

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

**Regular Board of Commissioner Meeting Minutes  
March 19, 2019 – 5 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held on March 19, 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 began with the Pledge of Allegiance. Chairman Barr read the Sunshine Law.

Upon roll call those present were:

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

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

**Minutes**

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

Commissioner Robert Halliday (Yes)  
Commissioner Sean Scarborough (Yes)  
Commissioner Michael Dattilo (Abstain)  
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 five months ended February 28, 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 Sean Scarborough (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. She has reached out to the auditor via email and has also left a message by phone today to schedule a date to complete the audit by the deadline. Mrs. Jones has not heard back and she has been trying to reach him for several months. She will continue to try to contact him.

Mrs. Jones reported that Mary Ragland put in her resignation a couple of weeks ago. Her last day was last Thursday. The office is being covered by Vineland staff. Mrs. Jones will come back to the Board with some suggestions on how to cover the office going forward.

Several months ago there was discussion regarding a bed bug issue at Bayview Manor. Mrs. Jones provided an update and frustrations on this issue to the Board. Almost 2 years ago when the VHA started working with the OCHA, there wasn't any indication that there were bed bug issues at the high rise and then we received a couple of calls here and there about the presence of bed bugs. At that time, an inspection of every unit was conducted. There were some severely infected units that were unreported. Those units are under control. However, there are other units that have popped up over the last 18 months. The process consists of an inspection every month by the exterminator with the bed bug dog. The bed bug dog detects bed bugs that the human eye can't see. There have been a few issues with getting this issue under control. One of the issues is residents not reporting the bed bugs and the other one is residents are not preparing the unit for the treatment. There is a list of items that have to be done by the resident to prepare for the treatment. Some residents are reportedly self-treating for bed bugs, which is a problem because this counter-productive with the exterminator's treatment as well as masks the smell of the bed bugs therefore the dog cannot detect them. The exterminator waits 30 days after the treatment to bring the dog back to see if the bed bugs are still present. There were 5 units treated in March. It was a lot worse than that 18 months ago. There is one resident currently who is not cooperating at all. The resident is not letting us in to treat. Attempts will be made again. If the attempt fails, a legal action may be necessary. Some residents will not admit that they have bed bugs. Another issue is infected furniture or clothing that is being removed from the unit that is not wrapped and contained properly causing the spread of bed bugs down the hall and into somebody's unit easily. The Authority gives instructions in writing and verbally and instruction are repeatedly ignored. Early detection of bed bugs is also key. Treatment methods were briefly discussed. Hoarding and clutter makes it difficult to treat the units. Mrs. Jones believes that some of the residents are in need of Social Services. Unlike roaches, bed bugs does not necessarily mean someone is dirty.

Commissioner Halliday thanked Mrs. Jones for the summary of payments to the City report and the cash on hand information.

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

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

**Committee Reports** – Mr. Ginnetti stated the bid package for Speitel Manor is scheduled to go out on the street April 24<sup>th</sup> with a due date for responses of May 30<sup>th</sup>. It is anticipated this project will be over 5 million dollars. The statute will require the Authority to select the lowest qualified bidder and sit down with the bidder to evaluate the project. Every dollar that is saved in “value engineering” is distributed with half going to the general contractor and the other half to the housing authority. From the HUD side, the needs assessment has been received on Bayview Manor. The number seems to line up with the Authority's estimated budgets for rehabbing that building. HUD has agreed to allow Bayview and Speitel to be one project separate from the family site with the family site coming in at a later date. The Authority has received a substantial rental increase for the RAD conversion based on the notice that came out on January 2<sup>nd</sup>.

**Old Business** – None.

**New Business** – None.

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

**Resolution #2019-08**  
**Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$66,315.75. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The following vote was taken:

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

**Resolution #2019-09**  
**Resolution Appointing Risk Management Consultant**

Chairman Barr called for a motion to approve Resolution #2019-09. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The following vote was taken:

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

**Resolution #2019-10**  
**Resolution to Dispose of Furniture & Equipment Utilizing the Disposition Policy**

Chairman Barr called for a motion to approve Resolution #2019-10. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones reported this is for the disposal of old dumpsters. The following vote was taken:

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

**Resolution #2019-11**  
**Resolution Amending the Personnel Policy & Employee Manual**

Chairman Barr called for a motion to approve Resolution #2019-11. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated this policy was discussed last month and the changes made were additions to comply with the State of New Jersey law to provide sick time for part-time employees. The Authority currently does not have any part-time employees. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)

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

**Resolution #2019-12**  
**Resolution Awarding Janitorial Cleaning Services Contract**

Chairman Barr called for a motion to approve Resolution #2019-12. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The following vote was taken:

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

**Resolution #2019-13**  
**Resolution Awarding Landscaping Services Contract**

Chairman Barr called for a motion to approve Resolution #2019-13. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Ron Miller reported the landscaping services contract is awarded to the same vendor as last year with the same price as last year. The following vote was taken:

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

**Resolution #2019-14**  
**Resolution Approving Operating Subsidy 2019**

Chairman Barr called for a motion to approve Resolution #2019-14. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones explained this is a formality. HUD fills out most of the form for the Authority regarding its subsidy. Mrs. Jones reviewed the subsidy for this year. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(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.

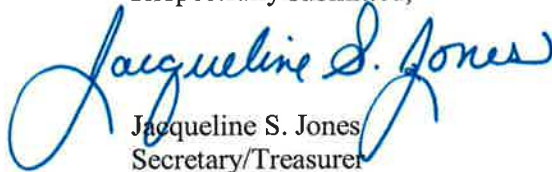
Chairman Barr requested comments from the public. Richard Garrish of Bayview Manor #306 wanted to address the Board in regards to the bed bug issues. He feels Administration is chasing these bed bugs from one unit to another. A meeting was held some time ago with Western Pest Services. Mr. Garrish stated one of the guys told him that by the way the Authority is treating the bed bugs they will never get rid of them. Mr. Garrish was informed by a neighbor that their unit

was going to be treated. Mr. Garrish stated no one from the Authority informed him. Chairman Barr stated he understands Mr. Garrish's concern and the Authority is diligently working on the issue.

No further comments from the Commissioners. Chairman Barr stated that tonight is Commissioner Scarborough's last meeting as a Board Member and thanked him for his service to the Housing Authority on behalf of all the Board.

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 5:37 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jacqueline S. Jones". The signature is written in a cursive style with a large initial "J".

Jacqueline S. Jones  
Secretary/Treasurer