

*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



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*Jacqueline S. Jones, Executive Director*

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September 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, September 15, 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, September 15, 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 August 18, 2020
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:

# 2020-32	Approval of Monthly Expenses <i>(revised)</i>
# 2020-33	Adopt 2020-2021 State Budget
# 2020-34	Award Accounting Services Contract <i>(revised)</i>
# 2020-35	Award Auditing Services Contract <i>(revised)</i>
# 2020-36	Award Legal Services Contract – General Counsel <i>(revised)</i>
# 2020-37	Award Consulting Services Contract <i>(revised)</i>
# 2020-38	Awarding As-Needed Yardi Consulting Services <i>(revised)</i>
# 2020-39	Award Special Engineering Services Contract <i>(revised)</i>
# 2020-40	Award Contract for Bayview Manor Roof Renovations <i>(revised)</i>

*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**

**August 18, 2020 – 3:00 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held August 18, 2020, at 3:00 p.m. via teleconference 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 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, Charles W. Gabage, Esquire – Solicitor, Linda Cavallo – Accountant and Gloria Pomales, Executive Assistant.

#### **Minutes**

Chairman Barr requested a motion to approve the Regular Meeting minutes from July 21, 2020. 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 ten months ended July 31, 2020. Motion to approve the Treasurer's Report made by Commissioner McCall and seconded by Commissioner Halliday. Utilities briefly discussed. Mrs. Jones addressed Commissioner Henry's questions. Mrs. Jones expects the variance to grow slightly in the next two months. A large part of the variance is in maintenance materials and contract turnovers due to COVID-19, which has contributed to those line items being under spent. Reserve funds could be used at Bayview Manor towards additional renovations. Once all properties are operational under the RAD funding it may be possible to provide some additional programs for residents from the operating 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)

### **Executive Director's Report**

Mrs. Jones provided an update from her written report. In the revised packet, there is a resolution to approve an immediate replacement to the Bayview Manor fire alarm systems. The intent was to replace the system during the upcoming renovations but accelerated the repair due to the false alarms. A resolution has been prepared for the Board to authorize to move forward to the replace the alarm system immediately. The estimated cost right now is \$143,500 for the replacement of the system.

Mrs. Jones discussed questions Commissioner Henry emailed her regarding COVID-19 and Speitel. Regarding COVID, the Authority has not had any reported cases from the residents. Residents for the most part are wearing masks. There have been no new move-ins since the inception of the pandemic. Mrs. Jones reported there are a few vacancies at Bayview Manor, but are vacant because when work begins on the renovations some of the residents will need to be moved to a "hotel suite" apartment temporarily while work is being done in their unit. The Authority will need about 4-5 vacancies for this process.

Regarding Speitel, the schedule cost and scope of the project all remain the same. Discussion regarding the mechanical, electrical and plumbing inspections as well as a rough frame inspection. These inspections will be done by the City and will allow the construction to move to the next phase. During this process, the NJHMFPA sends a representative weekly on site. The architect is on site at least twice per month. The Brooke Group performs a daily over site, which means they are on site everyday or they receive the daily construction log with pictures and a written status update on a daily basis. There are no major issues on the Speitel construction report.

Commissioner Henry asked if Mr. Gabage received a response from HUD-Newark legal department regarding the Ocean City Community Development Corporation (OCCDC). Mrs. Jones stated that HUD-Newark requested some information from the OCHA concerning its portfolio, types of units and its intention for the OCCDC and how it will be used. Mr. Gabage has not heard anything from HUD. The reason Mr. Gabage wrote the letter was to protect the Authority. He does not anticipate hearing from HUD. They are usually not very responsive to those kinds of requests. The only problem that HUD has is when a non-profit group starts spinning of the profitability to another group that all of sudden starts taking salaries. The only problem that might come up is if HUD eventually responds is when the OCCDC was first organized under the prior Executive Director, she wanted members to the non-profit from the public. This was the way the original documents were written. When the By-Laws were written, which was done primarily by Rick Ginnetti it was not done with members. Mr. Gabage has straightened that out by amending the certificate of incorporation to be member-less and having only trustees. The only issue could be if HUD does not like interlocking directorate. They may want members other than the trustees (other than the Board members of the OCHA). He does think this realistically will happen. You can tell by the documents HUD requested that they wanted to make sure that the purpose of the non-profit was consistent with HUD guidelines for low income, senior citizens and Native American residents.

Commissioner Halliday commented that he is keeping a daily eye on what is going on 6<sup>th</sup> and West Avenue and he has to say it is a class one act.

Motion to approve the Executive Director's Report 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)

**Committee Reports** – None.

**Old Business** – None.

**New Business** – None.

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

**Resolution #2020-28**  
**Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$132,705.96. A motion was made by Commissioner Halliday; seconded by Commissioner Broadley. Mrs. Jones noted the payment to Ambient Comfort for the Bayview Manor air handler replacement which was approved several months ago by the Board to have completed. It is up, running and working well. Nothing else out of the ordinary on the Bill List. 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 #2020-29**  
**Resolution Awarding Resident Wellness Program Services Contract**

Chairman Barr called for a motion to approve Resolution #2020-29. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Mrs. Jones stated this contract is for the behavioral health services the OCHA has had for about a year now. The funds are being provided by the City of Ocean City Community Development Block Grant Program (CDBG). Acenda was the only bidder. This is a fee for service type contract. They bill the OCHA based on their activity with the residents. Acenda remained active through the pandemic specifically with the residents at Bayview Manor and this service has helped tremendously. 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 #2020-30**  
**Resolution Awarding Exterminating Services Contract**

Chairman Barr called for a motion to approve Resolution #2020-30. A motion was made by Commissioner Mumman; seconded by Commissioner Broadley. Mrs. Jones stated Omega Pest came in as the lowest qualified bidder and are the current contractor. Their ordinary exterminating cost came in at \$13,284 annually. However there are additional rates for bed bug treatment. The OCHA has a bed bug issue at Bayview Manor and it has gotten a lot better over the last 3 years. The Authority is currently dealing with about 6 cases. The Authority is taking a kind and gentle approach to try to assist the residents in getting prepared for bed bud treatment and to help them as much as possible. Acenda has also helped with behavior health services. The OCHA spends several thousands of dollars a year on bed bug treatments and is doing its best to keep it under control. The rate listed on Omega's pricing is per treatment. 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 #2020-31**

**Resolution Authorizing Emergency Contract(s) for Immediate Repairs at Bayview Manor**

Chairman Barr called for a motion to approve Resolution #2020-31. Mrs. Jones stated this resolution is to authorize the emergency repairs/replacement to the fire alarm system she discussed in her report. A motion was made by Commissioner Broadley; 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	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

There is no need for Executive Session tonight.

No public comments. On behalf of the Board, Chairman Barr expressed his condolences to Commissioner Broadley for the passing of his ex-wife Karen as well as to Mr. Gabage for the passing of his sister. 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 McCall; 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 3:45 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

# Commissioner's Report

Month Ending: Aug 2020



	TOTAL				BAYVIEW				PECK'S FAMILY				PECK'S SENIOR			
	BUDGET	ACTUAL	VARIANCE	ANNUAL BUDGET	BUDGET	ACTUAL	VARIANCE	ANNUAL BUDGET	BUDGET	ACTUAL	VARIANCE	ANNUAL BUDGET	BUDGET	ACTUAL	VARIANCE	ANNUAL BUDGET
	THRU	THRU	THRU		THRU	THRU	THRU		THRU	THRU	THRU		THRU	THRU	THRU	
	August	August	August		August	August	August		August	August	August		August	August	August	
<b><u>INCOME</u></b>																
<b>DWELLING RENTAL</b>	573,780	525,965	<a href="#">502,439</a>	(23,526)	248,095	227,420	<a href="#">222,049</a>	(5,371)	241,271	221,165	<a href="#">202,037</a>	(19,128)	84,414	77,380	<a href="#">78,353</a>	974
<b>OTHER TENANT-EXCESS UTILITIES</b>	5,170	4,739	<a href="#">5,952</a>	1,213	5,170	4,739	<a href="#">5,952</a>	1,213	-	-	<a href="#">-</a>	-	-	-	<a href="#">-</a>	-
<b>TOTAL TENANT REVENUE</b>	578,950	530,704	508,391	(22,313)	254,465	233,260	228,001	(5,258)	253,271	232,165	202,037	(30,128)	84,414	77,380	78,353	974
<b>HUD OPERATING SUBSIDY</b>	332,380	304,682	<a href="#">276,831</a>	(27,851)	162,976	149,395	<a href="#">116,646</a>	(32,749)	94,712	86,819	<a href="#">114,941</a>	28,122	74,692	68,468	<a href="#">45,244</a>	(23,224)
<b>PBV HAP SUBSIDY</b>	-	-	<a href="#">89,178</a>	89,178	-	-	<a href="#">46,330</a>	46,330	-	-	<a href="#">-</a>	-	-	-	<a href="#">42,848</a>	42,848
<b>HUD CAPITAL FUNDS-OPERATIONS</b>	181,840	166,687	<a href="#">91,870</a>	(74,817)	131,840	120,853	<a href="#">76,870</a>	(43,983)	-	-	<a href="#">-</a>	-	50,000	45,833	<a href="#">15,000</a>	(30,833)
<b>CDBG INCOME</b>	-	-	<a href="#">5,705</a>	5,705	-	-	<a href="#">5,705</a>	5,705	-	-	<a href="#">-</a>	-	-	-	<a href="#">-</a>	-
<b>NJHMFA GRANT</b>	-	-	<a href="#">37,131</a>	37,131	-	-	<a href="#">37,131</a>	37,131	-	-	<a href="#">-</a>	-	-	-	<a href="#">-</a>	-
<b>TOTAL HUD FUNDING</b>	514,220	471,368	500,715	29,347	294,816	270,248	282,682	12,434	94,712	86,819	114,941	28,122	124,692	114,301	103,092	(11,209)
<b>INVESTMENT INCOME-UNRESTRICTED</b>	120	110	<a href="#">172</a>	62	60	55	<a href="#">138</a>	83	20	19	<a href="#">27</a>	8	40	36	<a href="#">2</a>	(34)
<b>NONDWELLING RENTAL INCOME</b>	13,200	12,100	<a href="#">10,900</a>	(1,200)	1,200	1,100	<a href="#">800</a>	(300)	12,000	11,000	<a href="#">-</a>	(11,000)	-	-	<a href="#">-</a>	-
<b>OTHER INCOME-LAUNDRY</b>	8,360	7,663	<a href="#">5,962</a>	(1,702)	4,833	4,430	<a href="#">3,221</a>	(1,209)	3,527	3,233	<a href="#">2,741</a>	(492)	-	-	<a href="#">-</a>	-
<b>OTHER INCOME-FRAUD RECOVERY</b>	4,300	3,942	<a href="#">-</a>	(3,942)	2,150	1,971	<a href="#">-</a>	(1,971)	1,419	1,301	<a href="#">-</a>	(1,301)	731	670	<a href="#">-</a>	(670)
<b>OTHER INCOME-MISCELLANEOUS</b>	13,690	12,549	<a href="#">9,122</a>	(3,427)	2,875	2,635	<a href="#">2,820</a>	184	9,266	8,494	<a href="#">5,373</a>	(3,121)	1,549	1,420	<a href="#">930</a>	(490)
<b>TOTAL INCOME</b>	1,132,840	1,038,437	1,035,262	(3,175)	560,399	513,699	517,661	3,963	374,215	343,031	325,118	(17,913)	211,426	193,807	182,377	(11,430)
<b><u>EXPENSES</u></b>																
<b>AUDIT FEES</b>	9,000	8,250	<a href="#">8,250</a>	-	4,500	4,125	<a href="#">4,125</a>	-	2,970	2,723	<a href="#">2,723</a>	1	1,530	1,403	<a href="#">1,402</a>	(1)
<b>ADVERTISING</b>	1,000	917	<a href="#">1,355</a>	438	696	638	<a href="#">733</a>	95	246	226	<a href="#">410</a>	185	58	53	<a href="#">211</a>	158
<b>OFFICE EXPENSES</b>																
<b>COMPUTER SERVICES</b>	7,000	6,417	<a href="#">15,384</a>	8,968	2,579	2,364	<a href="#">7,692</a>	5,328	2,579	2,364	<a href="#">5,077</a>	2,712	1,841	1,688	<a href="#">2,615</a>	928
<b>CONSULTANTS-RAD CONVERSION</b>	35,000	32,083	<a href="#">5,875</a>	(26,208)	17,500	16,042	<a href="#">4,625</a>	(11,417)	8,750	8,021	<a href="#">825</a>	(7,196)	8,750	8,021	<a href="#">425</a>	(7,596)
<b>COPIER</b>	3,500	3,208	<a href="#">2,618</a>	(591)	1,250	1,146	<a href="#">1,819</a>	673	1,655	1,517	<a href="#">527</a>	(990)	595	545	<a href="#">272</a>	(274)
<b>DUES &amp; PUBLICATIONS</b>	1,000	917	<a href="#">519</a>	(398)	500	458	<a href="#">259</a>	(199)	330	303	<a href="#">171</a>	(131)	170	156	<a href="#">88</a>	(68)
<b>OFFICE SUPPLIES</b>	2,000	1,833	<a href="#">1,128</a>	(706)	1,807	1,656	<a href="#">825</a>	(832)	100	92	<a href="#">73</a>	(19)	92	85	<a href="#">230</a>	145
<b>PHONE &amp; INTERNET</b>	10,000	9,167	<a href="#">6,935</a>	(2,232)	6,668	6,112	<a href="#">3,642</a>	(2,470)	2,275	2,086	<a href="#">2,174</a>	88	1,057	969	<a href="#">1,120</a>	151
<b>POSTAGE</b>	1,000	917	<a href="#">1,593</a>	676	500	458	<a href="#">1,395</a>	937	330	303	<a href="#">130</a>	(172)	170	156	<a href="#">67</a>	(89)
<b>LEGAL</b>	14,000	12,833	<a href="#">8,178</a>	(4,655)	8,890	8,149	<a href="#">4,348</a>	(3,802)	4,993	4,577	<a href="#">2,764</a>	(1,813)	117	107	<a href="#">1,067</a>	959
<b>CRIMINAL BACKGROUND CHECKS</b>	1,000	917	<a href="#">125</a>	(792)	384	352	<a href="#">63</a>	(290)	308	282	<a href="#">41</a>	(241)	308	282	<a href="#">21</a>	(261)
<b>LEGAL-RAD</b>	20,000	18,333	<a href="#">-</a>	(18,333)	10,000	9,167	<a href="#">-</a>	(9,167)	-	-	<a href="#">-</a>	-	10,000	9,167	<a href="#">-</a>	(9,167)
<b>TRAVEL</b>	500	458	<a href="#">-</a>	(458)	250	229	<a href="#">-</a>	(229)	165	151	<a href="#">-</a>	(151)	85	78	<a href="#">-</a>	(78)

