

Housing Authority of the City of Ocean City

**Regular Board of Commissioner Meeting Minutes
November 19, 2019 – 5:00 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held on November 19, 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.

Upon roll call those present were:

- Commissioner Robert Halliday
- Commissioner Patrick Mumman
- Commissioner Beverly McCall
- Commissioner Robert Henry
- Commissioner Patricia Jackson
- Commissioner Brian Broadley
- Chairman Robert Barr

Chairman Barr read the Sunshine Law.

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.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from October 15, 2019. A motion was made by Commissioner Broadley 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 | (Abstain) |
| Commissioner Brian Broadley | (Yes) |
| Chairman Robert Barr | (Yes) |

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the one month ended October 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 | (Yes) |
| Commissioner Brian Broadley | (Yes) |
| Chairman Robert Barr | (Yes) |

Executive Director's Report

Mrs. Jones reported the Authority is still waiting for the funds from the NJHMFA for the Pecks Beach/Speitel Commons. They should be received soon. The Authority is working on the year-end close out for 2019. Mrs. Jones provided an update on the Resident Wellness Program, which is being funded through the Community Development Block Grant funding through the City. The Authority met again with the City to work out the details on how the program will unfold. The RFP has been issued and responses are due in December. The RFPs will be evaluated, and a recommendation will be presented

to the Board next month for contract award. Chairman Barr asked if there would be an initial intake to determine the needs of the residents. Mrs. Jones stated the program will be advertised to the residents. There will be some office hours posted for the resident. The hours will be approximately 15-20 hours a week. The Authority will be able to make some referrals if the Authority feels there might be a need. The plan is to provide the provider with access to the Bayview Manor office. If a resident prefers to meet in their apartment that option is available as well.

Mrs. Jones spoke about the AtlantiCare Life Connection program a few months ago regarding a program that will bring healthcare services to the resident's 55 and over to their home. Tomorrow there will be a seminar for the residents about the program. AtlantiCare will provide lunch for the residents. Approximately 30-40 residents have signed up for the seminar.

The Authority is working on a plan to change how it receives its landscaping services in Vineland and Ocean City. It is a combined effort. Typically, contract vendors are used. It has been challenging. Mrs. Jones asked Ron Miller to discuss the idea for landscaping services. Ron stated the last three years the Authority solicited for landscapers and only ever received one response. The one response it received was because it was the vendor Vineland HA used and only responded because Ron reached out to him to respond. This particular vendor is having some trouble with staffing. The landscapers were given very specific instructions and Ron has to call them numerous times a week to get them to actually do what they are supposed to do. Management has been contemplating over the last year as to whether the landscaping should be done in-house. Management is proposing to have Vineland staff obviously handle Vineland's landscaping services, but in addition, use the SSA that is in place with the OCHA and have them take care of the lawncare at OCHA as well. This would eliminate the vendor contract. The only thing that the Authority can't do away with is weed control because the Authority is not permitted to spread pesticide. The VHA already has equipment, but additional staff will be brought on to ramp this up. Mrs. Jones asked based on what was budgeted for landscaping for this coming year what the anticipated savings would be. Ron indicated there would be a savings of a little over \$4,000 based on what is being paid now. This will also allow Vineland to bring on an additional Maintenance Repairer who will also be available to assist in Ocean City. The OCHA budget already includes a part-time Maintenance Repairer. Instead of OCHA hiring that position, Vineland will take on that position and share the position in Ocean City to complete work orders. This will decrease the work order load for one person to complete and it will provide a backup for Steve. One person should be able to do the landscaping at the OCHA. If additional are needed they can be added. The cost includes transportation. Commissioner Jackson asked if it was possible to hire someone locally for the part-time position. Ron explained that it is relatively impossible to find someone willing to work part-time right now. The VHA is currently doing interviews to try and hire part time maintenance personnel and is not having any success. Ron stated qualified candidates have to have experience to be able to do the type of work that needs to be done. They are not licensed people but a jack of all trades including electrical, drywall as well as cleaning and now they are being asked to do landscaping work. It is a variety of tasks to ask a single person to do and it is very difficult to find that type of person who is willing to take on a part-time job. Commissioner Jackson asked where the position is being advertised. Ron stated it is being advertised on Indeed.com under Building Maintenance Repairer. Mrs. Jones stated the Authority will give in-house landscaping a try and Ron will take on this extra responsibility, but it is necessary to take control over the quality of work.

Mrs. Jones stated there will be tenant meetings on Tuesday, December 17th. One will be for Pecks Beach and the other for Bayview Manor. Pecks Beach will be updated on what is happening with Speitel and Bayview will be updated on the renovations/repairs at Bayview Manor. Immediately following the Bayview Manor meeting (at noon) there will be a Holiday Party for the residents that will be at the Bayview Manor Community Room. Commissioners are welcome to attend.

The OCHA's current policy for admissions is called the Admissions and Continued Occupancy Policy also known as the ACOP. The ACOP establishes how the Authority qualifies residents for the program. One of the items in this policy concerns criminal records. Traditionally, the Authority's policy has been pretty strict. No one was admitted that had been convicted of an indictable offense. The Authority will need to update the ACOP based consideration of circumstances regarding denial of assistance. Mr. Gabage stated the language doesn't say the Authority has to let people in, but rather than just denying them because they had criminal convictions the Authority is to look at these considerations. In regard to Megan's Law, Mrs. Jones read language that is already in the Authority's policy regarding prohibiting admission to any applicant or member of the applicant's household that the housing authority determines it is subject to a lifetime registration requirement under a State Sex Offender Registration Program. Suggested language for updating the ACOP will be presented to the board for consideration at the December board meeting.

Mrs. Jones discussed the OCHA By-Laws. She provided a draft copy to the Commissioners regarding a revision to the By-Laws concerning the funding the Authority will receive from NJHMFA for Speitel Manor. NJHMFA provided this language that is required to be in the Authority's By-Laws before going to settlement. Mr. Gabage has reviewed it. The current By-Laws indicate that all commissioners should be provided with a week to review the By-Laws before voting on them. A resolution will be provided next month to revise the By-Laws to include language provided by NJHMFA. Mr. Gabage reviewed and explained the new language to be added.

Commissioner Mumman asked if Mrs. Jones had any feedback regarding phone and office coverage. Mrs. Jones stated it has been going well. Mrs. Jones has had positive feedback regarding the staff that has been covering the office and the way that the tenants are being treated in a positive way (friendly and helpful).

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

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

Committee Reports – Commissioner Halliday provided a brief update from the redevelopment committee. The Authority anticipates a March closing date for the HMFA. The value engineering process has been completed. The estimate for demolition for the Pecks Beach Senior will be approximately \$150-160,000, which is well below what the initial numbers were. The estimated ground-breaking is expected to be April 1, 2020. Commissioner Barr would like the ground-breaking to be a public and nice affair as possible. Hopefully, all Commissioners can attend as well as dignitaries. Mrs. Jones hopes these dates hold. HMFA is eager to close because they want to get the building built and the funds spent as there are deadlines on the funds. Mrs. Jones is always concerned about HUD and meeting the deadlines. Mrs. Jones and Rick Ginnetti had a meeting last week with the HUD transaction manager. They have changed the process at HUD and the transaction manager has been changed. Rick nor Mrs. Jones were pleased with the phone meeting as the transaction manager is new to the project. There are items that need to get resolved in order to get to closing. Rick Ginnetti is making it clear to HUD that these items need to get done so that the Authority can close on the HMFA funds and RAD at the same time.

Old Business – None.

New Business – None.

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

Resolution #2019-51
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$58,462.94. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. The following vote was taken:

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

Resolution #2019-52
Resolution Approving Revision of 2019 Capital Fund Budget

Chairman Barr called for a motion to approve Resolution #2019-52. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Mrs. Jones explained the amount is revised to \$190,366 and it is all in operations. The following vote was taken:

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

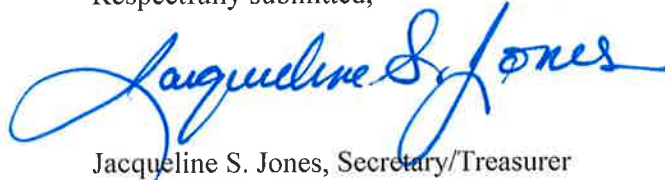
Discussion regarding Chairman Barr appointing re-organization committee.

There is no need for Executive Session tonight.

No public comments. Commissioners wished everyone a Happy Thanksgiving.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:41 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer