commitment to enter into a Housing Assistance Payment) contract, which was based on YE 2016 funding and replace it with a CHAP based on YE 2018 funding. The request was granted and the new CHAP dated February 7, 2019, was received with the new funding figures.

Peck's Beach – NJHMFA Pre-Development

An update on the progress of the Peck's Beach Re-development will be given at the board meeting.

Board of Commissioners –Rutgers Training Program Status

Commissioner	Training Program Status
Robert Barr, Chairman	Completed
Robert Scott Halliday, Vice Chairman	Completed
Mike Dattilo	In Process
Robert Henry	In Process
Beverly McCall	Completed
Patricia Miles-Jackson	Completed
Sean Scarborough	In Process

Program Statistics Report 10/2018 - 01/2019

2019 2018 2018
JAN DEC NOV

<u>Tenant Accounts Receivable</u>			
Number of "non-payment of rent" cases referred to the solicitor	4	3	3
<u>Tenant Relations</u>			
Total number of units to be inspected in fiscal year	121	121	121
Total number of units to be inspected this month	61	61	61
Number of inspections actually completed this month - all sites	61	61	61
Total number of units inspected year-to-date - all sites	183	122	61
<u>Occupancy</u>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	54	90	63
Annual Unit Turnaround Time (For Fiscal Year)	72	77	63
Monthly - Number of Vacancies Filled (this month)	1	3	1
Monthly - Average unit turnaround time in days for Lease up	4	33	24
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	50	40	39
PIC Score	100%	100%	100%
<u>Vacancies - At end of Month</u>			
Bay View Manor	1	0	1
Peck's Beach Senior	0	1	1
Peck's Beach Family	1	2	3
Total	2	3	5
Occupancy Rate	98.35%	97.52%	95.87%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>	1	5	October thru December Summary in Dec 2018
Total Hours	41.48	152	
Average Hours per Vacancy (Br. Sizes 0 thru 4)	32.25	30.40	
<u>Rent Roll</u>			
Bay View Manor - Elderly/Disabled	\$20,927	\$20,825	\$21,285
Peck's Beach - Elderly/Disabled	\$6,484	\$6,875	\$7,336
Peck's Beach - Family	\$20,037	\$20,019	\$20,253
Total Rent Roll	\$47,448	\$47,719	\$48,874
<u>Public Housing Waiting List Applicants</u>			
Families - Ocean City Preference	8	11	10
Families - No Ocean City Preference	119	117	112
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	81	81	72
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	285	273	243
<u>Maintenance Department</u>			
Average work order turnaround time in days - Tenant Generated	1.31	2	2.25
Total Tenant Generated Work Orders	51	27	36
Number of routine work orders written this month	81	56	36
Number of outstanding work orders from previous month	12	25	27
Total number of work orders to be addressed this month	144	108	88
Total number of work orders completed this month	134	96	115
Total number of work orders left outstanding	10	12	25
Number of emergency work orders written this month	0	0	0
Total number of work orders written year-to-date	340	208	125
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0	0

Program Statistics Report 10/2018 - 01/2019		2019 JAN	2018 DEC	2018 NOV
<u>Real Estate Assessment Center (REAC) Scores</u>				
Year-End 2018 - TBD				
Year-End 2017 - Audited		68	68	68
Year-End 2016 - Audited		85	85	85
Year-End 2015 - Audited		88	88	88
Year-End 2014 - Audited		86	86	86
Year-End 2013 - Audited		97	97	97
Year-End 2012 - Audited		100	100	100
Year-End 2011 - Audited		100	100	100

Ocean City Housing Authority
Cash Report
As of January 31, 2019

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 01/31/2019	\$ 201,611.17
Capital 2018 Cash-Pending for draw down from HUD eLOCCS	\$ 182,217.00
Add: A/R-Tenants	Current \$ 7,075.70 Past \$ 4,686.99
	\$ 11,762.69
Less Bill List payments	\$ (73,901.02)

Accrued Expenses - Total from detail below \$ (17,144.50)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No. of Months</u>	<u>Amount Accrued</u>
Insurance-Property/Flood	\$ 110,000.00	4	\$ 36,666.67
Bad Debt	\$ 5,000.00	4	\$ 1,666.67
Comp Absences	\$ 5,500.00	4	\$ 1,833.33
P.I.L.O.T.	\$ 30,280.00	4	\$ 10,093.33
Total Accrual	<u>150,780.00</u>		<u>\$ 50,260.00</u>
NJJIF Pymt 1/2019			<u>\$ (33,115.50)</u>
Net Accrual			<u>\$ 17,144.50</u>

Net Cash Position Before Amounts Due City of Ocean City \$ 304,545.34

Due to Other Governments per 9/30/2016 Audit - City of Ocean City \$ (270,735.00)

Accrued P.I.L.O.T - Year-End 9/30/2015	\$ (24,008.00)
Accrued P.I.L.O.T - Year-End 9/30/2016	\$ (25,848.00)
Accrued P.I.L.O.T - Year-End 9/30/2017	\$ (22,605.00)
Accrued P.I.L.O.T - Year-End 9/30/2018-Unaudited	\$ (20,840.00)

Due to City of Ocean City for Storm Sandy FEMA - After YE 2018 Payments \$ (177,434.00)

Net Cash Balance \$ 33,810.34

	<u>Average Expenses*</u>	<u>Cash Available**</u>	
Per Month	\$ 74,924	4.06	Months
Per Day	\$ 2,497	122	Days

*Average Expenses Net of Add'l Payment to City of OC.

**Cash Available Before Amounts due to City of OC.

Summary of Payments to the City of Ocean City

		<u>Balance</u>
Due to City of Ocean City for Storm Sandy FEMA per 9/30/2016 Audit		\$ (252,434.00)
PAYMENTS:		
	<u>Total Paid</u>	
OCTOBER 2018, CHK 1433 10/16/18	\$ 5,000.00	\$ (247,434.00)
NOVEMBER 2018, CHK 1474 11/20/18	\$ 5,000.00	\$ (242,434.00)
DECEMBER 2018, CHK 1516 12/18/18	\$ 5,000.00	\$ (237,434.00)
JAN 2019, CHK 1556 1/15/19 (Mthly pymt + \$50K One time pymt	\$ 55,000.00	\$ (182,434.00)
FEB 2019, CHK	\$ 5,000.00	\$ (177,434.00)

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2019-05
A Resolution Approving Regular Monthly Expenses**

WHEREAS, the Housing Authority of the City of Ocean City incurred various financial obligations since the last meeting; and it is the desire of the Commissioners of said Authority to have their obligations kept current; and,

WHEREAS, prior to the Board meeting, a member of the Board of Commissioners read and reviewed the itemized list of incurred expenses attached hereto and does recommend payment of the expenses on the Bill List in the amount of \$73,901.02.

NOW, THEREFORE, BE IT RESOLVED that the Secretary-Treasurer be and is hereby authorized to pay the monthly bills that are presented to the Board of Commissioners for consideration on this date.

ADOPTED: February 19, 2019

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Commissioner Dattilo				✓		
Vice Chairman Halliday	✓					✓
Commissioner McCall	✓				✓	
Commissioner Scarborough	✓					
Commissioner Jackson				✓		
Commissioner Henry	✓					
Chairman Barr	✓					

OCEAN CITY HOUSING AUTHORITY

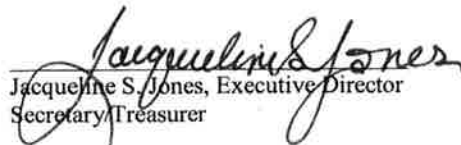
BY: _____


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on February 19, 2019 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

**OCEAN CITY HOUSING AUTHORITY
BILL LIST - FEBRUARY 2019**

Check#	Vendor	Invoice Notes	Total Amount
1574	ROBERT L. ROWELL	Check was lost & voided: stop pymt issued & pymt reissued	-200.00
1586	ADVANCED ENVIRO SYSTEMS	DUMPSTER REPAIR	416.97
1587	AETNA	RETIREE HEALTH COVERAGE 2/1/2019-5/1/2019	1,446.65
1588	AMBIENT COMFORT, LLC.	HVAC SERVICE	1,350.00
1589	ATLANTIC CITY ELECTRIC	JAN 2019 ELECTRIC	12,440.76
1590	AT & T	1/2019 BVM ELEVATOR PHONE	103.88
1591	LINDA AVENA	FEB 2019 - ACCTING SVCS	1,250.00
1592	BROOKE GROUP, LLC.	DEC 2018- RAD/COAH & General Development	2,010.00
1593	CALL EXPERTS	FEB 2019 ANSWERING SVC	308.91
1594	CITY OF OCEAN CITY	2/2019 -DUE TO CITY OCEAN CITY	5,000.00
1595	CLEAN SWEEP SERVICES	JAN 2019 -GENERAL CLEANING OF BVM	2,125.00
1596	COMCAST	JAN 2019 INTERNET SVC	237.97
1597	CONVEXSERV TECH SOLUTIONS	COMPUTER INSTALL; INTERNET SUPPORT	836.25
1598	COPIER PLUS, INC.	JAN 2019 OVERAGES	19.99
1599	THE DAILY JOURNAL OF NJ	AD-A&E SVCS RFP	47.66
1600	DELTA DENTAL OF NEW JERSEY INC.	MAR 2019 DENTAL BENEFITS	345.68
1601	DRAIN DOCTOR	CLEANED MAIN SEWER LINE	285.00
1602	FLORENCE DRISCOLL	FEB 2019- TENANT SERVICES	200.00
1603	EISENSTAT, GABAGE & FURMAN	LEGAL SERVICES	639.00
1604	GLEN O. STULL	RETIREE MEDICARE & PRESCRIP REIMB	388.28
1605	HD SUPPLY	MAINT SUPPLIES	894.46
1606	HOME DEPOT CREDIT SERVICES	MAINT SUPPLIES	456.23
1607	HUMANA INSURANCE	MAR 2019 - RETIREE PRESCRIP COVERAGE	24.40
1608	JOHN J. SPITZ	RETIREE MEDICARE & PRESCRIP REIMB	413.60
1609	LATORRE HARDWARE, INC.	SNOW BLOWER REPAIR	94.98
1610	LENEGAN PLUMBING & HEATING, LLC	REPAIRED GAS LEAK ON METER REGULATOR	110.00
1611	MARK AMECHI'S FENCEMAX, LLC.	FENCE FABRIC REPAIR	290.40
1612	NAIRO	MEMBERSHIP RENEWAL 5/19- 4/20	333.92
1613	NATIONAL TENANT NETWORK	JAN 2019 APPLICANT SCREENING	75.00
1614	NJ AMERICAN WATER	DEC/JAN WATER	9,871.54
1615	MARY RAGLAND	PETTY CASH REPLENISH	183.81
1616	OMEGA PEST MANAGEMENT	JAN/FEB 2019 PEST CONTROL	2,530.50
1617	THE PRESS OF ATLANTIC CITY	AD-A&E SVCS RFP	46.16
1618	ROBERT M. BROWNE	LOCK OUT	89.00
1619	ROBERT L. ROWELL	JAN/FEB 2019 - MAINT-GROUNDS	400.00
1620	SHORE GUYS	REPLACE P-TAC UNIT BVM	1,350.00
1621	SHOEMAKER LUMBER	MAINT SUPPLIES	59.90
1622	SOUTH JERSEY GAS	JAN 2019- GAS USAGE	7,269.21
1623	SUPERIOR VISION OF NJ	MAR 2019 VISION BENEFITS	39.42
1624	SUPPLY WORKS	MAINT SUPPLIES	28.04
1625	US BANK EQUIPMENT FINANCE	FEB 2019 COPIER LEASE	185.01
1626	VERIZON DSL	JAN 2019 FAX/PHONE LINES	135.76
1627	VERIZON WIRELESS	FAB 2019 MAINT CELLPHONE	54.75
1628	VINELAND HOUSING AUTHORITY	FEB 2019 MGMT FEES; JAN 2019 POSTAGE REIMB	6,476.39
1629	WALLACE HARDWARE INC	MAINT SUPPLIES	67.12
1630	W.B. MASON CO., INC.	1099 FORMS/ENVELOPES	28.14
175241274010	HORIZON BCBS OF NJ	FEB 2019 HEALTH BENEFITS	4,347.13
TOTAL FEB DISBURSEMENTS			\$ 65,106.87
PAYROLL - JAN 2019			\$ 6,017.94
PAYROLL TAXES -JAN 2019			\$ 1,874.65
ADP PAYROLL PROCESSING FEES -JAN 2019			\$ 235.20
PENSION - JAN 2019			\$ 605.76
PNC BANK FEE - JAN 2019			\$ 60.60
TOTAL BILL LIST -FEB 2019			\$ 73,901.02

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

RESOLUTION NO. 2019-06

A Resolution Adopting the Disposition Policy

WHEREAS, it is necessary for the Authority to adopt a Disposition Policy to remain in compliance with HUD regulations and with federal, state, and local laws; and

WHEREAS, it is in the best interest of the Authority to adopt the Disposition Policy to provide clarification for processes for disposal of assets; and

WHEREAS, it is the intent of the Board of Commissioners of the Ocean City Housing Authority that the proposed Disposition Policy attached here to, shall supersede any conflicting older policies; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Ocean City Housing Authority adopts the Disposition Policy.

ADOPTED: February 19, 2019

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Commissioner Dattilo				✓		
Vice Chairman Halliday	✓				✓	
Commissioner McCall	✓					✓
Commissioner Scarborough	✓					
Commissioner Jackson				✓		
Commissioner Henry	✓					
Chairman Barr	✓					

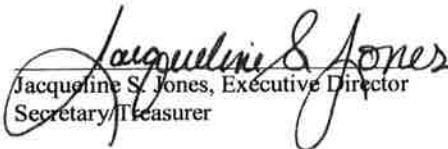
OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on February 19, 2019 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By:


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

Housing Authority of the City of Ocean City

PERSONAL PROPERTY DISPOSITION POLICY

A. Resolution Number, Date of Adoption and Effective Date of Implementation

Resolution Number: 2019-06
Adoption Date: February 19, 2019 (Revision)
Effective Date of Implementation: February 19, 2019

B. Introduction

The Personal Property Disposition Policy is the policy guidance for the disposal of Housing Authority of the City of Ocean City (OCHA) equipment, assets and inventory. This policy does not include real property such as buildings and land.

Periodically it is necessary for the OCHA to dispose of excess, obsolete or irreparable equipment or inventory. It is the responsibility of the Executive Director to ensure the disposal of all OCHA property is in compliance with this policy and Federal and State regulations and requirements.

The disposition of the above mentioned property is to be carried out in a way that is most financially beneficial to the OCHA.

Personal property shall not be sold or exchanged for less than fair value.

C. Policy

SALES OF EXCESS PERSONAL PROPERTY SHALL BE MADE IN THE FOLLOWING MANNER:

1. Sales of personal property will be disposed of utilizing GovDeals. GovDeals provides services to various government agencies that allow the sale of surplus items via the Internet. The GovDeals Sellers Agreement-Online Sales-Terms and Conditions is attached to the policy.
2. In the event that a computer or phone is included in a planned disposition, the OCHA shall sanitize or effectively make "inaccessible" all licensed software and any electronic media pertaining to the agency. Sanitizing erases or overwrites totally and unequivocally, all information stored on the media. There are three basic approaches:

1. Commercial degaussing product to erase magnetic disks;
2. Overwriting stored data a minimum of five times;
3. Reformatting the drives

Prior to disposition of any digital equipment with storage capabilities the OCHA shall erase stored data.

Any disposition of computers must include a certification in writing of the proper erasure or destruction of the hard drive and shall be attached to the Board Resolution.

3. The sale of personal property to a public body for public use may be negotiated at its fair market value subject to prior approval of the Board via Board Resolution. The transfer shall be documented by an appropriate bill of sale.

D. Board Approval

Personal property shall not be destroyed, abandoned, or donated without the prior approval of the Board by way of a Board Resolution. The Board Resolutions will include an attachment listing the equipment for disposition. The list shall include the quantity, a make or model #, a serial number if applicable, and brief description of the item. The Executive Director shall make every effort to dispose of excess personal property as outlined above. However, if the property has no scrap or salvage value and a purchaser cannot be found, a statement shall be prepared by the Executive Director listing the prospective bidders solicited and all other efforts made to sell the property, together with recommendation as to the manner of disposition. This statement shall be referred to the Board for its approval. A copy of the Board's approval, together with the complete documentation in support of destruction, abandonment, or donation, shall be retained as a part of the permanent records

E. Implementation

All provisions and requirements of this Policy are effective upon board approval as indicated in Part A above.

Attachment: GovDeals Sellers Agreement – Online Sales -- Terms and Conditions

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2019-07
Resolution Awarding Architectural and Engineering Services Contract**

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Architectural and Engineering Services; and

WHEREAS, two proposals for Architectural and Engineering Services were submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners to award a one-year contract to HALEY DONOVAN ARCHITECTS to provide the Ocean City Housing Authority with its architectural and engineering services for one year commencing March 1, 2019 through February 29, 2020 per the rates attached hereunto.

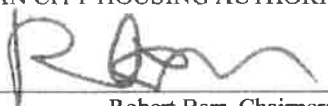
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Architectural and Engineering Services contract to HALEY DONOVAN ARCHITECTS for the term indicated above.

ADOPTED: February 19, 2019

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Commissioner Dattilo				✓		
Vice Chairman Halliday	✓				✓	
Commissioner McCall	✓					✓
Commissioner Scarborough	✓					
Commissioner Jackson				✓		
Commissioner Henry	✓					
Chairman Barr	✓					

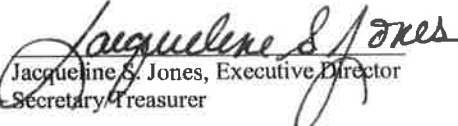
OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on February 19, 2019 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By:


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

ARCHITECTURAL AND ENGINEERING SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-21.


~~Wendy Hughes~~ **JACQUELIN S. JONES**
~~Certifying Financial Officer~~ **EXECUTIVE DIRECTOR**

2/19/19

Date

Comparison of A&E Firms Submitting RFP 2019-2020

Evaluation Factors	Vendor Name									
	Possible Points	LSEA Corporation	Hailey Donovan Architects							
1. Executive Summary	20	16.00	18.00							
2. Public Housing/HUD Experience	10	8.50	8.50							
3. Design Approach Renovating Occupied Buildings	10	7.50	7.50							
4. References	5	5.00	5.00							
5. Representations, Certifications and other Statements	5	5.00	5.00							
6. Cost of Services	10	8.00	7.00							
7. Affordable Housing Experience	5	3.50	4.50							
8. Experience with Completing work in Occupied Buildings	15	10.50	12.00							
9. Project Management Experience	15	13.00	13.50							
10. Required Documentation	5	5.00	5.00							
Total Average Score	100	82.00	84.00							
Cost Breakdown										
Principle Architect per hour		\$ 125.00	\$ 150.00							
Staff Architect per hour		\$ 95.00	\$ 120.00							
Clerical per hour		\$ 45.00	\$ 60.00							
Draftsperson/CAD per hour		\$ 65.00	\$ 100.00							
Project Manager per hour		\$ 125.00	\$ 120.00							
Civil Engineer per hour		\$ 115.00	\$ 150.00							
Electrical Engineer per hour		\$ 115.00	\$ 150.00							
Mechanical Engineer per hour		\$ 115.00	\$ 150.00							

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER HOUR
ARCHITECTURAL & Engineering Services
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
AE-PRIN	Provide price per hour for Principle/Senior Architect	150	40	6,000
AE-ARCH	Provide price per hour for staff Architect	120	20	2,400
AE-CLERICAL	Provide price per hour for clerical work	60	10	600
AE-CAD	Provide price per hour for Draftsperson/CAD operator	100	20	2,000
AE-PM/CMOR	Provide price per hour for a project manager	120	20	2,400
AE-ENG-CIVIL	Provide price per hour for civil engineering work. Principle Rate. Vendor must identify the firm being used as required in RFP.	150	\$	750
AE-ENG-ELEC	Provide price per hour for electrical engineer. Principle Rate. Vendor must identify the firm being used as required in RFP.	150	\$	750
AE-ENG-MECH	Provide price per hour for mechanical engineer. Principle Rate. Vendor must identify the firm being used as required in RFP.	150	\$	750

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Total Price of all rows **\$ 15,650**

FIFTEEN THOUSAND, SIX HUNDRED AND FIFTY
TOTAL PRICE IN WRITTEN WORD FORM

The bid price is to contain all direct and indirect costs, including out of pocket expenses.

HALEY DONOVAN, LLC by **JAMES HALEY**

Firm Name
400 S BROADWAY, SUITE 101 CAMDEN, NJ 08103

Street, Room, Suite, Zip Code

856-203-6061 **N/A**

Telephone Fax

Signature of proposer if the proposer is an individual _____
Signature of proposer if proposer is a corporation

Signature of officer of the proposer as authorized _____
Signature of officer of the proposer as authorized

PRINCIPAL

Title

Given to and authorized before me _____
day of February 2019

Notary Public

KATHLEEN R. GILBERT
NOTARY PUBLIC OF NEW JERSEY
Comm. # 50068798
My Commission Expires 7/24/2023

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

UNIT PRICING - VENDOR MUST FILL IN ALL PRICES - VENDOR'S RESPONSIBILITY
APPENDIX A - Engineering Services
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	UNIT PRICE RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
AE-PRN	Provide price per hour for Principal/Senior Architect	\$125	40	\$4800
AE-ARCH	Provide price per hour for staff Architect	\$95	20	\$1900
AE-ELECT	Provide price per hour for electrical work	\$45	10	\$450
AE-CAD	Provide price per hour for Draftsperson/CAD operator	\$55	20	\$1100
AE-PM/CMGR	Provide price per hour for a project manager	\$125	20	\$2500
AE-ENG-CIVIL	Provide price per hour for civil engineering work. Principle Rate Vendor must identify the firm being used as required in RFP	\$115	\$	\$575
AE-ENG-ELEC	Provide price per hour for electrical engineer. Principle Rate Vendor must identify the firm being used as required in RFP	\$115	\$	\$575
AE-ENG-MECH	Provide price per hour for mechanical engineer. Principle Rate Vendor must identify the firm being used as required in RFP	\$115	\$	\$575

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY

THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Grand Total of all items: \$ 12,675

Twelve Thousand Six Hundred Seventy Five Dollars

TOTAL PRICE IN WRITTEN WORD FORM

The bid price is to cover all direct and indirect costs including your profit and expenses.

LRBA Corporation BY: Ying Huang, P.E.

Print Name: _____

1151 N. Kings Hwy., Suite 201, Cherry Hill, NJ 08034

City: Cherry Hill State: NJ Zip Code: 08034

856-355-4513 Telephone: _____ 856-355-2123 FAX: _____

Sworn to and Subscribed before me

day of February 2019

Signature of Notary Public: Ying Huang

Signature of applicant or person in a partnership: [Signature]

Signature of Officer of the corporation or a representative: [Signature]

Notary Public
Ying Huang
My Commission Expires 9-9-2023
No. 2438231