

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
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Jacqueline S. Jones, Executive Director

June 10, 2020

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, June 16, 2020, via video-conference at 3:00 pm from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, NJ 08360.**

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

REVISED
Ocean City Housing Authority
AGENDA

Tuesday, June 16, 2020
3:00 p.m.

Via Video-Conference

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 May 19, 2020
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. **New Business – Discussion to Revise By-Laws**
11. Resolutions:
 - # 2020-18 Approval of Monthly Expenses
 - # 2020-19 Resolution Updating Bid Threshold
 - # 2020-20 Resolution of Compliance (Board of Commissioners and Executive Director)
 - # 2020-21 Resolution Amending By-Laws**

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 May 19, 2020 – 3:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held on May 19, 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 April 21, 2020. A motion was made by Commissioner Mumman 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	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the seven months ended April 30, 2020. Motion to approve the Treasurer's Report made by Commissioner McCall and seconded by Commissioner Halliday. Commissioner Henry commented that the column for notes is no longer necessary. 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 stated as she mentioned in her written report the closing for Speitel Commons at Bayview Manor was completed along with the RAD conversion for Bayview Manor and Peck's Beach Senior. The Board may have seen some construction activity at the site of Speitel commons as it has started. Due to the RAD conversion for Bayview Manor, the Housing Assistance Payment (HAP) contract for Peck's Beach Village – Senior and the fact that the Peck's Beach Family development remains funded under Public Housing, it will be necessary to develop a new financial structure for the OCHA. The Authority is receiving funding from HUD for these three properties under different forms of funding and it is necessary to maintain the income and expenses for each property separately. Mrs. Jones will explain this further during the resolution section of the meeting.

Along with the building of Speitel, the Authority will be working on some renovations to Bayview Manor. The specifications for the Bayview Manor renovations, which are multiple projects in that building are ready to be advertised. However, the Authority has decided to slow this project for now due to the COVID-19 pandemic. It is not practical right now for vendors and contractors to be going in and out of the building to attend a pre-bid meeting nor to begin projects in the building. This timing of this project and the manner to proceed will be assessed while taking into consideration the status of COVID-19 and what would best serve the health and safety of the residents.

The Authority will continue to collaborate with the City of Ocean City on the development of the Scattered Site units that will assist with the City's COAH requirement. This project is new construction and there will be no interaction with residents. A Shared Services Agreement will be presented to the Board soon for the specifics regarding this collaboration.

Mrs. Jones reviewed the two additional lines on the Cash Report. The top portion of the report under additions is a line for reimbursement for behavioral health services for February, March, and April from the City of Ocean City. Commissioners may recall the City wrote into the CDBG budget funding for behavioral health services for the Housing Authority residents. The Authority contracted with Acenda Behavioral Health for this service. The Authority pays the invoices as received and then submits the invoices to the City for reimbursement. Also, on the Cash Report near bottom just above the net cash balance a line was added called "Committed to Peck's Senior Demolition" in the amount of \$200,000. The Authority has these funds aside for the demolition of Peck's Beach Senior when the tenants move out. This commitment of funds is being presented to present an accurate net cash balance on the Cash Report.

Commissioner Broadley stated he has one commissioner training program to complete. Mrs. Jones stated his class will be scheduled in the Fall. Mrs. Jones also stated Commissioner Mumman has a class as well and it will be covered as well. The classes are being converted to online attendance.

Old Business – Commissioner Henry asked if the COVID-19 has affected any of the properties/residents. Mrs. Jones stated as far as the Authority knows there are no reports of anyone having the virus. About 98% of the residents are respectful of wearing a mask and not congregating in the common areas of the high-rise. Commissioner Jackson stated she has spoken to a few residents who were exposed to people who have tested positive to the virus at their place of employment, but they have tested negative.

New Business – None.

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

Resolution #2020-16
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$100,587.30. This is an updated report. Mrs. Jones stated the new items listed are the Acenda invoice as well as the Freedom Title invoice, which will be reimbursed by the NJHMFA for the Speitel project. A motion was made by Commissioner McCall; 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)

Resolution #2020-17
Resolution Establishing New Bank Accounts and New Accounting Structure

Chairman Barr called for a motion to approve Resolution #2020-17. A motion was made by Commissioner Halliday; seconded by Commissioner Broadley. Mrs. Jones stated because the OCHA converted Bayview Manor to RAD as well as Peck's Beach Senior to a Housing Assistance Payment Contract, and the Family site is still considered Public Housing, which are three different properties and three different forms of funding and to operate in the most efficient way, a Central Office Cost Center (COCC) is being established. The COCC will pay the bills for each of these properties and the accounting system will manage an inter-company process that will reimburse COCC for expenses on a monthly basis. For new checking accounts are needed - for COCC, Pecks Beach North (Senior), Bayview Manor/Speitel and a Bayview Manor Speitel construction account. The construction account will hold the \$200,000 for the demolition of Peck's Beach North (Senior). On the resolution there is an existing checking account listed and will be used for Peck's Family. Commissioner Henry asked if these bank accounts are only for a specific purpose and cannot be used for any other purpose. Mrs. Jones explained the funding for each property Bayview Manor under RAD, Pecks Senior under Housing Assistance Payment Contract and public housing for the family site are all separate forms of funding and should not be used on any of the other properties. 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.

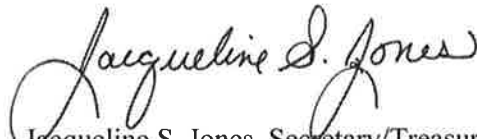
Committee Reports – None.

No public comments. Commissioner Henry congratulated Ms. Jones and her team on the closing. Commissioner Broadley stated the one thing learned from the Corona Virus event is that a lot can be accomplished without meeting in person. He purposes if the Board can do this efficiently without being in the same room that the meetings be conducted electronically going forward. He also proposes to add video to these calls. They seem to work well. This is his personal opinion and it up to the group. Chairman Barr said this suggestion will be reviewed. Commissioner Halliday agrees with Commissioner Broadley's suggestion and the 3 o'clock meeting time as well. Chairman Barr stated he will talk to each individual board member. Solicitor Gabage stated the one thing is that is obvious is that you have to amend the by-laws as long as you have majority to vote in favor of it. The only complication becomes that these meeting must be public and you also must allow

for executive session, which is a peculiar problem because executive session means that there is no one around that is not supposed to be listening. If you go into executive session with either telephone or video there no way to guarantee that somebody is not standing alongside a commissioner who is not supposed to be listening to what is going on. It does present somewhat of a complication, but not something that could not be overcome. There is discussion going on right now about perhaps changing this whole concept because of COVID-19. It is indicated that telephonic and video, particularly the Zoom meetings, seem to work very well and there may be some statutory modifications that will come in to affect that would allow and liberalize even the executive session. But assuming the executive session issue can be dealt with and there is a way that the public can get into these meetings within the framework of not only the State Statute but also HUD's regulations it can be done. Commissioner Barr stated these things can be discussed. Chairman Barr stated the fact that Speitel is under way in monumental and an accumulation of a lot of work of a lot of people. He is very proud of it. Something he wants everyone to keep in mind is that this was Ed Speitel's "baby". His memory and vision need to be kept alive in continuing to remember him. This is a tribute to him and everyone. Chairman Barr stated everyone involved needs to be commended, but he is thinking of Ed at this time. It is a true tribute and dedication to our City team, Housing Authority team, the Mayor, but especially Ed. No additional comments from Board Members.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Broadley; 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 3:29 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Budget to Actual Income Statement

Month Ending: May 2020



TOTAL				BAYVIEW				PECK'S FAMILY				PECK'S SENIOR				
	BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE	
ANNUAL	THRU	THRU	THRU	ANNUAL	THRU	THRU	THRU	ANNUAL	THRU	THRU	THRU	ANNUAL	THRU	THRU	THRU	
BUDGET	May	May	May	BUDGET	May	May	May	BUDGET	May	May	May	BUDGET	May	May	May	
	573,780	382,520	366,271	(16,249)	248,095	165,397	162,617	(2,780)	241,271	160,847	145,977	(14,870)	84,414	56,276	57,677	1,401
	5,170	3,447	2,229	(1,217)	5,170	3,447	2,229	(1,217)	-	-	-	-	-	-	-	-
	578,950	385,967	368,500	(17,466)	253,265	168,843	164,846	(3,997)	241,271	160,847	145,977	(14,870)	84,414	56,276	57,677	1,401
	332,380	221,587	229,490	7,903	162,976	108,651	116,646	7,995	94,712	63,141	67,600	4,459	74,692	49,795	45,244	(4,551)
	-	-	10,712	10,712	-	-	-	-	-	-	-	-	-	-	10,712	10,712
	181,840	121,227	91,870	(29,357)	131,840	87,893	76,870	(11,023)	-	-	-	-	50,000	33,333	15,000	(18,333)
	514,220	342,813	332,072	(10,741)	294,816	196,544	193,516	(3,028)	94,712	63,141	67,600	4,459	124,692	83,128	70,956	(12,172)
	120	80	137	57	60	40	137	97	20	14	-	(14)	40	26	-	(26)
	13,200	8,800	8,800	-	1,200	800	800	-	12,000	8,000	8,000	-	-	-	-	-
	8,360	5,573	4,529	(1,044)	4,833	3,222	2,462	(760)	3,527	2,352	2,067	(285)	-	-	-	-
	4,300	2,867	-	(2,867)	2,150	1,433	-	(1,433)	1,419	946	-	(946)	731	487	-	(487)
	13,690	9,127	9,079	(48)	2,875	1,917	2,942	1,025	9,266	6,177	5,298	(880)	1,549	1,033	840	(193)
	1,132,840	755,227	723,118	(32,109)	559,199	372,799	364,703	(8,096)	362,215	241,477	228,941	(12,536)	211,426	140,951	129,473	(11,478)
	9,000	6,000	6,000	-	4,500	3,000	3,000	-	2,970	1,980	1,981	1	1,530	1,020	1,019	(1)
	1,000	667	1,219	553	696	464	648	184	246	164	377	213	58	39	194	156
	7,000	4,667	10,222	5,555	2,579	1,720	5,111	3,391	2,579	1,720	3,373	1,654	1,841	1,227	1,738	510
	35,000	23,333	5,875	(17,458)	17,500	11,667	4,625	(7,042)	8,750	5,833	825	(5,008)	8,750	5,833	425	(5,408)
	3,500	2,333	1,617	(716)	1,250	833	1,034	200	1,655	1,103	385	(718)	595	397	198	(198)
	1,000	667	519	(148)	500	333	259	(74)	330	220	171	(49)	170	113	88	(25)
	2,000	1,333	556	(777)	1,807	1,205	488	(717)	100	67	46	(21)	92	62	23	(38)
	10,000	6,667	5,224	(1,443)	6,668	4,445	2,612	(1,833)	2,275	1,517	1,724	207	1,057	705	888	183
	1,000	667	1,260	593	500	333	1,229	896	330	220	20	(200)	170	113	10	(103)
	14,000	9,333	5,133	(4,200)	8,890	5,927	2,545	(3,382)	4,993	3,329	2,184	(1,145)	117	78	404	326
	1,000	667	125	(542)	384	256	63	(194)	308	205	41	(164)	308	205	21	(184)
	20,000	13,333	-	(13,333)	10,000	6,667	-	(6,667)	-	-	-	-	10,000	6,667	-	(6,667)
	500	333	-	(333)	250	167	-	(167)	165	110	-	(110)	85	57	-	(57)
	2,000	1,333	694	(639)	1,000	667	347	(320)	660	440	229	(211)	340	227	118	(109)
	17,500	11,667	11,667	(0)	8,750	5,833	5,833	(0)	5,775	3,850	3,850	(0)	2,975	1,983	1,983	(0)
	162,130	108,087	142,222	34,135	81,065	54,043	71,111	17,067	53,503	35,669	46,759	11,090	27,562	18,375	24,352	5,977
	13,000	8,666	7,268	(1,399)	6,484	4,323	8,025	3,702	4,700	3,133	(202)	(3,335)	1,815	1,210	(555)	(1,765)
	299,630	199,753	199,600	(153)	152,824	101,882	106,928	5,046	89,340	59,560	61,764	2,203	57,466	38,311	30,908	(7,402)
	9,700	6,467	3,018	(3,449)	4,850	3,233	2,498	(736)	3,201	2,134	-	(2,134)	1,649	1,099	520	(579)
	-	-	7,550	7,550	-	-	7,550	7,550	-	-	-	-	-	-	-	-
	9,700	6,467	10,567	4,101	4,850	3,233	10,047	6,814	3,201	2,134	-	(2,134)	1,649	1,099	520	(579)

Budget to Actual Income Statement

Month Ending: May 2020



WATER/SEWER	93,470	62,313	51,726	(10,587)	16,800	11,200	12,200	1,000	61,838	41,226	34,318	(6,907)	14,831	9,887	5,208	(4,680)
ELECTRIC	105,000	70,000	70,098	98	92,558	61,705	63,017	1,312	3,843	2,562	61	(2,502)	8,599	5,733	7,021	1,288
GAS	60,000	40,000	33,881	(6,119)	-	-	-	-	35,191	23,460	16,941	(6,520)	24,809	16,540	16,941	401
TOTAL UTILITY EXPENSES	258,470	172,313	155,706	(16,608)	109,358	72,905	75,217	2,312	100,872	67,248	51,320	(15,929)	48,240	32,160	29,169	(2,991)
MAINTENANCE LABOR	63,390	42,260	26,104	(16,156)	32,406	21,604	13,052	(8,552)	20,508	13,672	8,614	(5,058)	10,476	6,984	4,438	(2,546)
MAINT. MATERIALS	39,500	26,333	14,858	(11,476)	20,099	13,399	6,679	(6,720)	16,926	11,284	8,101	(3,183)	2,475	1,650	77	(1,573)
MAINT. CONTRACT COSTS	150,000	100,000	73,622	(26,378)	103,632	69,088	54,186	(14,902)	39,243	26,162	10,231	(15,931)	7,125	4,750	9,205	4,455
EMPLOYEE BENEFITS	35,470	23,647	21,368	(2,279)	17,735	11,823	10,684	(1,140)	11,705	7,803	7,051	(752)	6,030	4,020	3,633	(387)
TOTAL MAINTENANCE	288,360	192,240	135,951	(56,289)	173,872	115,914	84,601	(31,314)	88,382	58,922	33,998	(24,924)	26,106	17,404	17,353	(51)
INSURANCE	52,766	35,177	36,346	1,169	26,384	17,589	18,173	584	17,432	11,621	11,994	373	8,950	5,967	6,179	212
FLOOD INSURANCE	43,134	28,756	28,241	(515)	8,797	5,865	5,358	(507)	18,696	12,464	12,373	(91)	15,641	10,427	10,510	83
BAD DEBTS	5,000	3,333	3,334	0	1,248	832	1,667	835	3,433	2,289	1,101	(1,188)	319	213	566	353
COMPENSATED ABSENCES	5,500	3,667	3,666	(0)	2,750	1,833	1,833	(0)	1,815	1,210	1,210	0	935	623	623	(1)
PAYMENT IN LIEU OF TAXES	31,750	21,167	21,167	0	13,875	9,250	10,583	1,333	14,478	9,652	6,985	(2,667)	3,398	2,265	3,599	1,334
PENSION	22,000	14,667	6,952	(7,715)	11,000	7,333	3,476	(3,857)	7,260	4,840	2,294	(2,546)	3,740	2,493	1,182	(1,312)
RETIREE BENEFITS	25,780	17,187	18,578	1,391	12,890	8,593	9,289	695	8,507	5,672	6,131	459	4,383	2,922	3,158	236
PH CAPITAL FUNDS FOR RAD CONVERSION	75,000	50,000	37,500	(12,500)	37,500	25,000	37,500	12,500	-	-	-	-	37,500	25,000	-	(25,000)
TOTAL EXPENDITURES	1,117,090	744,727	657,608	(87,119)	555,347	370,232	364,673	(5,559)	353,417	235,611	189,169	(46,443)	208,326	138,884	103,766	(35,118)
PROFIT (LOSS)	15,750	10,500	65,510	55,010	3,851	2,568	30	(2,537)	8,798	5,866	39,772	33,907	3,101	2,067	25,707	23,640

Ocean City Housing Authority

Administrative Report

DATE: June 10, 2020

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for May 2020)

PERIOD: May 13, 2020 to June 9, 2020

Speitel Commons at Bayview Manor

The construction of Speitel Commons is under way with site working that began in early May.

The site was secured with fencing, mobilization demo and tree removal have been completed. The “poured pilings” or concrete inclusions are in place. The asphalt from the Bayview Manor parking lot – the building site - has been demolished and cleared in preparation to build the pad, install elevator pit footings and the elevator pit walls, which is scheduled to through June 15th. The next task is the footings, foundation and podium, which is scheduled for a 50-day completion.

The project is on schedule.

Please note that the Pre-Development funds used up until the closing date are reported as below, which is unchanged from last month. The balance of these funds will be incorporated into the Construction Funds schedule, which will be reported as soon as it is available.

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

COVID-19 Pandemic – Operating Status

The COVID-19 Operating Status as reported last month remains in effect. This status will remain in effect for the foreseeable future as we continue to monitor information from the Governor's daily updates. The goal is to maintain a safe environment for Authority residents to live and to provide a safe environment for Authority staff to work.

Bayview Manor Renovations

As discussed at the April board meeting, the specifications for the Bayview Manor renovations are complete and ready for publication. Due to the current COVID-19 environment, the publication of the specifications for this project are being purposefully delayed. Proceeding with this project would include pre-bid on-site meetings followed by construction and introducing added personnel at this time is not in the best interest of the residents.

By-Law Revision

As requested, a presentation of the current By-Laws along with recommendations to update the By-Laws will be presented to the board at the meeting. The Executive Director and Authority Attorney will present this information for board review and discussion.

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 - PHAS/SEMAP to complete;
Robert Henry	Completed
Beverly McCall	Completed
Patricia Miles-Jackson	Completed
Patrick Mumman	In Process – Financial Issues & Procedures and One Elective to complete;

Program Statistics Report	09/2019 - 5/2020	2020 MAY	2020 APR	2020 MAR
<u>Tenant Accounts Receivable</u>				
Number of "non-payment of rent" cases referred to the solicitor	0	4	4	
<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	0	0	58	
Total number of units inspected year-to-date - all sites	178	178	178	
<u>Occupancy</u>				
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	n/a	n/a	n/a	
Annual Unit Turnaround Time (For Fiscal Year)	97.5	97.5	97.5	
Monthly - Number of Vacancies Filled (this month)	0	0	0	
Monthly - Average unit turnaround time in days for Lease up	0	0	0	
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	0	0	0	
PIC Score	97.44%	99.12%	99%	
<u>Vacancies - At end of Month</u>				
Bay View Manor	3	3	3	
Peck's Beach Senior	1	1	1	
Peck's Beach Family	1	1	1	
Total	5	5	5	
Occupancy Rate	98.35%	98.35%	98.35%	
<u>Vacancy Turnovers by VHA Maintenance Staff</u>				
Total Hours (Summarized Quarterly)	n/a	n/a	TBD	
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	n/a	n/a	TBD	
<u>Rent Roll</u>				
Bay View Manor - Elderly/Disabled	\$ 19,820	\$ 20,315	\$ 20,672	
Peck's Beach - Elderly/Disabled	\$ 7,901	\$ 7,901	\$ 7,901	
Peck's Beach - Family	\$ 20,001	\$ 19,680	\$ 20,339	
Total Rent Roll	\$ 47,722	\$ 47,896	\$ 48,912	
<u>Public Housing Waiting List Applicants - All Waiting Lists are Closed as of 1/31/20</u>				
Families - Ocean City Preference	12	12	12	
Families - No Ocean City Preference	97	97	97	
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	42	42	42	
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	285	285	285	
<u>Maintenance Department</u>				
Average work order turnaround time in days - Tenant Generated	0.04	0.47	0.13	
Total Tenant Generated Work Orders	12	7	11	
Number of routine work orders written this month	65	61	61	
Number of outstanding work orders from previous month	35	27	55	
Total number of work orders to be addressed this month	112	95	127	
Total number of work orders completed this month	70	87	53	
Total number of work orders left outstanding	42	35	27	
Number of emergency work orders written this month	0	1	1	
Total number of work orders written year-to-date	271	224	188	
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up,	0	0	0	
<u>Real Estate Assessment Center (REAC) Scores</u>				
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68	

Program Statistics Report 09/2019 - 5/2020		2020 MAY	2020 APR	2020 MAR
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 May 31, 2020**

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 05/31/2020 **\$355,278.08**

2020 Capital Funding
Operating Subsidy Through 12/31/20
due to RAD Conversion; HAP
Payments begin 1/1/21;

\$202,716 (To be Drawdown from HUD)

(\$59,614)

\$143,102.00

Add: A/R-Tenants 05/2020

**Current
Past**

**\$10,440.00
\$8,955.67**

\$19,395.67

PREDEVELOPMENT EXPENSES REIMBURSABLE FROM NJHMFA - Marathon Engineering; Triad Assoc; AEI, Inc.; Scullo Engineering Svcs; Martinelli Grp; Heist Insurance; NJ JIF; Freedom Title

\$52,652.88

Reimbursement for Behavioral Health Services Feb, March, April & May 2020 - City of Ocean City-CDBG Grant -(Acenda-Vendor)

\$7,551.76

Less: Bill List payments - June 2020

(\$113,640.15)

Accrued Expenses - Total from detail below

(\$26,662.00)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	95,900.00	8	(1,504.67)
Bad Debt	5,000.00	8	3,333.33
Comp Absences	5,500.00	8	3,666.67
P.I.L.O.T.	31,750.00	8	21,166.67
Net Accrual	138,150.00		26,662.00

Committed to Peck's Senior Demolition

(\$200,000)

Net Cash Balance

\$237,678.24

	<u>Average Expenses</u>	<u>Cash Available for # of month/days</u>	
Per Month	\$ 82,201	4.32	Months
Per Day	\$ 2,740	87	Days

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

RESOLUTION NO. 2020-18
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 \$113,640.15.

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: June 16, 2020

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

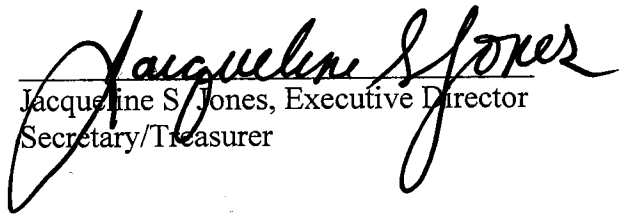
BY: _____


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on June 16, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

BILL LIST - JUNE 2020

BANK CENTRAL OFFICE COST CENTER

Check #	Vendor	Invoice/Notes	Total Amount
101	ACENDA INC	Resident Wellness services - May 2020	1,846.73
102	ACU-PRINT	Custom Banner Print 4' x 8' - BVM	192.00
103	ATLANTIC CITY ELECTRIC	Electric - May 2020	5,800.47
104	AT&T	BVM Elevator phone bill for June 2020	115.81
105	LINDA AVENA	Acctg Svcs - June 2020	1,458.33
106	CALL EXPERTS	Answering Service for June 2020	77.01
107	CLEAN SWEEP SVCS	BVM Cleaning - May 2020	850.00
108	COMCAST	Internet services for May 2020	244.57
109	CONVEXSERV TECHNOLOGY SOLUTIONS, LLC	VPN support-WiFi repaired	86.25
110	COPIER PLUS, INC.	Contract base rate charge-June 2020	20.00
111	THE DAILY JOURNAL	Notice of Apr Board meeting being held remotely	34.33
112	DELTA DENTAL OF NJ	DENTAL BENEFITS for July 2020	121.81
113	DRAIN DOCTOR	Sewer line cleanings	690.00
114	FLORENCE DRISCOLL	Tenant Services - June 2020	200.00
115	FEDERAL EXPRESS	overnight envelope-NJHMFA	25.86
116	EISENSTAT, GABAGE & FURMAN	Legal Svcs - June 2020	915.00
117	GENSERVE INC	Emergency Call-Labor & OT hrs. -generator	510.00
118	GLEN O. STULL	Medicare Reimb - June 2020; prescription reimb - May 2020	511.30
119	ROBERT HARRIS	Removal of recyclables & cleaning of trash rooms for June 2020	200.00
120	HD SUPPLY	Maint Supplies	896.76
121	HOME DEPOT CREDIT SERVICES	Maint Supplies	117.51
122	THE HOME DEPOT PRO	Maint Supplies	1,625.52
123	HUMANA INSURANCE COMPANY OF NY	Stull Prescrip premium - July 2020	57.70
124	INTEGRATED SYSTEMS ASSOCIATES, INC.	CONSULTING SVCS- Yardi Voyager implementation	8,968.75
125	JOHN J. SPITZ	Reimb RX plan & prescription co-pay-5/2020; Medicare B reimb-June 2020	1,258.93
126	LENEGAN PLUMBING & HEATING	Hot water heater install	1,300.00
127	NJ AMERICAN WATER	Water - May 2020	6,444.04
128	NJ PUBLIC HOUSING AUTHORITY JIF	Second installment-June 2020; Builder's risk insurance-June 2020 Speitel	48,241.00
129	OMEGA PEST MGMT	Pest Control-May 2020	3,075.37
130	PHOENIX BUSINESS FORMS, INC.	Blank check stock	137.91
131	THE PRESS OF ATLANTIC CITY	Notice of Apr Board meeting being held remotely	41.96
132	ROBERT L. ROWELL	Maintenance Labor-Grounds-June 2020	200.00
133	RUTGERS CENTER FOR GOVERNMENT SERVICE	Mumman 6/26/20-Fin. Issues & Proced	248.00
134	SHERWIN WILLIAMS	Paint & painting supplies	54.72
135	SOUTH JERSEY GAS	Gas bill - May 2020	2,251.71
136	SUPERIOR VISION OF NJ	Vision benefits - July 2020	19.71
137	THYSSENKRUPP ELEVATOR	Elevator maint/phone monitoring 6/2020-8/2020	1,600.02
138	US BANK EQUIPMENT	Copier contract payment	600.53
139	VECTOR SECURITY, INC.	Fire sys insp & monitoring	340.20
140	VERIZON DSL	Fax & phone lines for May 2020	137.27
141	VINELAND HOUSING AUTHORITY	Mgmt Svcs; Reimb postcards & postage used- May 2020; Office/maint coverage - May 2020	16,062.94
142	WALLACE HARDWARE	Maint Supplies	42.16
188117718810	HORIZON BCBS OF NJ	Health Benefits Premium - June 2020	2,583.59
TOTAL MAY DISBURSEMENTS			\$ 110,205.77
PAYROLL - 5/2020			\$ 2,272.72
PAYROLL TAXES - 5/2020			\$ 718.13
ADP PAYROLL PROCESSING FEES - 5/2020			\$ 132.72
PENSION -5/2020			\$ 244.56
PNC BANK FEE -5/2020			\$ 66.25
TOTAL BILL LIST - JUNE 2020			\$ 113,640.15

INTER-COMPANY RECONCILIATION - Purpose: Each property reimburses the COCC bank account for payment of monthly expenses.

BANK PECK'S BEACH/FAMILY			
Check	Vendor	Invoice/Notes	Total Amount
2253	OCHA - PECK'S SENIOR	Transfer of May 2020 Pecks North rent/subsidy deposited in GF account *	33,943.00
2254	OCHA - BAYVIEW MANOR	Transfer of June 2020 BVM rent/subsidy deposited in GF account+ advance *	45,979.50
2255	OCHA - COCC FOR PECK'S FAMILY	Transfer to COCC for Pecks South- Family expenses-June 2020	23,344.65
2256	OCHA - COCC FOR PECK'S FAMILY	Transfer to COCC for Pecks South - Family expenses-June 2020	301.95
2257	OCHA - COCC FOR BAYVIEW MANOR	Transfer to COCC for Bayview expenses-pre-June 2020	28,760.81
2258	OCHA - TO COCC - NON-FEDERAL FUNDS	Transfer of Headstart rent to COCC account-Oct 2019-May 2020	8,000.00
			\$ 140,329.91

* These checks are to fund Peck's Senior & Bayview Manor for tenant rent paid & the Operating Subsidy portion of the rent; This process will continue through 12/31/20, which is the "Initial Funding Year"; Beginning 1/1/21, the Housing Assistance Payment (HAP) will be deposited directly to each Property Account - Bayview Manor and Peck's Senior;

BANK BAYVIEW SPHTEL OPERATING (RAD-BAYV)			
Check	Vendor	Invoice/Notes	Total Amount
101	OCHA	Transfer to COCC for RAD-Bayview expenses-June 2020	43,204.24
102	OCHA	Transfer to COCC for RAD-Bayview expenses-June 2020	457.50
			\$ 43,661.74

BANK PECK'S SENIOR OPERATING (pb-senior)			
Check	Vendor	Invoice/Notes	Total Amount
101	OCHA	Transfer to COCC for Pecks North expenses-June 2020	11,397.48
102	OCHA	Transfer to COCC for Pecks North expenses-June 2020	155.55
			\$ 11,553.03

BANK BAYVIEW SPHTEL CONSTRUCTION (RAD-BAYV)			
Check	Vendor	Invoice/Notes	Total Amount
NONE			
			\$ -

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

**RESOLUTION NO. 2020-19
A Resolution Updating Public Bidding Threshold**

WHEREAS, the Ocean City Housing Authority has a purchasing agent on staff who possesses a valid Qualified Purchasing Agent certificate, as issued by the New Jersey Division of Local Government Services, Department of Community Affairs; and

WHEREAS, pursuant to N.J.S.A. 52:34-7 the Ocean City Housing Authority desires to update its bidding threshold; and

WHEREAS, the Ocean City Housing Authority shall set its bid threshold at \$44,000 pursuant to *Local Finance Notice 2015-20 and N.J.A.C. 5:34-5.2*.

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners of the Ocean City Housing Authority update its public bidding threshold to \$44,000 effective June 16, 2020.

ADOPTED: June 16, 2020

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

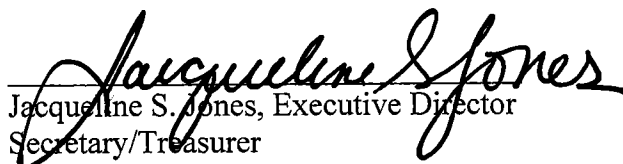
BY: _____


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on June 16, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

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

**Resolution #2020-20
Resolution of Compliance
(Board of Commissioners and Executive Director)**

WHEREAS, the Ocean City Housing Authority Board of Commissioners consist of seven members; and

WHEREAS, all Commissioners of the Ocean City Housing Authority shall attend courses of study as are required by the commissioner of the Department of Community Affairs and the statues and regulations of the State of New Jersey, as well as the statutes and regulations pertaining to the Department of Housing and Urban Development; and

WHEREAS, the New Jersey Redevelopment and Housing Law of 1992 requires all commissioners and executive directors of local public housing authorities and redevelopment agencies to complete a comprehensive training program consisting of required and elective courses; and

WHEREAS, the Board of Commissioners and the Executive Director of the Housing Authority are in compliance with the required courses and training program as per the attached documents; and

NOW, THEREFORE, BE IT RESOLVED, the Ocean City Housing Authority Commissioners and the Executive Director are in compliance with the required comprehensive training program consisting of required and elective courses.

ADOPTED: June 16, 2020

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

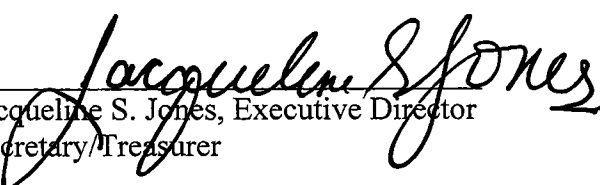
BY: _____


Robert Barr, Chairperson

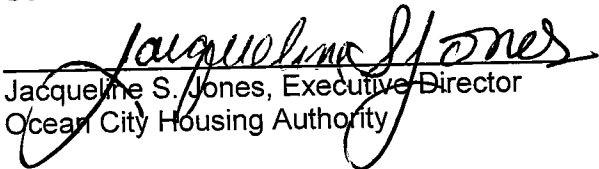
ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on June 16, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

I hereby certify that the information list below concerning the Ocean City Housing Authority's Board Commissioners and Executive Director is true and correct.


Jacqueline S. Jones, Executive Director
Ocean City Housing Authority

Date 6/16/20

OCHA COMMISSIONER	TERM	TRAINING PROGRAM STATUS
Barr, Robert (Chairman)	12/13/2018-12/31/2023	COMPLETED
Halliday, Scott (Vice Chair)	12/31/2015-12/31/2020	COMPLETED
Miles-Jackson, Patricia	12/13/2018-12/31/2023	COMPLETED
McCall, Beverly (Governor's Appointment)	10/20/2017-02/20/2020	COMPLETED
Patrick Mumman	12/30/2019-12/31/2024	IN PROGRESS
Robert Henry	8/9/2018-12/31/2021	COMPLETED
Brian Broadley (Mayor's Appointment)	6/25/2019-12/31/2022	IN PROGRESS
Jacqueline S. Jones Executive Director		COMPLETED

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

**RESOLUTION NO. 2020-21
Resolution Amending the Ocean City Housing Authority's By-Laws**

WHEREAS, periodically it becomes necessary for the Ocean City Housing Authority to amend its By-Laws; and,

WHEREAS, the Board of Commissioners of the Ocean City Housing Authority desires to amend its By-Laws; and,

WHEREAS, it is the desire of the Board of Commissioners of the Ocean City Housing Authority to amend its By-Laws per the attached here onto; and,

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners of the Ocean City Housing Authority amends its By-Laws.

ADOPTED: June 16, 2020

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

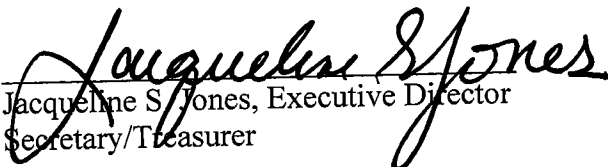
BY: _____


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on June 16, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

**BY-LAWS OF THE
HOUSING AUTHORITY OF THE CITY OF OCEAN CITY
OCEAN CITY, NEW JERSEY**

ARTICLE I – THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the “Housing Authority of the City of Ocean City, New Jersey.”

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of organization.

Section 3. Office of Authority. The principal office of the Authority shall be at its business office located at 204 4th Street in the City of Ocean City and State of New Jersey, provided the Authority shall have the right to hold its meeting, both regular and special, at such place or places as it may designate by Resolution.

ARTICLE II – OFFICERS

Section 1. Officers. The Officers of the Authority shall be a Chairperson, Vice-chairperson and a Secretary-Treasurer.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Authority. Except as otherwise authorized by Resolution of the Authority, the Chairperson shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chairperson shall submit such recommendations and information as the Chairperson may consider proper concerning the business, affairs, and policies of the Authority. The Chairperson shall also have the authority to appoint Board Members to the various committees authorized by these By-Laws or by Resolution of the Board.

Section 3. Vice-Chairperson. The Vice-Chairperson shall perform the duties of Chairperson in the absence or incapacity of the Chairperson and in case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Authority shall select a new Chairperson.

Section 4. Secretary-Treasurer. The Secretary-Treasurer shall be the Executive Director of the Authority and, as such shall have general supervision over the administration of its business and affairs, subject to the direction of the Board. The Secretary-Treasurer shall be charged with the management of the housing projects of the Authority.

The Secretary-Treasurer shall keep the records of the Authority, shall act as secretary of the meetings of the Authority and record all votes and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose and shall perform all additional duties incident to the office of Secretary-Treasurer. The Secretary-Treasurer shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Board.

The Secretary-Treasurer shall have the care and custody of all funds of the Authority and shall deposit those funds in the name of the Authority in such bank or banks as the Board may select. The Secretary-Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Board. Except as otherwise authorized by Resolution of the Board, all such orders and checks shall be countersigned by the Chairperson. The Secretary-Treasurer shall keep regular books of accounts

showing receipts and expenditures and shall render to the Board, at each regular meeting (or oftener when requested), an account of all transactions and also of the financial condition of the Authority. The Secretary-Treasurer shall give such bond for the faithful performance of the duties of Secretary-Treasurer as the Board may determine.

The Secretary-Treasurer shall receive no additional compensation for serving as Secretary-Treasurer other than the compensation paid as Executive Director.

Section 5. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board and as stated in the By-Laws, rules, regulations, resolutions and policies of the Authority.

Section 6. Election or Appointments. The Chairperson, Vice-Chairperson, and Secretary /Treasurer shall be elected at the annual meeting of the Authority from among the members of the Authority and shall hold office for one year or until their successors are elected and qualified.

Section 7. Vacancies. Should the office of Chairperson, Vice-Chairperson or Secretary-Treasurer become vacant, the Board shall elect a successor at its next regular meeting, or as soon thereafter as possible, and the filling of such vacancies shall be for the unexpired term of the office.

ARTICLE III – MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be in December of each year at a place, date and time to be determined by the Authority.

Section 2. Regular Meetings. Regular meetings shall be held with notice at a place, date and time to be determined by the Authority. In the event the meeting day shall fall on a legal holiday, the meeting shall be held on the next succeeding Tuesday.

The Secretary shall cause an Agenda of the meeting to be sent to each member of the Authority at least five days prior to the meeting date.

Section 3. Special Meetings. The Chairperson of the Authority may, when deemed necessary, or upon the written request of two members of the Board, shall, call a special meeting of the Board. Notice of a special meeting shall be delivered to each member of the Board telephonically or by email or may be mailed to the business or home address of each member of the Board at least 48 hours prior to the date of such special meeting unless each Board member waives such notice. At such special meeting, no business shall be considered other than as designated in the notice.

Section 4. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Four commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. When a quorum is in attendance, action may be taken by the Board upon a vote of a majority of the commissioners’ present.

Section 5. Order of Business. At the regular meetings of the Board, the following shall be the order of business:

- 1. Roll Call.
- 2. Reading of the “Sunshine Law Statement”.
- 3. Approval of the minutes of the previous meeting.

4. Fee Accountants Report.
5. Executive Director's Report.
6. Committee Reports.
7. Old Business.
8. New Business.
9. Resolutions.
10. Questions and comments from the Press and public.
11. Questions and comments from the Board Members.
12. Motion of adjournment.

All Resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 6. Manner of Voting. The voting on all questions coming before the Board shall be by roll call and the yeas and nays shall be entered upon the minutes.

Section 7. Meetings by Telephone or Similar Communications Methods. Members of the Board of Commissioners may participate in a meeting of the Authority by means of streaming services and other online meeting platforms by means of which all Commissioners participating in the meeting can hear each other, and participation in such a meeting shall constitute presence by any such Commissioner at such meeting. At least four commissioners must be physically present at the location of the meeting to constitute a quorum.

A Board member who is appearing at a meeting electronically shall not be permitted to participate in executive session since there is no true way to ensure the privacy of the executive session.

During a declared emergency, virtual and telephonic public meetings may be permitted for matters necessary for the continuing operation of the Authority. To ensure the public has the ability to attend meetings held by telephone, streaming services or other online platforms, instructions are to be provided on how to access such meetings and the procedures by which comments will be received.

ARTICLE IV – ABSENTEEISM

In the event a Commissioner has missed three consecutive meetings or in the event a Commissioner has missed five meetings in a twelve month period, the Board shall determine by resolution whether the Authority should notify the appointing authority of the Board member's absenteeism and request that the Commissioner be removed and a replacement appointed.

In the event of passage of a resolution pursuant to this Article, the Secretary of the Authority shall cause a copy of the resolution, certified to be a true copy, to be forwarded to the appointing authority with a request that the appointing authority take action consistent with the resolution.

ARTICLE V – CONFLICT OF INTEREST

No Board member shall have any interest in any contract or other transaction or determination presented to the Commissioners for recommendation, authorization, approval or ratification. Each Board member shall give prompt, full and frank disclosure of his or her interest in any action to be taken by the Board prior to the Board's acting. If a conflict is deemed to exist, the person with the conflict shall not vote on, nor use his or her personal influence on, nor participate in the discussions or deliberations with respect to such contract, transaction or determination.

ARTICLE VI – INDEMNIFICATION

The Authority shall indemnify the Board members to the fullest extent permitted by law, including the advancement of related expenses, upon a determination by the Board or by independent legal counsel appointed by the Board (who may be the regular solicitor of the Authority) made in accordance with applicable law of all monies paid or required to be paid by the Commissioner arising from the performance of his or her duties as a Commissioner. This right of indemnification shall not be effective for any sum paid or owed by a Board member arising from acts of misconduct or intentional wrongdoing. The Authority shall purchase and maintain insurance on behalf of the Board as a whole and the individual Board members against any liability asserted against the Board as a whole or against an individual Board member for acts or omission arising out of the Board member’s position as a Board member other than for acts of misconduct or intentional wrongdoing.

ARTICLE VII – COMMITTEES

The Chairperson, or in his absence, the Vice-Chairperson, shall have the right and privilege of appointing members of the Board to a committee or committees to study any proposal or project and to deliberate thereon and to make their recommendations relating thereto to the Board at a regular or special meeting. The person first named shall act as Chairperson of the committee.

Section 1. Standing Committees. There shall be four (4) separate Standing Committees of the Authority as follows: Personnel, Budget/Finance/Procurement, Development and Maintenance, and Tenant Relations. All committees cannot consist of more than 3 members appointed by the Chairperson.

Section 2. Special Committees. The Chairperson of the Authority shall appoint such Special Committees as are deem necessary. Special committees cannot consist of more than 3 members appointed by the Chairperson.

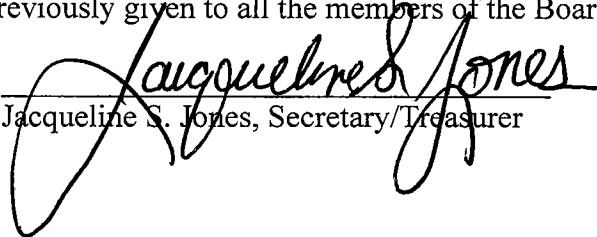
ARTICLE VIII – NJHMFA Provisions to By-Laws of Corporation

The Corporation acknowledges that any review of the provisions of these By-Laws by the New Jersey Housing and Mortgage Finance Agency ("NJHMFA") is performed in accordance with its responsibility as Lender and is intended only to assure that the Corporation is validly formed according to law, with the legal authority to borrow the funds which will constitute the NJHMFA Mortgage Loan and to operate the Property securing the NJHMFA Mortgage Loan. Notwithstanding any other provisions herein, the Corporation acknowledges and agrees that as a condition of obtaining the NJHMFA Mortgage Loan, that the NJHMFA statutes, rules and regulations and all the financing documents in connection with the NJHMFA Mortgage Loan, are applicable to the Corporation and the Property securing the NJHMFA Mortgage Loan. The Corporation further acknowledges that, except as contained in this Section, the NJHMFA makes no representations express or implied, as to these By-Laws; and the Corporation and the Shareholders shall not rely upon the NJHMFA review of these By-Laws.

ARTICLE IX – AMENDMENTS

Amendments to By-Laws. The By-Laws of the Authority shall be amended only with the approval of at least four of the members of the Board at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days’ written notice thereof has been previously given to all the members of the Board.

Adopted: June 16, 2020


Jacqueline S. Jones, Secretary/Treasurer