

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

**Regular Board of Commissioner Meeting Minutes**

**April 21, 2020 – 3:00 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held on April 21, 2020, at 3:00 p.m. via tele-conference from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, NJ 08360.

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

Chairman Barr explained and gave instructions on how the tele-conference meeting would be managed. He stated that he will be moving old business and new business to the end of the meeting.

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, VHA Assistant Asset Manager – Operations, Charles W. Gabage, Esquire – Solicitor, Linda Cavallo – Accountant, Gloria Pomales, Executive Assistant and from the press, Donald Wittkowski - *OCNJDaily*.

**Minutes**

Chairman Barr requested a motion to approve the Regular Meeting minutes from January 21, 2020. A motion was made by Commissioner McCall and seconded by Commissioner Halliday. The following vote was taken:

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

Chairman Barr requested a motion to approve the Regular Meeting minutes from February 18, 2020. A motion was 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 | (Abstain) |
| Commissioner Brian Broadley   | (Yes)     |
| Chairman Robert Barr          | (Yes)     |

## **Treasurer's Report**

Ms. Cavallo reviewed the Financial Report for the six months ended March 31, 2020. Motion to approve the Treasurer's Report made by Commissioner Jackson 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 gave a brief overview of the Authority's COVID-19 operating status submitted in her written report. She stated the goal is to keep the residents and staff safe at this time. The Authority is doing this by written communication and signage throughout the buildings. It has been an education process, specifically in the beginning of the "Stay at Home Order" to make sure the residents were taking the situation seriously. Mrs. Jones believes the Authority has good compliance from the residents at this point. The Authority's communication also consists of the residents making the Authority aware if they need any assistance. The phone is being answered "live" between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. All phone calls are being received at the Vineland office and are answered live. At night, weekends and on holidays the answering service is receiving the calls, which is the same system that has been used for several years now. Overall, there is good compliance.

Mrs. Jones reported on the settlement for Speitel. The Speitel building settlement will be with NJHMFA and at the same time the RAD conversion will be happening for Bayview Manor. It has been a coordination of efforts over the last few years. Mrs. Jones stated with some confidence that the settlement is going to happen beginning this week and flowing into next week. It is going to take a couple days to get the paperwork passed around from person to person because of pandemic situation. As of right now what we do know is that the paperwork was approved by HUD and being signed off by HUD. It will go to NJHMFA and then it will come to the OCHA. Tomorrow afternoon there is another update call with NJHMFA and they will explain on the call how the closing process will proceed. The Authority is ready to go with the contractor and we hope the construction will start the beginning of May. Since this is Affordable Housing we are permitted to begin construction and are not violating any rules set by the Governor.

Commissioner Henry asked if all the terms that had been described to the Board previously are still in place regarding settlement for Speitel. Mrs. Jones stated yes. Commissioner Halliday welcomed the good news regarding closing. He would like to make a proposal regarding the operating status of the pandemic. He has done some research and realized the Authority does not have a pandemic policy in place. He would like to propose that the Authority convert the operating status report to include a pandemic preparation policy. Mrs. Jones stated the Authority will put together a policy for the board to review. It may not be ready for the May meeting but will try to get it ready for the June meeting.

Mrs. Jones stated since the meeting will move right into the resolutions next and moving the old and new business to the end of the meeting, she wanted to make a comment about the monthly expenses. There are two monthly expense resolutions one for March and one for April since a March meeting was not held. Mrs. Jones does not have any comment regarding the March expenses, but the April bill list has been updated since it was emailed to the all commissioners last week. There is a significant increase. Mrs. Jones stated there is nothing unusual but wanted to point out the major changes and make the Board aware of the changes. The first change is the addition of Aquarius Capital for \$2,500 for the evaluation of the post-employment health benefits and pension benefits. These benefits must be evaluated every 2 years and is made part of the Audit. This evaluation is for the year ending 2019. Other bills that were added to the expense report were the electric bill to Atlantic City Electric for approximately \$8,900, Greg Smith Tree Services for \$3,400 due to a huge tree falling at Bayview Manor during a recent storm, Omega Pest Management increased by about \$1,100 and South Jersey Gas for approximately \$5,500. Also added to the list, Triad Associates for about \$8,500 for the environmental review study for Bayview/Speitel Commons that was an HMFA and HUD requirement for the building of Speitel as well as the renovations at Bayview. This

is a consulting service and this amount will be reimbursed by the NJHMFA from the Speitel predevelopment funds. These were the major increases to the bill list.

