

Housing Authority of the City of Ocean City

**Regular Board of Commissioner Meeting Minutes
May 21, 2019 – 5:02 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held on May 21, 2019, at 5:02 p.m. at Administrative Offices – 204 4th Street, Ocean City, New Jersey 08226.

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

Upon roll call those present were:

Commissioner Robert Halliday	<i>(Excused at 5:42 p.m.)</i>
Commissioner Patrick Mumman	
Commissioner Michael Dattilo	
Commissioner Beverly McCall	
Commissioner Robert Henry	
Commissioner Patricia Jackson	
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 April 16, 2019. A motion was 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	(Abstain)
Chairman Robert Barr	(Yes)

Treasurer’s Report

Ms. Cavallo reviewed the Financial Report for the seven months ended April 30, 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	(Yes)
Chairman Robert Barr	(Yes)

Executive Director’s Report

Mrs. Jones reviewed the Cash Report to reflect the updated bill list. There was a brief discussion regarding the balance owed to the City. Mrs. Jones updated the Board on her written report. The infestation issue at Bayview Manor is down to one case. The Authority is continuing the visual monthly inspections as well as canine inspections. This will be continued

until the Authority gets a very comfortable level that the infestation is clear. Commissioner Jackson asked what the infestations consisted of. There have been cases of roaches, bed bugs as well as mice occasionally. The Authority has a contract with an exterminator. The contractors inspect Bayview Manor monthly and treat every unit for the OCHA once a month for roaches.

The current administration in Washington is purposing that Housing Authorities will no longer be able to subsidize undocumented immigrants in public housing. Some might be surprised that there are undocumented immigrants in public housing. The reason being is the children are American Citizens therefore the rest of the family can live in the unit, but the rest of the family is not subsidized. It is a prorated calculation. If this new rule comes through, the children will obviously go with their parents or guardians and children will be displaced as well as their families. Many families will be affected throughout the country. The OCHA currently has one family that would be affected.

OCHA is on track for receiving bids from contractors for Speitel. May 30th is the due date. It would ideally be good to award at the June Board Meeting. Hopefully the bids will come in within the budget for the project. If there is a need for negotiations it may take longer than the June meeting deadline. The contract will be an AIA contract. There was a bidder's conference a few weeks ago. Brief discussion regarding Bayview Manor bid, which will be a few months longer before that is advertised.

Mrs. Jones stated the NJHMFA had the OCHA Board filled out questionnaires months ago and they are outdated. They will need to be completed again. Mrs. Jones handed them out to the Board. She requested the Board bring them back next month to sign and be notarized.

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

Committee Reports – Although there is no committee report this evening, however, there has been a few changes to the Board therefore Chairman Barr has changed some of the committee assignments. The committees are as follows:

Building Maintenance Committee – Commissioners Halliday - Chair, Barr and Dattilo
Finance Committee – Commissioners Halliday - Chair, Barr and Mumman
Personnel Committee – Commissioners Jackson - Chair, Barr and Dattilo
Tenant Relations Committee – Commissioners Barr – Chair, Henry and McCall
Development & Redevelopment Committee – Commissioners Halliday - Chair, Barr and Dattilo

Commissioners will be notified with more information as it presents itself as it relates to their assigned committee.

Old Business – None.

New Business – Commissioner Jackson mentioned at one point the Board discussed opening up a community room. Mrs. Jones stated that has not been discussed in the last 2 years she has been with the OCHA. Commissioner Jackson asked if it was possible to have a community room for the family units. Mrs. Jones stated the plan for this building is it will be removed as part of the redevelopment process. Community rooms have not been discussed yet because the Authority is not in the planning stages yet, but it can certainly be discussed with the redevelopment committee. Commissioner Dattilo stated a solution will need to be made regarding Head Start.

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

Resolution #2019-16
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$121,053.74. A motion was made by Commissioner McCall; 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	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2019-17
Resolution Authorizing Utilization of Vineland Housing Authority Maintenance Staff to Supplement the Ocean City Housing Authority Maintenance Staff

Chairman Barr called for a motion to approve Resolution #2019-17. A motion was made by Commissioner Mumman; seconded by Commissioner McCall. Mrs. Jones stated a resolution was previously passed for three months of supplemental services needed by the VHA maintenance staff, which is primarily used for turnovers. This resolution memorializes the last resolution, which authorized \$11,000. Only \$9,500 was utilized. This resolution also authorizes the next three months of \$11,000 and the VHA will only invoice for actual time used. These invoices are generated based on the work order activity pulled from the software system. It is based on actual hours worked on site. This expense is included in the budget. Mrs. Jones stated the services being performed are included in the Shared Services Agreement. There is an hourly amount for these services. There is not necessarily a decrease in work orders, but some decrease in turnovers. 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	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2019-18
Resolution Authorizing the Sale of Surplus Personal Property No Longer Needed for Public Use on an Online Auction Website (GovDeals)

Chairman Barr called for a motion to approve Resolution #2019-18. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Ron Miller stated this resolution is to sell items on GovDeals.com through a cooperative contract with Sourcewell. 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	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2019-19

Resolution Adopting and Authorizing the Implementation of the Over-Income Limit Policy

Chairman Barr called for a motion to approve Resolution #2019-19. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated this is required by HUD. Over the years it has come to HUD's attention that there are some public housing residents that are in public housing and are over income, which is typically income over 80% of the area median income. The difference between public housing and Section 8 is once you qualify for public housing in the past you could stay in public housing. There isn't a high-income limit and most likely just pay the flat rent, which is close to the fair market rent. However, if someone is earning over 80% of the area median income and are paying the flat rent, they are paying less than 30% of their income toward rent. Therefore, that unit is not freed up for someone who has lower income. On the Section 8 side, once a resident reaches the contract rent limit based on the calculation and there is no assistance payment on their behalf, they have six months to use that voucher. After six months with no assistance payment the voucher is then passed on to another applicant. Over Income is a calculation based on two and half times the very low-income limit for Ocean City. Mrs. Jones provided an example. At this point, the OCHA does not have any residents that is in the over income limit. The Authority is obligated to have this policy. After the policy is passed, if someone is over income at their next recertification they must be notified they are over income and if they are over income for another 12 months then the Authority can charge fair market rent. The policy is written based on the regulations from HUD, but they are still in the process of finalizing the regulations. As part of the lease residents are required to disclose all sources of income, which is used to calculate their rent. 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	(Yes)
Chairman Robert Barr	(Yes)

Commissioner Halliday excused himself from the meeting 5:42 p.m.

Resolution #2019-20

Resolution Adopting Revisions to the Public Housing Admissions and Continued Occupancy Policy (ACOP)

Chairman Barr called for a motion to approve Resolution #2019-20. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The ACOP governs the Public Housing Program. Some of these items in the policy are HUD mandated and some are left up to the local housing authority. There are two proposed changes to the ACOP. One provision is self-certification of assets. The residents can self-certify if they have \$5,000 in assets or less. If the Authority suspects there is an issue it can always ask for further verification. The other provision consists of conducting certifications every 3 years for residents with a fixed income. The process for both provisions was further discussed. These provisions have been passed by HUD, which allows the Authority more efficiency in processing tenant files. Certifications for this year have been completed. Currently, all OCHA residents (121) are recertified in May. With the next resolution with VHA staff covering the office, Mrs. Jones is recommending breaking up the 121 recertification over a period of year. Each VHA staff processor will be assigned a caseload and work with the resident one on one. Mrs. Jones briefly explained the process. This will be proposed again to the Board in a few months once the process is sorted out. The following vote was taken:

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

Resolution #2019-21

Resolution Amending Shared Services Agreement with the Vineland Housing Authority

Chairman Barr called for a motion to approve Resolution # 2019-21. A motion was made by Commissioner Mumman; seconded by Commissioner McCall. Mrs. Jones reviewed the resolution attachment explaining the amendment to the Shared Services Agreement regarding office coverage, phone coverage and the accounts payable preparation for the OCHA. In addition, the recertifications, which was an extra charge previously approved up to about \$7,000, would not be billed any longer as part of this amendment. Phone system was briefly discussed. A phone will also be installed in the lobby and it will ring at the VHA for answering. Additionally, forms (applications, etc.) will be left in the lobby with instructions. Management is also present at OCHA in addition to the office coverage. Discussion on the line items affected on the budget as well as positions available to assist the OCHA. Commissioner Jackson expressed her opinion that someone should be in the office 5 days a week. Mrs. Jones explained that providing staff on-site for 5 days a week would be cost prohibitive and not provide as much on-site/phone coverage as is being proposed. Mrs. Jones stated the residents will be made aware of the hours and if this does not work adjustments will be made. The following vote was taken:

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

There is no need for Executive Session tonight.

Public Comments:

Eleanor Daniels – Bayview Manor

Ms. Daniels stated she is a fairly new resident and is very happy living in Bayview Manor. She reported the elevators stop between the floors and they need attention. There is a unit on the 4th floor that has been empty for two months and was wondering when it would be rented. She feels it should be rented. She states the rain comes through her window panes where she cannot clean them. She reported she received a recertification letter to arrive between 2-3:30 p.m. and at 2:30 no one was available.

Mrs. Jones asked if Ms. Daniels called in her maintenance issues as work orders. Ms. Daniels did not know to do that since she was fairly new. Mrs. Jones explained to her that any time she has a maintenance issue she is to call the main number and request a work order.

Chairman Barr requested comments from the Commissioners. Mr. Gabage explained that he had hurt his knee and that is the reason he was unable to physically attend last month's board meeting taking the meeting via telephone conference.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Mumman; seconded by Commissioner Jackson. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 6:22 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer