

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



204 4th Street
Ocean City, New Jersey 08226

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

Jacqueline S. Jones, Executive Director

October 9, 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, October 15, 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, October 15, 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 September 17, 2019
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:

# 2019-45	Approval of Monthly Expenses
# 2019-46	Accounts Receivable Decead as Uncollectible
# 2019-47	Authorizing Contracts with National Contract Vendors
# 2019-48	Authorizing Contracts with State Contract Vendors
# 2019-49	Authorizing Utilization of Vineland Housing Authority Maintenance Staff to Supplement the Ocean City Housing Authority Maintenance Staff
# 2019-50	Shared Services Agreement with the Vineland Housing
- 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 September 17, 2019 – 5:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held on September 17, 2019, at 5:00 p.m. at the Administrative Offices – 204 4th Street, Ocean City, New Jersey 08226.

The meeting was called to order by Chairman Barr. Chairman Barr requested everyone to rise for the Pledge of Allegiance.

Chairman Barr read the Sunshine Law.

Upon roll call those present were:

Commissioner Robert Halliday	
Commissioner Patrick Mumman	
Commissioner Beverly McCall	
Commissioner Robert Henry	
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	
Chairman Robert Barr	

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

Chairman Barr stated he needed to rescind his vote from last month on Resolution #2019-36 regarding the Shared Services Agreement. For the record, he is changing his vote to an abstention. He voted on the agreement and he is also on City Council therefore, he should have abstained.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from August 20, 2019. A motion was made by Commissioner McCall and seconded by Commissioner Broadley. The following vote was taken:

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

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the eleven months ended August 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 Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Executive Director's Report

Mrs. Jones stated Rick Ginnetti is present tonight to update the Board on Speitel Manor and the RAD Conversion. She referred to her written report, which provided information on the Program of All Inclusive Care for the Elderly (PACE). Mrs. Jones stated Wendy Hughes was working with this company on a project in Vineland. It is a unique program and it is not in every county. It has been in Cape May county for the last 15 months or so. PACE is a Medicare program for older adults and people over age 55 living with disabilities. The program provides community-based care and services. The Authority will organize a time for a PACE presentation with light refreshments to introduce the program to the residents. The PACE program is operated by AtlantiCare LIFE Connection. Mrs. Jones stated there is some legislation currently in Congress to change this program to include everyone not just 55 and older. Nothing is required of the OCHA. The OCHA is just introducing the program to the residents. There are some income qualifications to be able to participate in the program.

HUD Newark Field Office came to visit the OCHA for a day last week. They came last year for a visit and wanted to come again this year. They discussed OCHA currently and what may be happening in the future. The one question they wanted to explore was why the OCHA's PHAS score has dropped over the years. A PHAS score is assigned to housing authorities based on their operational activity. It is currently around a 68/69 and it was 84. The explanation for that is it is a financial indicator that took it down that low and it was because of the amount the OCHA owed the City. The reason it did not drop until 2017 is because the total amount owed to the City was not reported to the auditor and therefore was not reported to HUD. In 2017, the complete amount owed to the City was recorded for the 2016 and that is the time frame for the drop in the PHAS score. Now that OCHA has paid off the amount due the City, the score should start to come back up. The only problem is once a RAD application is filed the score is static. The OCHA will keep HUD informed of its activities and they may possibly come to groundbreaking/ribbon cutting ceremony.

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

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

Committee Reports – None

Old Business – Update on redevelopment projects. Rick Ginnetti stated the OCHA is in its final stages of both HUD and HMFA review and approval process for funding. The OCHA is still on the HMFA agenda for September 26th board meeting for approval of the construction funds for Speitel Manor. There is a resolution tonight, which is authorizing the Executive Director to sign the remaining certifications and documents for the HMFA. If approved tonight the documents will be submitted tomorrow to the HMFA and the requirements for the mortgage commitment will be reached. The application will then go to the HMFA board for approval. After board approval, there is another packet of documents to be completed for closing, which includes more due diligence documents. The financial plan is the next submission to HUD for the RAD conversion, which is very similar to a mortgage document being submitted to HMFA and that it meets all the RAD requirements. The financial plan to HUD is a bit more complicated because that is where we combine Bayview and Speitel into one project. Mr. Ginnetti will write out the narratives and get everything submitted to HUD for the approval. Once the HMFA approves the Speitel funding on the 26th then it will need to get through the Governor's veto period. Once it is through the veto period, the OCHA will receive an approval letter with an anticipated date of closing by February or March, which is the same timeframe in the works with the RAD Conversion with HUD. Both of these agencies may make it difficult because there is a lot of requirements to actually close on time, but the OCHA is going to work towards a close by February or March. The HUD side is a little harder and may delay things in terms of their review of the OCHA's documentation. It is a complicated deal for HUD because of the combination of new construction with rehabilitation.

HMFA's loan is a mortgage, no payments, no interest and it disappears in 5 years according to the documents. No repayment as long as guidelines are followed and the OCHA has to maintain it has affordable housing during that time period as well as waiting list preferences. The OCHA has received two boosts from HUD on the RAD rents and is currently trying to get another one, which the Authority qualifies for. This bump is for the subsidized piece of what HUD pays. This will hopefully be approved with the financial plan.

New Business – None.

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

Resolution #2019-38
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$91,764.05. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated this is the last bill list for the fiscal year and payment for the PILOT fiscal year 9/30/2018, which will clear up the OCHA with the City for the PILOT. After the audit is complete for 2019 the 2019 PILOT will be paid. The bill list is higher due to the PILOT payment. The following vote was taken:

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

Resolution #2019-39
Adopt 2019 – 2020 State Budget

Chairman Barr called for a motion to approve Resolution #2019-39. A motion was made by Commissioner Mumman; seconded by Commissioner McCall. Mrs. Jones stated this is the same budget that the Board approved previously. The procedure is the Board approves the budget, then it goes to the State and they approve it and then it is returned to the Authority for adoption of the budget. The following vote was taken:

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

Resolution #2019-40
Award Accounting Services Contract

Chairman Barr called for a motion to approve Resolution #2019-40. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated there was only one response to the accounting services RFP from Linda M. Avena, CPA. The following vote was taken:

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

Resolution #2019-41
Award Auditing Services Contract

Chairman Barr called for a motion to approve Resolution #2019-41. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated there as only one response to the auditing RFP from Ford, Scott & Associates, LLC. Commissioner Henry asked how many years this firm has been the auditor. They have been the auditor for the past 3 years. The following vote was taken:

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

Resolution #2019-42
Award Legal Services Contract – General Counsel

Chairman Barr called for a motion to approve Resolution #2019-42. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Mrs. Jones stated there were two RFP's for general counsel legal services. The committee is recommending Eisenstat, Gabage and Furman. The following vote was taken:

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

Resolution #2019-43
Award Consulting Services Contract

Chairman Barr called for a motion to approve Resolution #2019-43. A motion was made by Commissioner Mumman; seconded by Commissioner Broadley. Mrs. Jones stated there was only one response to the consultant services RFP and the recommendation is to award this to the Brooke Group. The following vote was taken:

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

Resolution #2019-44
Authorizing the Executive Director to Execute and Submit an Updated Application to the New Jersey Housing and Mortgage Finance Agency (HMFA) and Execute Associated documents required by the HMFA for its Final Funding Approval

Chairman Barr called for a motion to approve Resolution #2019-44. A motion was made by Commissioner Halliday; seconded by Commissioner Halliday. Rick Ginnetti discussed this resolution during his presentation to the Board. The following vote was taken:

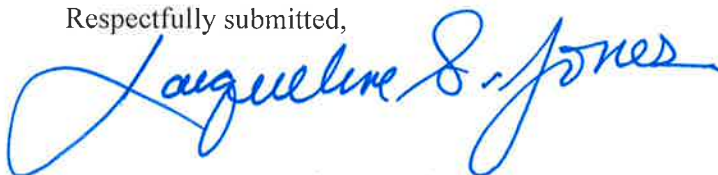
Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

There is no need for Executive Session tonight.

No further comments from any Board Commissioners. Public Comments: No public present. Mr. Gabage stated he would like to thank the Board for his reappointment. He commended the Board, the Executive Director and her staff on the turn around of the OCHA. Commissioner Halliday thanked Mr. Gabage for his guidance and advice to the Authority. Chairman Barr thanked Mr. Gabage as well for his service and caring for the residents and the people.

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 Broadley. 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 TWELVE MONTHS ENDED SEPTEMBER 30, 2019

	ANNUAL BUDGET	BUDGET THRU SEPTEMBER	ACTUAL THRU SEPTEMBER	VARIANCE FROM BUDGET (+OVER/ & -UNDER)	NOTES:
<u>INCOME</u>					
DWELLING RENTAL	573,780	573,780	570,199	(3,581)	This represents actual rent received from Tenants to date.
OTHER TENANT-EXCESS UTILITIES	4,200	4,200	6,919	2,719	This represents actual excess utilities income to date.
TOTAL TENANT REVENUE	577,980	577,980	577,118	(862)	
HUD OPERATING SUBSIDY	306,330	306,330	357,116	50,786	This represents HUD funding to date.
HUD CAPITAL FUNDS-OPERATIONS	172,800	172,800	189,416	16,616	This represents 2019 Capital Funds actually received.
TOTAL HUD FUNDING	479,130	479,130	546,532	67,402	
INVESTMENT INCOME-UNRESTRICTED	150	150	130	(20)	Actual income is less than expected.
NONDWELLING RENTAL INCOME	13,200	13,200	13,200	0	This represents nondwelling income to date.
OTHER INCOME-LAUNDRY	7,400	7,400	8,456	1,056	Income is paid qtrly-Feb, May, Aug and Nov.
OTHER INCOME-FRAUD RECOVERY	5,000	5,000	0	(5,000)	This represents actual amount received in fiscal year.
OTHER INCOME-MISCELLANEOUS	5,580	5,580	12,633	7,053	Late charges, legal fees-tenant, extra keys, change locks, cleaning reimbursements, etc.
TOTAL INCOME	1,088,440	1,088,440	1,158,069	69,629	Overbudget due to late charges, legal fees paid and Gov Deals.
<u>EXPENSES</u>					
ADMINISTRATIVE SALARIES	32,500	32,500	15,162	(17,338)	This represents actual salaries to date-salary thru 3/8/19 when employee left employment.
AUDIT FEES	9,000	9,000	9,000	0	
ADVERTISING	3,200	3,200	925	(2,275)	Actual expenses are less than budgeted.
EMPLOYEE BENEFITS-ADMIN	29,040	29,040	13,438	(15,602)	Actual expenses are less than budgeted due to employee left employment on 3/8/19.
OFFICE EXPENSES					
COMPUTER SERVICES	9,000	9,000	7,725	(1,275)	Actual expenses are less than budgeted.
COPIER	3,500	3,500	2,461	(1,039)	Actual expenses are less than budgeted.
DUES & PUBLICATIONS	1,500	1,500	514	(986)	Actual expenses are less than budgeted.
OFFICE SUPPLIES	2,500	2,500	1,595	(905)	Actual expenses are less than budgeted.
PHONE & INTERNET	11,000	11,000	11,375	375	Actual expenses are higher than budgeted.
POSTAGE	2,000	2,000	1,091	(909)	Actual expenses are less than budgeted.
LEGAL	15,000	15,000	12,201	(2,799)	Actual expenses are less than budgeted.
TRAVEL	450	450	0	(450)	Actual expenses are less than budgeted.
TRAINING	4,200	4,200	2,404	(1,796)	Actual expenses are less than budgeted.
ACCOUNTING	15,000	15,000	15,000	0	
MANAGEMENT FEES	130,000	130,000	167,112	37,112	Actual expenses are higher than budgeted.
MISCELLANEOUS-SUNDRY	12,000	12,000	7,181	(4,819)	Actual expenses are less than budgeted.
	279,890	279,890	267,184	(12,706)	
OTHER TENANT SERVICES	3,030	3,030	3,340	310	Includes \$200 a month (totaling \$2,400.00) and Christmas party (\$940).
WATER/SEWER	105,000	105,000	83,679	(21,321)	Represents actual Oct-August bills and estimated September using 9/2018 amount.
ELECTRIC	110,000	110,000	91,631	(18,369)	Actual expenses are less than budgeted.
GAS	56,000	56,000	40,281	(15,719)	Actual expenses are less than budgeted.
	271,000	271,000	215,591	(55,409)	
MAINTENANCE LABOR	59,860	59,860	38,182	(21,678)	Actual expenses are less than budgeted.
MAINT. MATERIALS	50,000	50,000	29,589	(20,411)	Actual expenses are less than budgeted.
MAINT. CONTRACT COSTS	130,000	130,000	142,257	12,257	Actual expenses are higher than budgeted.
EMPLOYEE BENEFITS	35,440	35,440	30,953	(4,487)	Actual expenses are less than budgeted.
	275,300	275,300	240,981	(34,319)	
INSURANCE	110,000	110,000	95,573	(14,427)	Actual expenses are less than budgeted.
BAD DEBTS	5,000	5,000	5,000	0	Accrued expense year-to-date
COMPENSATED ABSENCES	5,500	5,500	5,500	0	Accrued expense year-to-date

THE OCEAN CITY HOUSING AUTHORITY
INCOME & EXPENSE STATEMENT
FYE SEPTEMBER 30, 2019
FOR THE TWELVE MONTHS ENDED SEPTEMBER 30, 2019

	ANNUAL BUDGET	BUDGET THRU SEPTEMBER	ACTUAL THRU SEPTEMBER	VARIANCE FROM BUDGET (+OVER/ & -UNDER)	NOTES:
PAYMENT IN LIEU OF TAXES	30,280	30,280	30,280	0	Accrued expense year-to-date
PENSION	21,000	21,000	19,151	(1,849)	Actual expenses are less than budgeted.
RETIREE BENEFITS	25,000	25,000	23,851	(1,149)	Actual expenses are less than budgeted.
DUE TO CITY OF OCEAN CITY	60,000	60,000	252,434	192,434	This represents total repayment of debt for Superstorm Sandy.
	256,780	256,780	431,789	175,009	
TOTAL EXPENDITURES	1,086,000	1,086,000	1,158,885	72,885	
PROFIT (LOSS)	2,440	2,440	(816)	(3,256)	Paid Accrued PILOT for 2015, 2016 & 2017 in the amount of \$72,461 not reflected in expenses.

Ocean City Housing Authority

Administrative Report

DATE: October 7, 2019

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for September 2019)

PERIOD: September 11, 2019 to October 6, 2019

Peck's Beach/Speitel Manor – New Jersey Housing and Mortgage Finance Agency (NJHMFA) Pre-Development Funds

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.

Update: The 3rd expense draw was submitted to the NJHMFA on 9/19/19 as listed below.

Pre-Development Funds - NJHMFA for Peck's Beach/Speitel Commons - #2986					
Pre-Development Uses	Approved Budget	Adjusted Budget	Previously Disbursed	This Transaction 9/19/2019	Balance of Funds
HUD Approvals					
Inventory					
Removal/Title Search	\$ 27,500	\$ 35,648	\$ 843	\$ 34,805	\$ -
Architect	\$ 90,000	\$ 90,000	\$ 90,000	\$ -	\$ -
Site Engineer	\$ 66,000	\$ 66,000	\$ 44,874	\$ 13,979	\$ 7,147
Energy Star Review	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000
Environmental Consulta	\$ 18,500	\$ 18,500	\$ 2,473	\$ -	\$ 16,028
Geo Tech Consultant	\$ 12,500	\$ 18,287	\$ -	\$ 18,287	\$ -
Survey	\$ 7,500	\$ 7,500	\$ 4,620	\$ -	\$ 2,880
Attorney	\$ 36,000	\$ 36,000	\$ 6,885	\$ 2,805	\$ 26,310
Consulting Fees	\$125,000	\$125,000	\$ 56,815	\$ 28,313	\$ 39,872
5% Contingency	\$ 19,175	\$ 5,240	\$ -	\$ -	\$ 5,240
Totals	\$403,175	\$ 403,175	\$ 206,510	\$ 98,189	\$ 98,476

Year-Ending September 30, 2019

The Authority's fiscal year-ended on September 30, 2019. Staff and accountants will be working to "close-out" the year's activity and file the financial information with HUD by November 30, 2019.

Audit for the Year-Ending September 30, 2019

The auditing firm of Ford-Scott Associates was awarded the audit contract for the audit for the year-ending September 30, 2019. Soon after the year-ending financial information is filed with HUD, Ford-Scott will be able to begin the audit.

Fire Safety Presentation for Bayview Manor Residents

Ron Miller, Assistant Asset Manager-Operations, organized a fire safety presentation for the Bayview Manor residents on Thursday, October 3rd. Chief Smith conducted the presentation in the Community Room. Twenty residents attended the presentation.

Peck's Beach/Speitel Manor and Rental Assistance Demonstration Program (RAD)

The Authority staff and consultant have been working with the New Jersey Housing and Finance Agency (NJHMFA) staff to complete the construction application documents to be submitted to the NJHMFA board.

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.

**Peck's Beach/Speitel Manor and Rental Assistance
Demonstration Program (RAD) - continued**

Update: Per the report from Rick Ginnetti, The Brooke Group, at the September 2019 board meeting:

- **The Peck's Beach/Speitel Commons application for the construction funds was submitted to the NJHMFA for the September 26th board meeting;**
- **The RAD application is in motion and progress is being made;**
- **There has been an increase in the RAD rents since the start of the application;**
- **A February or March closing date is anticipated for the NJHMFA construction funds and the RAD closing;**

Board of Commissioners –Rutgers Training Program Status

Commissioner	Training Program Status
Robert Barr, Chairman	Completed
Robert Scott Halliday, Vice Chairman	Completed
Brian Broadley	In Process
Robert Henry	Completed
Beverly McCall	Completed
Patricia Miles-Jackson	Completed
Patrick Mumman	In Process

Program Statistics Report 10/2018 - 09/2019
**2019
SEPT**
**2019
AUGUST**
**2019
JULY**

<u>Tenant Accounts Receivable</u>			
Number of "non-payment of rent" cases referred to the solicitor	0	0	2
<u>Tenant Relations</u>			
Total number of units to be inspected in fiscal year	121	121	121
Number of inspections completed this mo. - all sites (include BB	60	0	61
Total number of units inspected year-to-date - all sites	730	670	670
<u>Occupancy</u>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	30	30	51
Annual Unit Turnaround Time (For Fiscal Year)	55	52	54
Monthly - Number of Vacancies Filled (this month)	1	1	3
Monthly - Average unit turnaround time in days for Lease up	10	10	24.33
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	20	20	26.66
PIC Score	94%	94%	100%
<u>Vacancies - At end of Month</u>			
Bay View Manor	2	2	2
Peck's Beach Senior	1	1	1
Peck's Beach Family	0	0	
Total	3	3	3
Occupancy Rate	97.52%	97.52%	98.35%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>	2	1	1
Total Hours	64.00	16.00	20.00
Average Hours per Vacancy (Br. Sizes 0 thru 4)	36.69	37.32	38.84
<u>Rent Roll</u>			
Bay View Manor - Elderly/Disabled	\$ 20,057.00	\$ 20,057	\$ 20,062
Peck's Beach - Elderly/Disabled	\$ 7,255.00	\$ 7,255	\$ 6,668
Peck's Beach - Family	\$ 18,837.00	\$ 20,133	\$ 19,998
Total Rent Roll	\$ 46,149	\$ 47,445	\$ 46,728
<u>Public Housing Waiting List Applicants</u>			
Families - Ocean City Preference	12	12	5
Families - No Ocean City Preference	158	158	128
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	34	34	83
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	216	216	338
<u>Maintenance Department</u>			
Average work order turnaround time in days - Tenant Generated	3.13	9.84	0.25
Total Tenant Generated Work Orders	32	23	40
Number of routine work orders written this month	4	16	37
Number of outstanding work orders from previous month	72	72	60
Total number of work orders to be addressed this month	108	111	137
Total number of work orders completed this month	36	39	65
Total number of work orders left outstanding	72	72	72
Number of emergency work orders written this month	0	1	0
Total number of work orders written year-to-date	1,186	1,150	1,111
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up,	0	0	0
<u>Real Estate Assessment Center (REAC) Scores</u>			

Program Statistics Report 10/2018 - 09/2019		2019 SEPT	2019 AUGUST	2019 JULY
Year-End 2018 - Audited - Remains static due to RAD Application		68	68	
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 September 30, 2019**

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 09/30/2019				\$278,067.54
Add: A/R-Tenants 9/2019	Current	\$	1,580.54	\$8,562.08
	Past		6,981.54	
PREDEVELOPMENT EXPENSES REIMBURSABLE FROM NJHMFA (10 bills)- Craig Test Boring (3), NJDEP, Marathon Engineering (3), State Treas, Cape Atlantic Conserv Dist, Cape May Cty Treas				
				\$64,591.03
Less: Bill List payments - Oct 2019				(\$52,401.53)
Accrued Expenses - Total from detail below				(\$67,607.83)

<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	12	7,043.00
Bad Debt	5,000.00	12	5,000.00
Comp Absences	5,500.00	12	5,500.00
P.L.L.O.T.	30,280.00	12	30,280.00
Net Accrual	150,780.00		47,823.00

Net Cash Balance				<u>\$231,211.29</u>
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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 - JUL 2019	\$ 85,000	\$ 100,000	\$ (152,434)
AUG 2019	\$ 152,434	\$ 252,434	\$0.00

	<u>Average Expenses*</u>	<u>Cash Available</u>	
Per Month	\$ 75,538	3.06	Months
Per Day	\$ 2,518	92	Days

*Average Expenses Net of Payment to City of OC.

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

**RESOLUTION NO. 2019-45
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 \$67,607.83.

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

ADOPTED: October 15, 2019

VOTE:

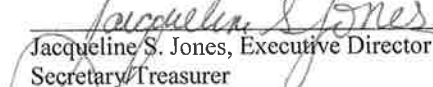
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					
Commissioner McCall	✓					✓
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓				✓	
Commissioner Broadley	✓					
Chairman Barr	✓					

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 October 15, 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 - SEPT 2019**

Check #	Vendor	Invoice Notes	Total Amount
1931	ACE PLUMBING	Maint Supplies	138.41
1932	ATLANTIC CITY ELECTRIC	9/2019 Electric	5,095.26
1933	LINDA AVENA	10/2019 Accounting Services	1,458.33
1934	BUILD YOUR SITE.COM	Annual Website Hosting Fee	203.40
1935	CALL EXPERTS	10/2019 Answering Svc	52.05
1936	CLEAN SWEEP	9/2019 BVM Cleaning	1,975.00
1937	CONVEXSERV TECHNOLOGY	VPN Support Service - Password Resets	28.75
1938	COPIER PLUS	9/2019 copier lease/overage	15.10
1939	THE DAILY JOURNAL	Audit synopsis ad	176.45
1940	DELTA DENTAL	11/2019 dental coverage	172.84
1941	DRAIN DOCTOR	Maint Contract - Plumbing	405.00
1942	FLORENCE DRISCOLL	10/2019 Tenant Services	200.00
1943	FIOCCHI TIRE CENTER	Tires for maintenance vehicle	837.80
1944	EISENSTAT, GABAGE & FURMAN	Aug/Sept Legal Svc	465.00
1945	GLEN O. STULL	10/2019 Medicare B Reimb & 9/2019 prescription reimbursement	173.52
1946	W.W. GRAINGER INC	Pneumatic spreaders	517.68
1947	ROBERT HARRIS	10/2019 Trash Room Cleaning	200.00
1948	HD SUPPLY	Maint Supplies	259.77
1949	HOME DEPOT PRO	Maint Supplies	958.71
1950	HUMANA INSURANCE	11/2019 Retiree Prescription	24.40
1951	JOHNSON CONTROLS FIRE PROTECTION	Alarm service call	178.36
1952	JOHN J. SPITZ	9/2019 RX Copay reimb & 10/2019 Medicare B & RX plan reimb	506.30
1953	LENEGAN PLUMBING & HEATING	Maint Contract - Plumbing	197.29
1954	MARATHON ENGINEERING	A/E Svcs - Speitel Commons	1,921.03
1955	MAX COMMUNICATIONS	Sept 2019 Service License Fee	35.00
1956	NJ AMERICAN WATER	9/2019 Water/Sewer	6,828.35
1957	OMEGA PEST MGMT	9/2019 Pest Control	2,530.50
1958	THE PRESS OF ATLANTIC CITY	Audit synopsis ad	96.86
1959	RAYMOND WELSH	Tenant Lockout	90.00
1960	RK AUTO GROUP	Maint vehicle repair	62.34
1961	ROBERT L. ROWELL	10/2019 - Maint grounds labor	200.00
1962	RPM LANDSCAPE CONTRACTOR	9/2019 Landscaping	2,435.00
1963	RUTGERS CENTER FOR GOV'T SVCS	Board member training	712.00
1964	SHERWIN WILLIAMS	Paint	186.85
1965	SOUTH JERSEY WEB DESIGN	Website redesign	2,000.00
1966	SOUTH JERSEY GAS	9/2019 - Gas	820.46
1967	SUPERIOR VISION	11/2019 Vision coverage	19.71
1968	ROBERT GODFREY	Security deposit return	235.94
1969	TREASURER, STATE OF NJ	Elevator inspections	182.00
1970	VERIZON DSL	9/2019 Fax & Phone lines	138.15
1971	VINELAND HOUSING AUTHORITY	10/2019 mgmt fees; postage; maint & office coverage	29,233.00
1972	WALLACE HARDWARE	Maint Supplies	54.79
182945520910	HORIZON BCBS OF NJ	10/2019 Health Benefits	2,340.85
	TOTAL OCT DISBURSEMENTS		\$ 64,362.25
	PAYROLL - 9/2019		\$ 2,139.87
	PAYROLL TAXES - 9/2019		\$ 676.13
	ADP PAYROLL PROCESSING FEES - 9/2019		\$ 132.72
	PENSION -9/2019		\$ 232.96
	PNC BANK FEE -9/2019		\$ 63.90
	TOTAL BILL LIST -OCT 2019		\$ 67,607.83

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

**RESOLUTION NO. 2019-46
Accounts Receivable Deceased as Uncollectible**

WHEREAS, the Ocean City Housing Authority has several accounts receivable which remain unpaid and impossible to collect; and

WHEREAS, in order to maintain proper records by the Ocean City Housing Authority, it is necessary that these accounts be written off; and

NOW, THEREFORE, BE IT RESOLVED by the Ocean City Housing Authority that the attached list of accounts receivable and the amount indicated thereon be and are hereby decreed and abandoned as uncollectible in the sum of **\$6,975.04**.


This resolution shall take effect immediately.

ADOPTED: October 15, 2019

VOTE:

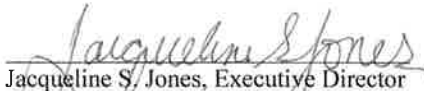
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓				✓	
Commissioner McCall	✓					✓
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					
Chairman Barr	✓					

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 October 15, 2019 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

OCHA Year End Bad Debt Write - Offs 09/30/19

Pecks Beach Senior		S/D	M/O Date	Reason Uncollectible		
330	Willie Davis	Y	11/30/2018	limited income	\$	444.89
Pecks Beach Family						
405	Aufemia Wilkins	Y	9/24/2018	evicted/limited income	\$	3,298.76
415	Jessica Vega	Y	10/31/2018	limited income	\$	412.02
421	Tabitha Lozano	Y	3/9/2018	evicted/limited income	\$	1,078.47
Bayview						
202	John Bennett	Y	9/17/2018	limited income	\$	531.32
314	Virgil Roach	Y	8/8/2019	Deceased	\$	396.59
401	Marion Bowman	Y	9/7/2019	evicted/limited income	\$	812.99
					\$	6,975.04

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

**RESOLUTION NO. 2019-47
Resolution Authorizing Contracts with Approved National
Contract Vendors for Contracting Units
Pursuant to N.J.S.A. 52:34-6.2(b)(3)**

WHEREAS, the Ocean City Housing Authority, pursuant to N.J.S.A. 52:34-6.2(b)(3), may by resolution and without advertising for bids, join national cooperative purchasing agreements; and

WHEREAS, the Ocean City Housing Authority has the need on a timely basis to purchase goods or services utilizing national cooperative contracts; and

WHEREAS, the Ocean City Housing Authority intends to enter into contracts with the attached Referenced National Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current national contracts; and

WHEREAS, the Ocean City Housing Authority may through the use of the attached contracts purchase in excess of the bid threshold; and

NOW, THEREFORE, BE IT RESOLVED, that the Ocean City Housing Authority authorizes the Purchasing Agent to purchase certain goods or services from those approved national cooperative contracts on the attached list, pursuant to all conditions of the individual contracts; and

BE IT FURTHER RESOLVED, that the governing body of the Ocean City Housing Authority pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Executive Director.

ADOPTED: October 15, 2019

VOTE:

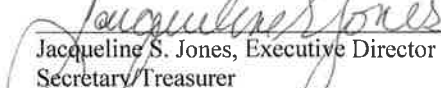
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					
Commissioner McCall	✓				✓	
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					✓
Chairman Barr	✓					

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 October 15, 2019 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

National Cooperative Contract Vendors

Contract Information	Vendor	Products\Services	Expiration
US Communities Contract, County of Maricopa, Arizona Contract #16154	HD Supply Facilities Maintenance	Maintenance and Hardware Supplies	12/31/2021
US Communities Contract, Maricopa County, Phoenix, AZ, Contract #16154	Home Depot Pro	Maintenance and Hardware Supplies	12/31/2021
US Communities Contract, County of Fairfax, Virginia Contract #:4400006644	Insight Public Sector	Technology Products and Solutions	4/30/2021
US Communities Contract, County of Maricopa, Arizona Contract #:11019	The Home Depot	Maintenance and Hardware Supplies	12/31/2021
Sourcewell Contract#: 100614-CDW	CDW-G Technology Solutions	Technology & Communications Solutions	11/18/2019
Sourcewell Contract#: 042016-WEX	Wright Express Financial Services Corp	Fuel Card Services	7/20/2020
US Communities Contract, Prince William County Public Schools, Virginia, Contract R-BB-19002	CINTAS	Uniform Services	10/31/2023
Sourcewell Contract#: 121218-WWG	Grainger	Facilities & Maintenance Repair	1/25/2023
US Communities Contract, Prince William County Public Schools, VA Contract#:R-TC-17006	Amazon Business	Online Marketplace	1/18/2022
National Cooperative Purchasing Alliance - Contract 02-56	Sherwin Williams	Paint and Supplies	8/31/2021
Sourcewell Contract #031517-SCS STANLEY Integrated Security Solutions	Stanley Access Technologies	Integrated Systems, Services and Equipment	6/30/2021
Sourcewell Contract #100516-TKE Thyssenkrupp Elevator	Thyssenkrupp Elevator	Elevators, Escalators, and Moving Walks with Related Equipment, Services	11/2/2020
Sourcewell Contract #010615-SCC - Staples	Staples	Office Supplies	8/1/2020
Sourcewell Contract #031517-SGL - Johnson Controls	Johnson Controls	Facility Security Equipment, Systems & Services	6/30/2021
Sourcewell Contract #031517-TIS - Johnson Controls	Johnson Controls (tyco)	Technology, Security & Communication Solutions	6/30/2021
Sourcewell Contract #031517-JHN - Johnson Controls	Johnson Controls	Technology, Security & Communication Solutions	6/30/2021
US Communities - Region 4 ESC Contract: R142104	Lowes	Maintenance, Repair & Operations Supplies and Related Services	3/31/2020

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

**Resolution #2019-48
Resolution Authorizing Contracts with Approved State
Contract Vendors for Contracting Units
Pursuant to N.J.S.A. 40A:11-12a**

WHEREAS, the Ocean City Housing Authority, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Ocean City Housing Authority has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Ocean City Housing Authority intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; and

WHEREAS, the Ocean City Housing Authority may through the use of the attached contracts purchase in excess of the bid threshold; and

NOW, THEREFORE, BE IT RESOLVED, that the Ocean City Housing Authority authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts; and

BE IT FURTHER RESOLVED, that the governing body of the Ocean City Housing Authority pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Executive Director.

ADOPTED: October 15, 2019

VOTE:

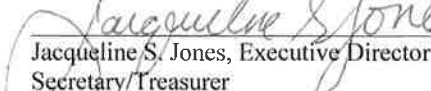
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					
Commissioner McCall	✓				✓	
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					✓
Commissioner Broadley	✓					
Chairman Barr	✓					

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 October 15, 2019 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

NJ State Contract Vendors

Contract Information	Vendor	Products\Services	Expiration
NJ State Contract #:82951	Lowes Home Centers Inc.	WALK-IN BLDG SUPPLIES	7/31/2022
NJ State Contract #:43894	Home Depot Inc.	WALK-IN BLDG SUPPLIES	12/31/2021
NJ State Contract #:89967	DELL MARKETING LP	NASPO COMPUTER CONTRACT	3/31/2020
NJ State Contract #:89850	DELL MARKETING LP	SOFTWARE LICENSE & RELATED SERVICES	6/30/2020
NJ State Contract #:89849	CDW GOVERNMENT LLC	SOFTWARE LICENSE & RELATED SERVICES	6/30/2020
NJ State Contract #:82583	VERIZON WIRELESS	WIRELESS DEVICES AND SERVICES	2/29/2020
NJ State Contract #:41610	WALLACE SUPPLY CO	PLUMBING & HEATING SUPPLIES	5/31/2019
NJ State Contract #:88839	W B MASON COMPANY INC	OFFICE SUPPLIES & RECYCLED COPY PAPER	5/6/2020
NJ State Contract #:88692	MARLEE CONTRACTORS	HVAC, REFRIGERATION AND BOILER SERVICES	2/29/2020
NJ State Contract #:88695	MULTI TEMP MECHANICAL INC	HVAC, REFRIGERATION AND BOILER SERVICES	2/29/2020
NJ State Contract #:85581	UNITED ELECTRIC SUPPLY CO INC	ELECTRICAL EQUIPMENT AND SUPPLIES	12/31/2019
NJ State Contract #:85579	PEMBERTON ELECTRICAL SUPPLY CO	ELECTRICAL EQUIPMENT AND SUPPLIES	12/31/2019
NJ State Contract #:88957	FRANKLINGRIFFITH	ELECTRIC EQUIPMENT AND SUPPLIES (LIGHT POLES, LUMINAIRES WITH ASSOCIATED LAMPS) ELECTRIC EQUIPMENT AND SUPPLIES (LIGHT POLES, LUMINAIRES WITH ASSOCIATED LAMPS) ELECTRIC EQUIPMENT AND SUPPLIES (LIGHT POLES, LUMINAIRES WITH ASSOCIATED LAMPS)	4/30/2020
NJ State Contract #:88955	PEMBERTON ELECTRICAL SUPPLY CO	ELECTRIC EQUIPMENT AND SUPPLIES (LIGHT POLES, LUMINAIRES WITH ASSOCIATED LAMPS) ELECTRIC EQUIPMENT AND SUPPLIES (LIGHT POLES, LUMINAIRES WITH ASSOCIATED LAMPS) ELECTRIC EQUIPMENT AND SUPPLIES (LIGHT POLES, LUMINAIRES WITH ASSOCIATED LAMPS)	4/30/2020
NJ State Contract #: 81751	FRANK MAZZA AND SON	CARPET/FLOORING SUPPLY&INSTALL	6/30/2020

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

**RESOLUTION NO. 2019-49
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, 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 225 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 \$12,375, for the period beginning September 1, 2019 through December 31, 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 Housing Authority approves the amount not to exceed of \$12,375, for maintenance repairs for the period September 1, 2019 through December 31, 2019.

ADOPTED: October 15, 2019

VOTE:

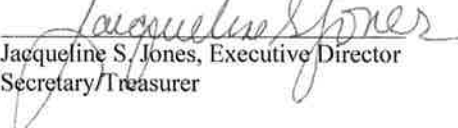
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Commissioner Broadley	✓				✓	
Vice Chairman Halliday	✓					
Commissioner Henry	✓					
Commissioner Jackson				✓		
Commissioner McCall	✓					✓
Commissioner Mumman	✓					
Chairman Barr	✓					

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 October 15, 2019 at Administrative Offices – 204 4th 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. 2019-50
Resolution Authorizing a Shared Services Agreement
with the Vineland Housing Authority**

WHEREAS, the Ocean City Housing Authority requires Management Services for the housing authority; and,

WHEREAS, the Board of Commissioners of the Ocean City Housing Authority recognizes the unique skills and abilities of the Vineland Housing Authority to provide said management services; and

WHEREAS, these services and agreement for same complies with the Inter-Local Services Act – 40:8A-1 through 40:9A-4; and

WHEREAS, these management services will be provided for an annual fee of \$75,000, payable monthly, and additional services will be provided on an as needed basis in accordance with Attachment A of the agreement; and

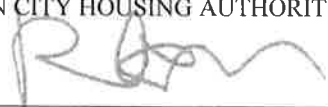
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Ocean City by virtue of its authority hereby authorizes a Shared Services Agreement for Management Services with the Vineland Housing Authority commencing October 1, 2019 and effective through September 30, 2021, with an annual fee of \$75,000, payable monthly.

ADOPTED: October 15, 2019

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
Commissioner McCall	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
Commissioner Jackson				<input checked="" type="checkbox"/>		
Commissioner Henry	<input checked="" type="checkbox"/>					
Commissioner Mumman	<input checked="" type="checkbox"/>					
Commissioner Broadley	<input checked="" type="checkbox"/>					
Chairman Barr	<input checked="" type="checkbox"/>					

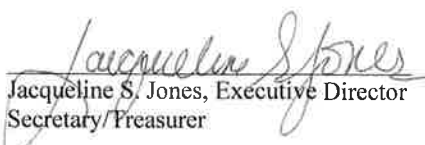
OCEAN CITY HOUSING AUTHORITY

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 October 15, 2019 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By:


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

***AGREEMENT FOR MANAGEMENT SERVICES
BY AND BETWEEN
THE HOUSING AUTHORITY OF CITY OF VINELAND
AND
THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY***

THIS AGREEMENT is made on this 1st day of October, 2019 by and between the Housing Authority of the City of Vineland (hereinafter "VHA") and The Housing Authority of the City of Ocean City (hereinafter "OCHA").

PREAMBLE:

WHEREAS, OCHA is a public body corporate established by the Department of Housing and Urban Development as an independent federal housing agency administering a Public Housing Program; and

WHEREAS, VHA is a public body corporate established by the Department of Housing and Urban Development as an independent federal housing agency administering public housing and Section 8 Programs; and

WHEREAS, OCHA wishes to retain management services from the VHA, and

WHEREAS, VHA wishes to enter into a management services contract with OCHA;

WHEREAS, funds are available for this purpose; and

WHEREAS, it is in the best interests of both authorities to share services; and

WHEREAS, said sharing of services need not be advertised or bid as same is not subject to either federal or state procurement standards as same is an intergovernmental contract.

NOW, THEREFORE, the parties agree as follows:

1. AGREEMENT TO PROVIDE MANAGEMENT SERVICES: VHA hereby agrees that it shall provide management services and additional services on an as-needed and as-requested basis, except in the case of financial or safety urgency for OCHA in accordance with the terms and conditions of this Agreement. OCHA agrees to reimburse VHA for said services in accordance with the terms and conditions of this Agreement.

2. COMPENSATION: VHA Shall be reimbursed for the services provided hereunder as follows:

a) Payment shall be made for services rendered. OCHA shall submit bills monthly to VHA. Management services and other flat-fee services, as stipulated in Attachment A, shall be billed on a monthly basis. Fees for other services as stipulated in Attachment A will be billed on a monthly basis with the following information: the name and title of each VHA employee who performed services for OCHA during the preceding month, the dates and hours (where applicable) during which said services were performed and the hourly rate pursuant to Attachment A. All bills shall be certified as true and correct by VHA.

b) Notwithstanding any other provisions herein, total payments under this contract shall not exceed the budgeted amount without further authorization from the OCHA. In the event that the contract

maximum of budgeted amount is reached and the OCHA does not authorize further expenditures, the VHA shall have no further obligation to perform services under this agreement.

3. SCOPE OF SERVICES: VHA shall perform the following services:

- a) Carry out the organizational, managerial, supervisory, coordinating and monitoring functions for OCHA.
- b) Provide leadership to OCHA and the community in the management and maintenance of decent, safe and sanitary affordable housing for residents of OCHA.
- c) Establish appropriate advocacy relationships with, and act as OCHA's primary spokesperson and representative to local, state and federal elected officials and administrative personnel, resident representatives and organization and private sector organizations and foundations.
- d) Promote the creation and sustenance of a cohesive functioning community partnership to facilitate housing and development activities.
- e) Advocate through appropriate channels legislative and administrative policies, programs and positions that will advance OCHA's housing and redevelopment mandate.
- f) Perform and execute all management duties for OCHA according to applicable federal and state statutes.
- g) Take all personnel, management and administrative actions to facilitate the day to day operation of OCHA except hiring and firing of any employee of OCHA shall be subject to approval of the Commissioners of OCHA.
- h) Coordinate and oversee all functions exercised by VHA under this agreement.
- i) Make recommendations for plans and policies to correct any managerial deficiencies within OCHA.
- j) Prepare the agenda for and attend all regular special meetings of the OCHA.

4. RIGHT TO HIRE OTHERS:

- a) VHA shall have the right to designate its staff to assist in fulfilling OCHA's responsibilities under this Agreement. Compensation for such employees shall be pursuant to the rates indicated on Attachment A.
- b) VHA shall have the right to employ additional individuals subject to the prior approval of OCHA.

5. INDEPENDENT CONTRACTOR: VHA employees designated to perform services under this contract shall be deemed to be independent contractors, as a group and separately, and shall not be deemed to be employees of OCHA for any purpose whatsoever

6. CONTRACT PERIOD AND OPTION TO EXTEND: The contract shall be effective upon the execution of this Agreement and shall continue through September 30, 2021 unless terminated before as permitted in this Agreement. Either party may terminate the contract with 30 days advance written notice during the term of the contract.

7. BOND AND INSURANCE: VHA on the effective date of this contract, shall, furnish OCHA with a fidelity bond issued by a surety company satisfactory to OCHA in the amount of \$1,000,000.00 indemnifying OCHA against loss, theft, embezzlement or other fraudulent acts on the part of VHA or its employees. The cost of said bond is included in the annual fee.

- a) VHA shall carry such Worker's Compensation insurance as is now or hereafter required by law as to those persons performing services for OCHA pursuant to this Agreement.

8. INDEMNIFICATION AND LIABILITY INSURANCE:

- a) OCHA shall indemnify, hold harmless and defend VHA against all claims that arise out of or result from its performance of this Agreement. VHA shall indemnify, hold harmless and defend OCHA against all claims that arise out of or result from its performance of this Agreement

b) OCHA at its cost shall obtain an insurance policy for Officers, directors, and Employees covering VHA employees who perform services pursuant to this Agreement in the amount of \$1,000,000.00 or, in the alternative, VHA shall be added to the policy of OCHA insuring the Directors, Officers and Employees of the VHA. VHA at its cost shall obtain an insurance policy for Officers, directors, and Employees covering VHA employees who perform services pursuant to this Agreement in the amount of \$1,000,000.00.

c) OCHA shall continue, in force, liability insurance coverage naming VHA and its Officers, Commissioners, and staff as additional insured. VHA shall continue, in force, liability insurance coverage naming OCHA and its Officers, Commissioners, and staff as additional insured

d) If OCHA or VHA refuses or fails to obtain and continue such insurance prior to the effective date of this Agreement, said Agreement shall be null and void.

9. RECORDS: VHA shall maintain a comprehensive system of records, books, and accounts in a manner satisfactory to HUD and OCHA. All records, books, and accounts, together with all documents, papers and records of VHA which relate to the operation of OCHA shall be available for examination at reasonable hours by any authorized representative of HUD, the Comptroller General or New Jersey Department of Community Affairs and OCHA. VHA will turn over all records to OCHA at the termination of this contract. All records shall be maintained at the offices of the OCHA.

10. EQUAL EMPLOYMENT OPPORTUNITY:

During the performance of this contract, VHA agrees as follows:

a) VHA will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. VHA agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this Equal Opportunity clause.

b) In the event of VHA's noncompliance with the Equal Opportunity clause of this contract or with any other such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and VHA may be declared ineligible for further contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1966, and such other sanctions may be imposed and remedies invoked as provided in such order, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

11. LIMITATION ON EXPENDITURES: Notwithstanding any of the foregoing provisions, the prior approval of OCHA will be required for any expenditure.

12. NOTICES: Where notice to a party is required under the terms of this Agreement, such notice shall be given to and such approval shall be given to the following representatives of each party:

Robert Barr, Chairperson of the Housing Authority of the City of Ocean City
Mario Ruiz-Mesa, Chairperson of the Housing Authority of the City of Vineland

13. CONTINGENCIES: This contract shall be subject to the approval of the United States Department of Housing and Urban Development.

14. The parties agree that this agreement is in lieu of the 120-day notice provision provided by N.J.S.A. 10A:12A-18, and that VHA expressly waives the benefit of same.

15. INTERLOCAL SERVICES ACT: This agreement complies with the Interlocal Services Act 40:8A-1 through 40:9A-4 providing authority to enter into a contract for joint provision of services.

16. INTERPRETATION: This Agreement shall be interpreted under the laws of the State of New Jersey. This Agreement constitutes the entire agreement between the parties and no changes will be valid unless made by in writing and executed by the parties.

**ATTEST: HOUSING AUTHORITY OF THE
CITY OF OCEAN CITY**

ATTEST: _____ **By:** _____
Robert Barr, Chairperson

**HOUSING AUTHORITY OF THE
CITY OF VINELAND**

ATTEST: _____ **By:** _____
Mario Ruiz-Mesa, Chairperson

SEE ATTACHED – “ATTACHMENT A”

**ATTACHMENT A
VINELAND HOUSING AUTHORITY
SCHEDULE OF SERVICES FOR THE HOUSING AUTHORITY OF THE BOROUGH OF
THE CITY OF OCEAN CITY**

For Public Housing – 121 Units – General Managerial Services as Listed Below

- a) Carry out the organizational, managerial, supervisory, coordinating and monitoring functions for OCHA.
- b) Provide leadership to OCHA and the community in the management and maintenance of decent, safe and sanitary affordable housing for residents of OCHA.
- c) Establish appropriate advocacy relationships with, and act as OCHA's primary spokesperson and representative to local, state and federal elected officials and administrative personnel, resident representatives and organization and private sector organizations and foundations.
- d) Promote the creation and sustenance of a cohesive functioning community partnership to facilitate housing and development activities.
- e) Advocate through appropriate channels legislative and administrative policies, programs and positions that will advance OCHA's housing and redevelopment mandate.
- f) Perform and execute all management duties for OCHA according to applicable federal and state statutes.
- g) Take all personnel, management and administrative actions to facilitate the day to day operation of OCHA, except hiring, firing and disciplinary action of any employee of OCHA shall be subject to approval of the Commissioners of OCHA.
- h) Coordinate and oversee all functions exercised by VHA under this agreement.
- i) Make recommendations for plans and policies to correct any managerial deficiencies within OCHA.
- j) Prepare the agenda for and attend all regular and special meetings of the OCHA.

**Annual Fee for above Managerial Services: \$75,000
(to be invoiced monthly)**

For General Office Coverage, Phone Coverage and Accounts Payable Preparation:

- a) Office Coverage – On-Site – Monday, Wednesday & Thursday-9:30am to 2:30 pm
(Includes travel time – billed for days on-site only)

Hours* - Approximately 1,092 hours \$60,060

- b) Phone Coverage – Off-Site – Monday through Friday-8:30am to 4:30 pm
Phones are answered at VHA when OCHA is closed;

Flat Rate – 125 hours \$ 6,875

- c) Accounts Payable Preparation

Hours* - Approximately 20 hours per month \$13,200

*All hours are billed at \$58.00 per hour

**Total Estimated for General Office & Phone Coverage/Accounts
Payable Preparation**

\$80,135

Annual Inspections, Special Inspections, Bed Bug Inspections and Investigations will be charged on the actual time for each service at \$58.00 per hour

Other services to be provided as needed and upon request of the Commissioners of the OCHA, except in the case of financial or safety urgency:

OTHER SERVICES AS NEEDED*:	
DEVELOPMENT ACTIVITIES	\$80 - \$125
ADMINISTRATIVE	\$50 - \$90
ACCOUNTING	\$60 - \$90
INSPECTIONS	\$50 - \$90
IT ASSISTANCE	\$50 - \$90
CAPITAL FUND ADMINISTRATION	\$50 - \$90
OCCUPANCY SPECIALIST	\$30 - \$75
MAINTENANCE	\$50 - \$75
SOCIAL SERVICES – MSW	\$50 - \$90
HOME SUPPORT SERVICES	\$40 - \$75
*Fees do not include mileage; The current IRS mileage rate will apply for any of the “Other Services As Needed” listed above; Hourly rates will be charged Portal-Portal.	