Commissioner Henry asked if the OCHA has any reported cases of the virus at any of the facilities. Mrs. Jones stated there are no reported cases of COVID-19 at this time. If any cases are reported to the OCHA and someone needed direction, the OCHA would give them direction.

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

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

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

**Resolution #2020-12**  
**Resolution to Approve Monthly Expenses (March)**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$95,321.06. A motion was made by Commissioner Broadley; 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)

**Resolution #2020-13**  
**Resolution to Approve Monthly Expenses (April)**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$74,568.67. A motion was made by Commissioner Broadley; 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)

**Resolution #2020-14**  
**Revision to 2020 Capital Fund Budget**

Chairman Barr called for a motion to approve Resolution #2020-14. A motion was made by Commissioner Halliday; seconded by Commissioner Jackson. Mrs. Jones explained this is the Capital Fund Budget for 2020 and the amount is \$202,716. Normally, all funds are directed to Operations. For this Capital budget, the amount will be divided between a RAD line item and Operations. For the Rental Assistance Demonstration conversion for Bayview Manor, there is \$59,614 set aside which will be the subsidy portion of the rent for that building from June 1<sup>st</sup> through December 31<sup>st</sup>. Beginning January 2021, the housing assistance payment (new form of subsidy) will come from HUD in a different form. This will mean that Bayview Manor will no longer receive operating subsidy. Commissioner Halliday questioned if this changes Bayview Manor’s current fiscal year to a calendar year. Mrs. Jones stated no, the reason the subsidy is paid through the Capital Fund Budget through December is because the federal government is on a regular calendar year. When a project is converted to RAD in the middle of the OCHA’s fiscal year, an amount must be allocated to cover the Operating Subsidy to financially cover the converted project to the end of the current calendar year before the HAP contract payments begin the first of the next year. 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 #2020-15**  
**Resolution Awarding Janitorial Cleaning Services Contract**

Chairman Barr called for a motion to approve Resolution #2020-15. Mrs. Jones stated this resolution is for Clean Sweep Services located in Ocean City. They provide cleaning at Bayview Manor. They clean during the year as the normal cleaning routine. They are currently shut down due to the pandemic. The OCHA has been using staff and stipend staff for “high-touch” area cleaning. Commissioner Mumman asked if the Authority knows when they will be reopening. Ron Miller stated we do not have any update when they will be opening right now. Chairman Barr stated depending upon how long they will be shut down, does the OCHA have authority after a certain period of time to go out and secure another cleaning service. Mrs. Jones states yes the OCHA can do that. A motion was made by Commissioner Jackson; 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	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

There is no need for Executive Session tonight.

**Committee Reports** – None.

**Old Business** – None.

**New Business** – None.

Mrs. Jones stated the Authority will continue to operate the way it is currently and take it day by day listening to the Governor's instructions, but this will be a slow back to normal process. The Authority will keep communicating with the residents and making sure that they are taken care of. On behalf of the Board and himself, Commissioner Barr would like to thank Mrs. Jones and the staff during this time.

Chairman Barr requested comments from the public. Donald Wittkowski - *OCNJDaily*. - asked if the groundbreaking for Speitel Commons would be starting in May. Mrs. Jones stated it is anticipated that it will start in May. The groundbreaking ceremony has been cancelled and has not been placed back on the calendar based on the current COVID-19 climate. Mr. Wittkowski asked if the construction starting in May would be considered full-fledged construction on the project and what the construction schedule would be. Mrs. Jones stated that the anticipated start of construction in May would be considered the start of construction to continue through approximately 12-15 months to completion depending on the cooperation of the weather. In regard to the NJHMFA financing closing for this week and next week Mr. Wittkowski asked if it would be for \$4.5 million dollars. Mrs. Jones responded yes.

Regarding COVID-19 Mr. Wittkowski stated Mrs. Jones outlined the steps that have been taken so far with the staff and the residents and asked if that also includes having anyone wear gloves or masks meaning residents who live in the housing authority projects or any staff members. Mrs. Jones stated the staff are wearing gloves and masks. The residents were given a mask to use if they needed to go to the store.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Jackson; 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 3:44 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer