

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



204 4<sup>th</sup> Street  
Ocean City, New Jersey 08226

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*Jacqueline S. Jones, Executive Director*

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May 15, 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, May 21, 2019, at 5:00 pm at Administrative Offices – 204 4<sup>th</sup> 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

**REVISED**

**Ocean City Housing Authority  
AGENDA**

Tuesday, May 21, 2019  
Administrative Offices – 204 4<sup>th</sup> 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 April 16, 2019
6. Fee Accountant’s Report
7. Executive Director’s Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:
  - # 2019-16 Approval of Monthly Expenses
  - # 2019-17 Authorizing Utilization of Vineland Housing Authority Maintenance Staff to Supplement the Ocean City Housing Authority Maintenance Staff
  - # 2019-18 Authorizing the Sale of Surplus Personal Property No Longer needed for Public Use on an Online Auction Website (GovDeals)
  - # 2019-19 Approving and Authorizing the Implementation of the Over Income Limit Policy
  - # 2019-20 Amend the Public Housing Admissions & Occupancy (ACOP)
  - # 2019-21 Amend Shared Services Agreement between the OCHA & VHA
- Executive Session if required*
12. Comments from the press and/or public – Limited to 5 minutes for each speaker
13. Comments from Board Members
14. Adjournment

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

### **Regular Board of Commissioner Meeting Minutes April 16, 2019 – 5 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held on April 16, 2019, at 5:00 p.m. at Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey 08226.

The meeting was called to order by Chairman Barr and read the Sunshine Law.

Upon roll call those present were:

Commissioner Robert Halliday	
Commissioner Patrick Mumman	
Commissioner Michael Dattilo	
Commissioner Beverly McCall	
Commissioner Robert Henry	
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	

Chairman Barr requested everyone rise for the Pledge of Allegiance.

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

#### **Minutes**

Chairman Barr requested a motion to approve the Regular Meeting minutes from March 19, 2019. A motion was made by Commissioner McCall and seconded by Commissioner Dattilo. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
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 six months ended March 31, 2019. Motion to approve the Treasurer's Report made by Commissioner Halliday and seconded by Commissioner McCall. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
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 updated the Board on her written report. The audit is ongoing and is going much smoother than last year due to the auditor having access to the OCHA's financial information on-line as well as the tenant files online. The auditor

mentioned last week that he will need to wait for the State of New Jersey for the pension information regarding post-employment benefits to be able to complete the audit. The audit is due to HUD by June 30<sup>th</sup>. Commissioner Henry asked if there is any requirement of the Board once the audit is completed. Mrs. Jones explained once the audit is completed the auditor will give a presentation to the Board and the Board will be able to ask the auditors questions regarding the audit. The Board will be provided a copy of the entire audit prior to the presentation. Each Commission will need to certify they have read and reviewed the audit via a signed resolution.

The 2018 filing of financial disclosures statements (FDS) are due by April 30, 2019. Commissioners were asked to contact the City Clerk if they need assistance with their log in. There is a \$100 fine if the FDS are not completed by April 30, 2019.

Regarding the Rental Assistance Demonstration (RAD), it is an ongoing process and meetings continue monthly with the RAD transaction manager through HUD keeping them abreast of what is going on locally. The Authority is preparing to advertise the specifications for Speitel Commons and bids are due back May 30, 2019. Specifications for Bayview Manor are in process.

The pilot payment for 2015, 2016 and 2017 is included in the bill list. The 2018 pilot payment will be made once the audit is complete. For the balance of the funds due to the City, it is fair to say the Authority has the intention to pay that balance off by the end of this fiscal year – 9/30/2019. Chairman Barr stated the ability to get the payments to the City is a testament to Mrs. Jones and her team. Mrs. Jones thanked him. Chairman Barr stated the Authority is in a better condition due to the great work from Mrs. Jones, her staff, cooperation with the City, the Board and Authority accountant.

There will be an addition made to the Shared Services Agreement between the OCHA and the Vineland Housing Authority (VHA). This only has to do with the fact that Mary Ragland resigned from her position as mentioned at last month's meeting. There has been coverage at the OCHA office since Mary's departure. The OCHA office is open Monday through Thursday. The VHA is covering the office with a staff member from the VHA being rotated by 6-7 different people. Training is in process. Mrs. Jones will present a plan at the next meeting for on-going coverage of the office. The OCHA is being billed quarterly for the maintenance turn overs. This will be billed next month as well as the annual recertification billing.

Mrs. Jones provided a quick update on the infestation situation. The infestation is down to 3-4 units and all have been treated. Re-inspections are scheduled. Mrs. Jones briefly explained a new process using receptacles for bed bugs including inspections by the dogs and human visual inspections. Most residents are cooperating with the exception of one resident. There are a few residents that need assistance due to hoarding situations. More frequent unit inspections will be held by the authority's inspector to try to avoid some of the hoarding that is going on. Residents who have had bed bugs in the past will be monitored closely. Chairman Barr asked how often common areas can be sprayed. Ron Miller stated legally in the State of NJ you can not spray chemicals without the presence of an infestation.

Brief discussion regarding crimes within the Authority. The Authority has to file a report with the Department of Community Affairs (DCA) once a year in January.

REAC inspections were discussed. Mrs. Jones stated in the past the Authority would receive a few months' notice of the inspections. The new rule that HUD has implemented recently states they will provide a 14-day notice. In general, the OCHA sites and buildings are in good shape. She is not sure they are a 90, but hoping they are at least high 70's to 80. The Authority is focusing on staying on top of the buildings, the grounds and any public spaces because those are the areas where most points are deducted.

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

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Yes)

Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

**Committee Reports** – None.

**Old Business** – Chairman Barr reiterated that Sean Scarborough is no longer a commissioner and thanked him for his services. He welcomed new Commissioner Patrick Mumman and the Board looks forward to working with him.

**New Business** – None.

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

**Resolution #2019-15**  
**Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$174,529.30. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated the monthly amount is higher than normal due to the City of Ocean City payment, the annual PERS contribution as well as the boring testing cost. Chairman Barr wanted to make sure the minutes reflected that Mrs. Jones is commended with how far the OCHA has come in the past 2 years.

The following vote was taken:

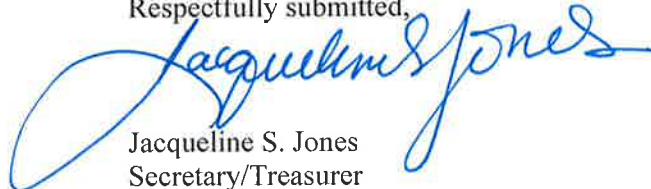
Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

There is no need for Executive Session tonight.

No further comments from the Commissioners and there are no members of the public in attendance.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:38 p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer

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

**FOR THE SEVEN MONTHS ENDED APRIL 30, 2019**

	ANNUAL BUDGET	BUDGET THRU APRIL	ACTUAL THRU APRIL	VARIANCE FROM BUDGET (+OVER/ & -UNDER)	NOTES:
<b><u>INCOME</u></b>					
<b>DWELLING RENTAL</b>	\$ 573,780	\$ 334,705	\$ 333,743	\$ (962)	This represents actual rent received from Tenants to date.
<b>OTHER TENANT-EXCESS UTILITIES</b>	4,200	2,450	2,409	(41)	This represents actual excess utilities income to date.
<b>TOTAL TENANT REVENUE</b>	<u>\$ 577,980</u>	<u>\$ 337,155</u>	<u>\$ 336,152</u>	<u>\$ (1,003)</u>	
<b>HUD OPERATING SUBSIDY</b>	306,330	178,693	183,062	4,369	This represents HUD funding to date.
<b>HUD CAPITAL FUNDS-OPER</b>	172,800	100,800	100,800	0	Accrued this income year-to-date.
<b>TOTAL HUD FUNDING</b>	<u>\$ 479,130</u>	<u>\$ 279,493</u>	<u>\$ 283,862</u>	<u>\$ 4,369</u>	
<b>INVESTMENT INC-UNRESTRICTED</b>	150	88	65	(23)	Actual income is less than expected
<b>NONDWELLING RENTAL INCOME</b>	13,200	7,700	7,700	0	This represents nondwelling income to date.
<b>OTHER INCOME-LAUNDRY</b>	7,400	4,317	4,432	115	Income is paid qtrly-Feb, May, Aug and Nov.
<b>OTHER INCOME-FRAUD RECOVERY</b>	5,000	2,917	0	(2,917)	This represents actual amount received in fiscal year.
<b>OTHER INCOME-MISCELLANEOUS</b>	5,580	3,255	7,919	4,664	Late charges, legal fees-tenant, extra keys, change locks, cleaning reimbursements, etc.
					Overbudget due to late charges & legal fees paid.
<b>TOTAL INCOME</b>	<u>\$ 1,088,440</u>	<u>\$ 634,925</u>	<u>\$ 640,130</u>	<u>\$ 5,205</u>	
<b><u>EXPENSES</u></b>					
<b>ADMINISTRATIVE SALARIES</b>	\$ 32,500	\$ 18,958	\$ 15,162	\$ (3,796)	This represents actual salaries to date-salary thru 3/8/19 when employee left employment
<b>AUDIT FEES</b>	9,000	5,250	5,250	0	Accrued expense year-to-date.
<b>ADVERTISING</b>	3,200	1,867	404	(1,463)	Actual expenses are less than budgeted.
<b>EMPLOYEE BENEFITS-ADMIN</b>	29,040	16,940	15,444	(1,496)	Actual expenses are less than budgeted.
<b>OFFICE EXPENSES</b>					
<b>COMPUTER SERVICES</b>	9,000	5,250	4,081	(1,169)	Accrued actual fees: Yardi (\$488 a mo) & Prorated Convexserv (\$95 a mo) for 7 mos.
<b>COPIER</b>	3,500	2,042	1,231	(811)	Actual expenses are less than budgeted.
<b>DUES &amp; PUBLICATIONS</b>	1,500	875	514	(361)	Actual expenses are less than budgeted.
<b>OFFICE SUPPLIES</b>	2,500	1,458	767	(691)	Actual expenses are less than budgeted.
<b>PHONE &amp; INTERNET</b>	11,000	6,417	5,360	(1,057)	Actual expenses are less than budgeted.
<b>POSTAGE</b>	2,000	1,167	469	(698)	Actual expenses are less than budgeted.
<b>LEGAL</b>	15,000	8,750	6,301	(2,449)	Represents actual bills from Mr. Gabage's office.
<b>TRAVEL</b>	450	263	0	(263)	Actual expenses are less than budgeted.
<b>TRAINING</b>	4,200	2,450	1,201	(1,249)	Actual expenses are less than budgeted.
<b>ACCOUNTING</b>	15,000	8,750	8,750	0	
<b>MANAGEMENT FEES</b>	130,000	75,833	74,427	(1,406)	Actual expenses are less than budgeted.
<b>MISCELLANEOUS-SUNDRY</b>	12,000	7,000	3,159	(3,841)	Actual expenses are less than budgeted.
	<u>\$ 279,890</u>	<u>\$ 163,270</u>	<u>\$ 142,520</u>	<u>\$ (20,750)</u>	
<b>OTHER TENANT SERVICES</b>	\$ 3,030	\$ 1,768	\$ 2,340	\$ 572	Includes \$200 a month (totaling \$1,400.00) and Christmas party (\$940).
<b>WATER/SEWER</b>	\$ 105,000	\$ 61,250	\$ 43,323	\$ (17,927)	Actual expenses are less then budgeted. Overbilled on estimate bills leaving a credit balance in 4/2019.
<b>ELECTRIC</b>	110,000	64,167	63,347	(820)	Represents actual Oct-Mar bill and estimated April using 4/2018 amount.
<b>GAS</b>	56,000	32,667	36,203	3,536	Represents actual Oct-Mar bill and estimated April using 4/2018 amount.
	<u>\$ 271,000</u>	<u>\$ 158,084</u>	<u>\$ 142,873</u>	<u>\$ (15,211)</u>	
<b>MAINTENANCE LABOR</b>	\$ 59,860	\$ 34,918	\$ 21,897	\$ (13,021)	Actual expenses are less than budgeted.
<b>MAINT. MATERIALS</b>	50,000	29,167	15,800	(13,367)	Actual expenses are less than budgeted.
<b>MAINT. CONTRACT COSTS</b>	130,000	75,833	81,676	5,843	Actual expenses are higher than budgeted.
<b>EMPLOYEE BENEFITS</b>	35,440	20,673	17,851	(2,822)	Actual expenses are less than budgeted.
	<u>\$ 275,300</u>	<u>\$ 160,591</u>	<u>\$ 137,224</u>	<u>\$ (23,367)</u>	
<b>INSURANCE</b>	\$ 110,000	\$ 64,167	\$ 55,751	\$ (8,416)	Actual expenses are less than budgeted.
<b>BAD DEBTS</b>	5,000	2,917	2,917	0	Accrued expense year-to-date
<b>COMPENSATED ABSENCES</b>	5,500	3,208	3,208	(0)	Accrued expense year-to-date
<b>PAYMENT IN LIEU OF TAXES</b>	30,280	17,663	17,663	(0)	Accrued expense year-to-date
<b>PENSION</b>	21,000	12,250	11,010	(1,240)	Actual expense is less than budgeted.
<b>RETIREE BENEFITS</b>	25,000	14,583	15,786	1,203	Actual expenses are higher than budgeted.
<b>DUE TO CITY OF OCEAN CITY</b>	60,000	35,000	85,000	50,000	This represents all payments made in fiscal year. \$5,000 per month & \$50,000 additional payment made in January.
	<u>\$ 256,780</u>	<u>\$ 149,788</u>	<u>\$ 191,335</u>	<u>\$ 41,547</u>	
<b>TOTAL EXPENDITURES</b>	<u>\$ 1,086,000</u>	<u>\$ 633,501</u>	<u>\$ 616,292</u>	<u>\$ (17,209)</u>	
<b>PROFIT (LOSS)</b>	<u>\$ 2,440</u>	<u>\$ 1,424</u>	<u>\$ 23,838</u>	<u>\$ 22,414</u>	

# Ocean City Housing Authority

## Administrative Report

**DATE:** May 14, 2019

**TO:** Board of Commissioners, Ocean City Housing Authority

**FROM:** Jacqueline S. Jones, Executive Director

**SUBJECT:** Monthly Report (Stats for April 2019)

**PERIOD:** April 10, 2019 to May 13, 2019

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

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



## **HUD Budget for FY 2019**

Congress passed the budget for FY 2019 on February 15, 2019. There are indications that FY 2019 will be funded at a similar level as FY 2018. To date, we have not received any official notification from HUD as to what the amount of the Operating Subsidy and Capital Fund amounts will be.

**Update: There is no official information from HUD regarding the amount of Operating Subsidy and Capital Fund that will be received.**

## **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.

**Update: An inspection of the Authority properties has not been scheduled by REAC inspectors as of the date of this report.**

## **Audit – Year Ending 9/30/2018**

Field work on the audit has been completed. The auditor will need the post-employment figures for Pension from the State of NJ-Division of Pensions before the audit can be completed. The audit must be filed with HUD by the end of June 2019.

## **Over Income Limit Policy**

There is a resolution for board consideration in this packet for an Over Income Limit Policy, which is required by HUD due to a change in the regulations. The policy is attached to the resolution for review.

In brief, the law applies to families whose income has exceeded 120 percent of the published Very-Low Income limit for the County of Cape May for two consecutive years. For example, the Very-Low Income limit for 2019 for one person in Cape



## **Over Income Limit Policy (cont'd)**

May County is \$29,300. The anticipated Over Income Limit is \$35,160 for one person.

The Authority musty either terminate the tenancy of over income families within six months of the second annual income determination or must charge the family a monthly rent equal to or greater than the fair market rent for the unit or the amount of the monthly subsidy for the unit.

Currently, we are to track the families that are over income and provide them with notification of the new regulation. HUD will provide further guidance on this regulation in the coming months.

## **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.

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.

**Update: The update calls with the HUD Transaction Manager are continuing as scheduled with a call scheduled for Thursday, April 11, 2019.**

### **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**

<b>Commissioner</b>	<b>Training Program Status</b>
<b>Robert Barr, Chairman</b>	Completed
<b>Robert Scott Halliday, Vice Chairman</b>	Completed
<b>Mike Dattilo</b>	In Process
<b>Robert Henry</b>	Completed
<b>Beverly McCall</b>	Completed
<b>Patricia Miles-Jackson</b>	Completed
<b>Patrick Mumman</b>	In Process

Program Statistics Report      10/2018 - 04/2019		2019 APR	2019 MAR	2019 FEB
<b><u>Tenant Accounts Receivable</u></b>				
Number of "non-payment of rent" cases referred to the solicitor		2	2	4
<b><u>Tenant Relations</u></b>				
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		366	305	244
<b><u>Occupancy</u></b>				
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)		54	54	54
Annual Unit Turnaround Time (For Fiscal Year)		72	72	72
Monthly - Number of Vacancies Filled (this month)		0	0	0
Monthly - Average unit turnaround time in days for Lease up		4	4	4
Monthly - Average unit turnaround time in days to Prep Unit (Maint)		50	50	50
PIC Score		100%	100%	100%
<b><u>Vacancies - At end of Month</u></b>				
Bay View Manor		2	2	0
Peck's Beach Senior		0	0	0
Peck's Beach Family		1	1	1
Total		3	3	1
Occupancy Rate		97.52%	97.52%	99.17%
<b><u>Vacancy Turnovers by VHA Maintenance Staff</u></b>				
Total Hours		0.00	55.90	29.96
Average Hours per Vacancy (Br. Sizes 0 thru 4)		18.63	18.63	31.10
<b><u>Rent Roll</u></b>				
Bay View Manor - Elderly/Disabled		\$ 20,352	\$20,352	\$20,620
Peck's Beach - Elderly/Disabled		\$ 6,637	\$6,637	\$6,637
Peck's Beach - Family		\$ 18,502	\$18,976	\$19,397
Total Rent Roll		\$ 45,491	\$45,965	\$46,654
<b><u>Public Housing Waiting List Applicants</u></b>				
Families - Ocean City Preference		5	5	5
Families - No Ocean City Preference		123	123	123
Elderly (Seniors - 62+)/Disabled - Ocean City Preference		80	80	83
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference		293	293	294
<b><u>Maintenance Department</u></b>				
Average work order turnaround time in days - Tenant Generated	TO		0.5	3.5
Total Tenant Generated Work Orders	BE		52	63
Number of routine work orders written this month	DETERMINE		82	44
Number of outstanding work orders from previous month			36	10
Total number of work orders to be addressed this month			170	117
Total number of work orders completed this month			151	118
Total number of work orders left outstanding			36	36
Number of emergency work orders written this month			0	0
Total number of work orders written year-to-date			581	447
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)		0	0	0

**Program Statistics Report      10/2018 - 04/2019**

**2019  
APR**

**2019  
MAR**

**2019  
FEB**

<b><u>Real Estate Assessment Center (REAC) Scores</u></b>			
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 April 30, 2019

### Net Cash Position:

Cash Balance per Reconciled Bank Statements at 04/30/2019				\$115,938.19
Capital 2018 Cash-Pending for draw down from HUD eLOCCS				\$182,217.00
Capital 2019 Cash-Pending for draw down from HUD eLOCCS				\$189,416.00
Add: A/R-Tenants	Current	\$ 930.20		\$6,967.18
	Past	6,036.98		
BVM TEST BORINGS, NJDEP GROUT, CRAIG TEST BORING CO NJDEP PERMITS - REIMBURSEABLE FROM NJHMFA (2 bills)				\$14,092.00
Less: Bill List payments May 21, 2019				(\$121,053.74)
Accrued Expenses - Total from detail below				(\$15,017.50)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	110,000.00	7	(8,770.83)
Bad Debt	5,000.00	7	2,916.67
Comp Absences	5,500.00	7	3,208.33
P.I.L.O.T.	30,280.00	7	17,663.33
Net Accrual	150,780.00		15,017.50

Net Cash Position Before Amounts Due City of Ocean City				\$372,559.13
Due to Other Governments per 9/30/2016 Audit - City of Ocean City				(\$183,274.00)
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 per 9/30/2016 Audit			(\$162,434.00)	
Net Cash Balance				\$189,285.13

### Summary of Payments to the City of Ocean City

		<u>Total Paid</u>	<u>Balance</u>
Due to City of Ocean City for Storm Sandy FEMA per 9/30/2016 Audit		\$	(252,434)
PAYMENTS:			
OCT - DEC 2018	\$ 15,000	\$ 15,000	\$ (237,434)
JAN - APR 2019	\$ 70,000	\$ 85,000	\$ (167,434)
MAY 2019	\$ 5,000	\$ 90,000	\$ (162,434)

	<u>Average Expenses*</u>	<u>Cash Available**</u>	
Per Month	\$ 90,658	4.11	Months
Per Day	\$ 3,022	123	Days

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

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

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

**RESOLUTION NO. 2019-16  
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 \$121,053.74.

**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:** May 21, 2019

***VOTE:***

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

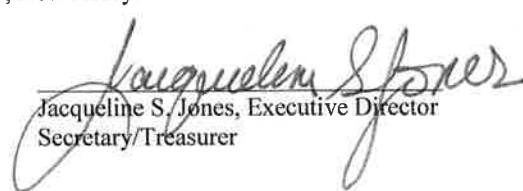
OCEAN CITY HOUSING AUTHORITY

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 May 21, 2019 at Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By:

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

## OCEAN CITY HOUSING AUTHORITY

## BILL LIST - MAY 2019

			Total
Check	Vendor	Invoice Notes	Amount
1706	ADVANCED CABINETRY & STORAGE SYSTEM	Maintenance supplies	35.00
1707	ATLANTIC CITY ELECTRIC	April 2019 Electric	7,101.95
1708	AT & T	Elevator phone at bvm-April 2019	107.67
1709	LINDA AVENA	Accounting services for April & May 2019	2,500.00
1710	BROOKE GROUP, LLC.	CONSULTING SERVICES-MARCH 2019	1,200.00
1711	CALL EXPERTS	Answering service-May 2019	402.15
1712	CITY OF OCEAN CITY	May 2019-due to OC for FEMA	5,000.00
1713	CLEAN SWEEP SERVICES	April 2019 BVM cleaning	3,050.31
1714	COMCAST	Internet services for April 2019	237.97
1715	CONVEXSERV TECHNOLOGY SOLUTIONS, LLC	Renewal of anti-virus subscription	180.00
1716	COPIER PLUS, INC.	April 2019 Billable copies	17.51
1717	CRAIG TEST BORING CO, INC.	Additional test borings for Speitel Commons	5,467.00
1718	DELTA DENTAL	June 2019 Dental benefits	172.84
1719	DRAIN DOCTOR	Maintenance contract - plumbing	285.00
1720	FLORENCE DRISCOLL	Tenant Services for May 2019	200.00
1721	GLEN O. STULL	May 2019 Medicare B Reimb	135.50
1722	ROBERT HARRIS	May 2019 BVM Trash Room cleaning	200.00
1723	HD SUPPLY FACILITIES MAINTENANCE, LTD.	Maintenance supplies	2,581.23
1724	THE HOME DEPOT PRO	Maintenance supplies	41.14
1725	HUMANA INSURANCE COMPANY OF NY	Retiree prescription coverage-June 2019	24.40
1726	JOHN J. SPITZ	Re-imburement for prescriptions-April 2019 & May 2019 Medicare B Reimb	602.31
1727	MARK AMECHI'S FENCEMAX LLC	Installation of 300' of fencing along 5th St & access gate adjacent to 5th St parking lot	3,860.87
1728	NJ AMERICAN WATER	Water - April 2019	6,188.19
1729	NJ PUBLIC HOUSING AUTHORITY JIF	JIF insurance payment - final installment	33,115.50
1730	WENDY HUGHES	Petty Cash	337.77
1731	OMEGA PEST MANAGEMENT	Monthly exterminating-May 2019	2,530.50
1732	PDQ SUPPLY, INC.	Maintenance supplies	82.84
1733	THE PRESS OF ATLANTIC CITY	Ad - IFB for construction	90.68
1734	ROBERT L. ROWELL	Maint grounds labor for May 2019	200.00
1735	RPM LANDSCAPE CONTRACTOR, LLC.	Landscaping - April 2019	1,780.00
1736	SOUTH JERSEY GAS	Gas - April 2019	3,310.62
1737	SUPERIOR VISION	June 2019 Vision benefits	19.71
1738	SUPPLY WORKS	Maintenance supplies	277.38
1739	TREASURER, STATE OF NJ	Annual elevator inspection fee	516.00
1740	US BANK EQUIPMENT FINANC	April & May 2019 copier lease	370.02
1741	VERIZON DSL	BVM fax and phone line - March & April 2019	287.96
1742	VERIZON WIRELESS	May 2019 Maint cell phone	54.63
1743	VINELAND HOUSING AUTHORITY	May mgmt fees; re-imburement for Yardi software fees, postage; maint svcs 1/3-3/14/19; resident recerts; Mar 2019 office coverage	34,515.89
1744	WALLACE HARDWARE	Maintenance supplies	141.19
1745	W.B. MASON CO., INC.	Office supplies - water	216.95
179354315010	HORIZON BCBS OF NJ	May benefits - cr for M Ragland coverage 4/2019	334.57
TOTAL MAY DISBURSEMENTS			\$ 117,773.25
PAYROLL -APR 2019			\$ 2,178.20
PAYROLL TAXES -APR 2019			\$ 685.15
ADP PAYROLL PROCESSING FEES -APR 2019			\$ 114.68
PENSION - APR 2019			\$ 232.96
PNC BANK FEE - APR 2019			\$ 69.50
TOTAL BILL LIST -MAY 2019			\$ 121,053.74



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

**RESOLUTION NO. 2019-17**

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

**WHEREAS**, the Ocean City Housing Authority (OCHA) has a limited maintenance staff and budget; and,

**WHEREAS**, it is essential to efficiently and promptly make repairs to units to be able to house low-income applicants as rapidly as possible; and,

**WHEREAS**, the Vineland Housing Authority has a capable maintenance staff to assist the Ocean City Housing Authority to prepare vacant units for leasing and to make other needed maintenance repairs; and,

**WHEREAS**, in the interest of efficiency the Ocean City Housing Authority authorized 200 hours for the preparation of vacant units for leasing and other needed maintenance repairs of Vineland Housing Authority Maintenance time in an amount not to exceed \$11,000 by Resolution #2018-42 on October 1, 2018; and,

**WHEREAS**, the funds approved for the preparation of vacant units for leasing and other needed maintenance repairs are utilized on an "as needed" basis and invoiced based on actual hours worked at the Ocean City Housing Authority by Vineland Housing Authority maintenance personnel; and,

**WHEREAS**, in the interest of efficiency the Ocean City Housing Authority authorizes 200 hours for the preparation of vacant units for leasing and other needed maintenance repairs of Vineland Housing Authority Maintenance time in an amount not to exceed \$11,000 for the period beginning April 1, 2019 through June 30, 2019; and,

**WHEREAS**, the funds approved for the preparation of vacant units for leasing and other needed maintenance repairs will be utilized on an "as needed" basis and invoiced based on actual hours worked at the Ocean City Housing Authority by Vineland Housing Authority maintenance personnel; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Ocean City approves the amount not to exceed of \$11,000 for maintenance repairs for the period April 1, 2019 through June 30, 2019

**ADOPTED:** May 21, 2019

**VOTE:**

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

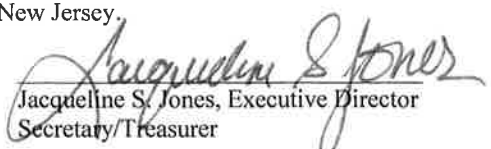
OCEAN CITY HOUSING AUTHORITY

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 May 21, 2019 at Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By:

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

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

**RESOLUTION NO. 2019-18**

**A Resolution of the Ocean City Housing Authority  
Authorizing the Sale of Surplus Personal Property No Longer Needed  
for Public Use on an Online Auction Website (Gov Deals)**

**WHEREAS**, the Ocean City Housing Authority is required to update its disposition policy from time to time; and

**WHEREAS**, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

**WHEREAS**, the Ocean City Housing Authority shall utilize Sourcewell's cooperative contract 041316-GDI; and

**WHEREAS**, the Ocean City Housing Authority is a registered member agency with Sourcewell with the identification code 163572; and

**WHEREAS**, the Ocean City Housing Authority intends to utilize the online auction services of GovDeals located at [www.govdeals.com](http://www.govdeals.com); and

**WHEREAS**, the sales are being conducted pursuant to the Division of Local Government Services' Local Finance Notice 2008-9,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Ocean City Housing Authority in the County of Atlantic, State of New Jersey, that the Ocean City Housing Authority is hereby authorized to sell the surplus personal property on an online auction website entitled [www.govdeals.com](http://www.govdeals.com); and

**BE IT FURTHER RESOLVED**, that the terms and conditions of the agreement entered into between GovDeals and the Ocean City Housing Authority are available at the office of the Ocean City Housing Authority.

**ADOPTED:** May 21, 2019

**VOTE:**

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

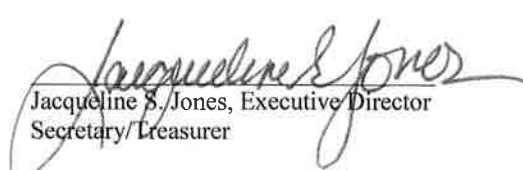
OCEAN CITY HOUSING AUTHORITY

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 May 21, 2019 at Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By:

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

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

**RESOLUTION NO. 2019-19**

**A Resolution Adopting and Authorizing the Implementation  
of the Over Income Limit Policy**

**WHEREAS**, the Ocean City Housing Authority ("Housing Authority"), a public entity organized and existing pursuant to Title 24 of the Code of Federal Regulations, the Department of Housing and Urban Development ("HUD"), and the laws of the State of New Jersey, has determined that it is in need to adopt an Over Income Limit Policy; and

**WHEREAS**, the Housing Authority determined it must revise their Admissions and Continued Occupancy Policies (ACOPs) to comply with HUD's Housing Opportunity Through Modernization Act (HOTMA) of 2016: Final Implementation of Public Housing Income Limits applicable September 24, 2018; and

**WHEREAS**, the Housing Opportunity Through Modernization Act of 2016 (HOTMA) imposes an income limit on public housing residents; and

**WHEREAS**, the Over Income Limit Policy and plan revisions to the ACOP must be completed no later than six months after the effective date; and

**WHEREAS**, the Housing Authority wishes to adopt an Over Income Limit Policy attached hereto; and

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Ocean City Housing Authority hereby adopts and authorizes the implementation of the Over Income Limit Policy; and

**BE IT FURTHER RESOLVED**, that the Board hereby directs the Executive Director of the Housing Authority to take any and all necessary administrative actions to implement this resolution.

**ADOPTED:** May 21, 2019

**VOTE:**

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Commissioner Dattilo	✓					
Vice Chairman Halliday	✓					✓
Commissioner McCall	✓				✓	
Commissioner Jackson	✓					
Commissioner Henry	✓					
Commissioner Mumman	✓					
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 May 21, 2019 at Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By:   
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

## **Ocean City Housing Authority**

### **OVER INCOME LIMIT POLICY**

(AMENDMENT TO THE ADMISSIONS & OCCUPANCY POLICY)

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

Resolution Number:	2019-19
Adoption Date:	May 21, 2019
Effective Date of Implementation:	May 21, 2019

**B. Introduction**

The Housing Opportunity Through Modernization Act of 201 (HOTMA) imposes an income limit on public housing residents. The law applies to families whose income has exceeded 120 percent of the published Very-Low Income limit for the County of Cape May for two consecutive years. PHAs must either terminate the tenancies of such families within six months of the second annual income determination or must charge the family a monthly rent equal to the greater of (1) the applicable fair market rent, or (2) the amount of monthly subsidy for the unit including amounts from the operating and capital fund as determined by regulations.

**C. Policy**

The income limit established by HOTMA will be referred to as the “over-income limit.” HUD may adjust the applicable percentage of AMI above or below 120 percent based on housing costs in the PHA’s jurisdiction. HUD will publish the over-income limits. The Authority does not determine the over-income limits.

The over-income limit does not apply to PHAs operating fewer than 250 public housing units that are renting to families with income exceeding the over-income limit, if the PHAs are renting to those families because there are no income-eligible families on the PHA’s waiting list.

Each PHA must submit a report annually to HUD about the number of families residing in Public Housing with incomes exceeding the over-income limit and the number of families on the waiting lists for admission to public housing projects. Such reports must be publicly available.

#### **D. Implementation**

Implementation steps to follow:

- When the Authority becomes aware, through an annual reexamination or an interim reexamination for an increase in income, that a family's income exceeds the applicable income limit, the Authority must document that the family exceeds the threshold to compare with the family's income a year later.
- If, 12 consecutive months from the annual or interim recertification, the family's income continues to exceed the over-income limit, the Authority must notify the family in writing that their income has exceeded the over-income limit for one year, and that if the family's income continues to exceed the over-income limit for the next 12 consecutive months, the family will be subject to the Authority's over-income policies. The Authority may not exempt any public housing families from the over-income limitation.
- If the family's income continues to exceed the over-income limit for another 12 consecutive months, the family will either experience an increase in rent or be subject to termination after 6 months, depending on the Authority's policy. HUD will issue a notice detailing how these new rent policies will be implemented.
- Note, the time period is two consecutive years. If the family's income is reduced below the over-income limit at any time, these policies no longer apply. If the family subsequently experiences an increase that again causes their income to be at or above the over-income limit, the 2-year period starts over.
- Important items to note:
  - HUD will publish the over-income limits. The Authority does not have to calculate them.
  - The Authority will need to develop a tracking system for over-income families to monitor the one and two-year time periods.
  - Increases in the over-income limit may cause a previously over-income family to be under the over-income limit.
  - Over-income policies apply to both annual and interim recertifications.

- HUD will issue additional guidance on the following:
  - The calculation of the unit's monthly subsidy
  - Whether utility allowances apply to the calculation of rent under these options
  - The requirement to report the number of over-income families and the number of families on the waiting list
  - How PHAs are supposed to track over-income families
  - How to notify families

Footnote: Information for this policy was taken from Nan McKay and Associates, Inc., blogs dated July 26, 2018 and August 7, 2018.

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

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

**RESOLUTION NO. 2019-20**

**Resolution Adopting Revisions to the  
The Public Housing Admissions and Continued Occupancy Policy**

**WHEREAS**, the Ocean City Housing Authority is required by the U.S. Department of Housing and Urban Development to have Admissions and Occupancy Policy (ACOP) for its Public Housing Program, and

**WHEREAS**, said plan and policy outline the objectives and program functions for the Public Housing Program; and

**WHEREAS**, the revision to the ACOP is updating said plans and policies according to the U.S. Department of Housing and Urban Development – 24CFR 960.257(a)(2); and

**WHEREAS**, the revisions, attached hereunto, changes are for Streamlined Annual Reexaminations and for the self-certification of net family assets of \$5,000 or less; and

**WHEREAS**, the Streamlined Annual Reexamination process will allow for streamlining the income determination process for family members with fixed sources of income per the attached method; and

**WHEREAS**, Self-certification of net family assets totaling \$5,000 or less is permitted by regulation; and

**WHEREAS**, the implementation of Streamlined Annual Reexaminations and Self-certification of net family assets will provide administrative efficiencies for the determination of the annual income certification process; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Ocean City Housing Authority adopt the revised Admissions and Continued Occupancy Policy for the Public Housing Program.

**ADOPTED:** May 21, 2019

**VOTE:**

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Commissioner Dattilo	✓					
Vice Chairman Halliday				✓		
Commissioner McCall	✓				✓	
Commissioner Jackson	✓					
Commissioner Henry	✓					
Commissioner Mumman	✓					✓
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 May 21, 2019 at Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By: \_\_\_\_\_

*Jacqueline S. Jones*  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer



### **9-I.B STREAMLINED ANNUAL REEXAMINATIONS [24 CFR 960.257]**

HUD permits PHAs to streamline the income determination process for family members with fixed sources of income. While third-party verification of all income sources must be obtained during the intake process and every three years thereafter, in the intervening years the PHA may determine income from fixed sources by applying a verified cost of living adjustment (COLA) or rate of interest. The PHA may, however, obtain third-party verification of all income, regardless of the source. Further, upon request of the family, the PHA must perform third-party verification of all income sources.

Fixed sources of income include Social Security and SSI benefits, pensions, annuities, disability or death benefits, and other sources of income subject to a COLA or rate of interest. The determination of fixed income may be streamlined even if the family also receives income from other non-fixed sources.

Two streamlining options are available, depending upon the percentage of the family's income that is received from fixed sources. If at least 90 percent of the family's income is from fixed sources, the PHA may streamline the verification of fixed income and may choose whether to verify non-fixed income amounts in years where no fixed-income review is required. If the family receives less than 90 percent of its income from fixed sources, the PHA may streamline the verification of fixed income and must verify non-fixed income annually.

#### **PHA Policy**

The PHA will streamline the annual reexamination process by applying the verified COLA or interest rate to fixed-income sources. The PHA will document in the file how the determination that a source of income was fixed was made.

If a family member with a fixed source of income is added, the PHA will use third-party verification of all income amounts for that family member.

If verification of the COLA or rate of interest is not available, the PHA will obtain third-party verification of income amounts.

Third-party verification of fixed sources of income will be obtained during the intake process and at least once every three years thereafter.

Third-party verification of non-fixed income will be obtained annually regardless of the percentage of family income received from fixed sources.

## **7-I.E. SELF-CERTIFICATION**

When HUD requires third-party verification, self-certification, or “tenant declaration,” is used as a last resort when the PHA is unable to obtain third-party verification.

Self-certification, however, is an acceptable form of verification when:

- A source of income is fully excluded
- Net family assets total \$5,000 or less and the PHA has adopted a policy to accept self certification at annual recertification, when applicable
- The PHA has adopted a policy to implement streamlined annual recertifications for fixed sources of income (See Chapter 9)

When the PHA was required to obtain third-party verification but instead relies on a tenant declaration for verification of income, assets, or expenses, the family’s file must be documented to explain why third-party verification was not available.

### PHA Policy

When information cannot be verified by a third party or by review of documents, family members will be required to submit self-certifications attesting to the accuracy of the information they have provided to the PHA.

The PHA may require a family to certify that a family member does not receive a particular type of income or benefit.

The self-certification must be made in a format acceptable to the PHA and must be signed by the family member whose information or status is being verified. All self-certifications must be signed in the presence of a PHA representative or PHA notary public.

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

**RESOLUTION NO. 2019-21**

**Resolution Amending Shared Services Agreement with the Vineland Housing Authority**

**WHEREAS**, the Ocean City Housing Authority has a Shared Services Agreement with the Vineland Housing Authority to provide various services; and

**WHEREAS**, the Ocean City Housing Authority has limited staff and budget; and,

**WHEREAS**, it is essential to efficiently provide phone and office coverage to serve the Ocean City Housing Authority residents; and,

**WHEREAS**, the Vineland Housing Authority has a capable office staff to assist the Ocean City Housing Authority to provide phone and office coverage; and,

**WHEREAS**, the Board of Commissioners of the Housing Authority of the City of Ocean City have reviewed and approve the amendment of the Shared Services Agreement with the Vineland Housing Authority attached hereunto.

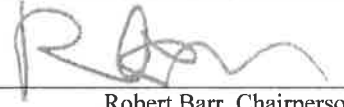
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Ocean City by virtue of its authority hereby authorizes an amendment to Shared Services Agreement for Management Services with the Vineland Housing Authority commencing March 15, 2019.

**ADOPTED:** May 21, 2019

***VOTE:***

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

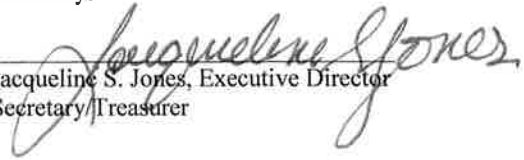
OCEAN CITY HOUSING AUTHORITY

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 May 21, 2019 at Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By:

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

**Vineland Housing Authority  
and  
Ocean City Housing Authority**

**Amendment to Shared Services Agreement**

On March 14, 2019, Mary Ragland resigned her position as Site Manager at the Ocean City Housing Authority (OCHA). Mrs. Ragland's duties included providing on-site phone coverage and office coverage for 6.50 hours per day. Mrs. Ragland was also responsible for preparing the Accounts Payable invoices for payment, collecting the rent and posting the collected rent to residents' accounts and depositing the rent at the local bank. Taking into consideration for time off or vacation, personal, sick and holiday time, Mrs. Ragland's coverage was approximately 1,450 hours annually. Mrs. Ragland did not process the Annual nor the Interim Recertification of rent;

This amendment to the Shared Services Agreement is to provide the coverage necessary on-site & off-site for the OCHA.

Office Coverage - on-site	<u>Hours*</u>	
Monday, Wednesday & Thursday - 9:30 am to 2:30 pm (Includes travel time - billed for days on-site only)	1,092	\$60,060
Phone Coverage - off-site		
Monday through Friday - 8:30 am to 4:30 pm Phones answered at the Vineland HA via static IP addresses at OCHA with dual WAN setup at the VHA; (Average of 6 calls per day - Flat Rate)	125	\$6,875
Accounts Payable Preparation Average of 10.50 hours per month	10.5	\$6,930
*All hours billed at \$55.00 per hour		
Total Estimate for Amendment (Billed based on actual hours)	1,228	\$ 73,865

Note: The current SSA for Management services remain in place in addition to the above services; The Annual and Interim Certifications of tenant rent will be completed on-site and is included in the above estimate; Inspections & Investigations will be charged based on actual time for each service; the OCHA will be invoiced monthly;