# Commissioner's Report

Month Ending: Aug 2020



	TOTAL				BAYVIEW				PECK'S FAMILY				PECK'S SENIOR			
	BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE	
	THRU	THRU	THRU		THRU	THRU	THRU		THRU	THRU	THRU		THRU	THRU	THRU	
	BUDGET	August	August		BUDGET	August	August		BUDGET	August	August		BUDGET	August	August	
TRAINING	2,000	1,833	<a href="#">942</a>	(891)	1,000	917	<a href="#">471</a>	(446)	660	605	<a href="#">311</a>	(294)	340	312	<a href="#">160</a>	(151)
ACCOUNTING	17,500	16,042	<a href="#">16,042</a>	(0)	8,750	8,021	<a href="#">8,021</a>	(0)	5,775	5,294	<a href="#">5,294</a>	(0)	2,975	2,727	<a href="#">2,727</a>	(0)
MANAGEMENT FEES	162,130	148,619	<a href="#">202,978</a>	54,359	81,065	74,310	<a href="#">101,489</a>	27,179	53,503	49,044	<a href="#">66,809</a>	17,764	27,562	25,265	<a href="#">34,680</a>	9,415
MISCELLANEOUS-SUNDRY	13,000	11,916	<a href="#">19,216</a>	7,299	6,484	5,944	<a href="#">16,882</a>	10,938	4,700	4,308	<a href="#">1,846</a>	(2,462)	1,815	1,664	<a href="#">488</a>	(1,176)
TOTAL ADMINISTRATIVE EXPENSES	299,630	274,661	291,136	16,476	152,824	140,088	156,388	16,300	89,340	81,895	89,175	7,280	57,466	52,677	45,573	(7,104)
OTHER TENANT SERVICES	9,700	8,892	<a href="#">3,618</a>	(5,274)	4,850	4,446	<a href="#">3,098</a>	(1,348)	3,201	2,934	<a href="#">-</a>	(2,934)	1,649	1,512	<a href="#">520</a>	(992)
TENANT SVCS – BEHAVIORAL HEALTH	-	-	<a href="#">10,012</a>	10,012	-	-	<a href="#">8,781</a>	8,781	-	-	<a href="#">813</a>	813	-	-	<a href="#">419</a>	419
TOTAL OTHER TENANT SERVICES	9,700	8,892	13,630	4,738	4,850	4,446	11,879	7,433	3,201	2,934	813	(2,122)	1,649	1,512	939	(573)
WATER/SEWER	93,470	85,681	<a href="#">65,652</a>	(20,029)	16,800	15,400	<a href="#">15,586</a>	186	61,838	56,685	<a href="#">43,619</a>	(13,066)	14,831	13,595	<a href="#">6,447</a>	(7,148)
ELECTRIC	105,000	96,250	<a href="#">83,505</a>	(12,745)	92,558	84,844	<a href="#">74,570</a>	(10,274)	3,843	3,523	<a href="#">1,225</a>	(2,298)	8,599	7,883	<a href="#">7,710</a>	(173)
GAS	60,000	55,000	<a href="#">33,822</a>	(21,178)	-	-	<a href="#">-</a>	-	35,191	32,258	<a href="#">16,596</a>	(15,662)	24,809	22,742	<a href="#">17,226</a>	(5,516)
TOTAL UTILITY EXPENSES	258,470	236,931	182,979	(53,952)	109,358	100,245	90,156	(10,089)	100,872	92,466	61,440	(31,026)	48,240	44,220	31,383	(12,837)
MAINTENANCE LABOR	63,390	58,108	<a href="#">38,312</a>	(19,796)	32,406	29,705	<a href="#">19,156</a>	(10,550)	20,508	18,799	<a href="#">12,643</a>	(6,156)	10,476	9,603	<a href="#">6,513</a>	(3,090)
MAINT. MATERIALS	39,500	36,208	<a href="#">18,603</a>	(17,605)	20,099	18,424	<a href="#">9,745</a>	(8,679)	16,926	15,516	<a href="#">8,781</a>	(6,735)	2,475	2,269	<a href="#">77</a>	(2,191)
MAINT. CONTRACT COSTS	150,000	137,500	<a href="#">90,818</a>	(46,682)	103,632	94,996	<a href="#">67,190</a>	(27,805)	39,243	35,973	<a href="#">13,043</a>	(22,930)	7,125	6,531	<a href="#">10,585</a>	4,053
EMPLOYEE BENEFITS	35,470	32,514	<a href="#">30,062</a>	(2,453)	17,735	16,257	<a href="#">15,031</a>	(1,226)	11,705	10,730	<a href="#">9,920</a>	(809)	6,030	5,527	<a href="#">5,110</a>	(417)
TOTAL MAINTENANCE	288,360	264,330	177,794	(86,536)	173,872	159,382	111,122	(48,261)	88,382	81,017	44,387	(36,630)	26,106	23,930	22,285	(1,645)
INSURANCE	52,766	48,369	<a href="#">50,295</a>	1,926	26,384	24,185	<a href="#">25,148</a>	962	17,432	15,979	<a href="#">16,597</a>	618	8,950	8,204	<a href="#">8,550</a>	346
FLOOD INSURANCE	43,134	39,540	<a href="#">39,297</a>	(242)	8,797	8,064	<a href="#">7,306</a>	(758)	18,696	17,138	<a href="#">16,972</a>	(166)	15,641	14,338	<a href="#">15,020</a>	682
BAD DEBTS	5,000	4,583	<a href="#">4,584</a>	0	1,248	1,144	<a href="#">2,293</a>	1,149	3,433	3,147	<a href="#">1,513</a>	(1,634)	319	292	<a href="#">778</a>	485
COMPENSATED ABSENCES	5,500	5,042	<a href="#">5,041</a>	(1)	2,750	2,521	<a href="#">2,521</a>	(0)	1,815	1,664	<a href="#">1,664</a>	0	935	857	<a href="#">856</a>	(1)
PAYMENT IN LIEU OF TAXES	31,750	29,104	<a href="#">29,104</a>	0	13,875	12,719	<a href="#">14,551</a>	1,833	14,478	13,271	<a href="#">9,605</a>	(3,667)	3,398	3,114	<a href="#">4,948</a>	1,834
PENSION	22,000	20,167	<a href="#">9,559</a>	(10,608)	11,000	10,083	<a href="#">4,780</a>	(5,304)	7,260	6,655	<a href="#">3,154</a>	(3,501)	3,740	3,428	<a href="#">1,625</a>	(1,803)
RETIREE BENEFITS	25,780	23,632	<a href="#">22,244</a>	(1,387)	12,890	11,816	<a href="#">11,122</a>	(694)	8,507	7,798	<a href="#">7,341</a>	(458)	4,383	4,017	<a href="#">3,782</a>	(236)
PH CAPITAL FUNDS FOR RAD CONVERSION	75,000	68,750	<a href="#">37,500</a>	(31,250)	37,500	34,375	<a href="#">37,500</a>	3,125	-	-	<a href="#">-</a>	-	37,500	34,375	<a href="#">-</a>	(34,375)
TOTAL OTHER EXPENSES	260,930	239,186	197,625	(41,561)	114,444	104,907	105,220	313	71,621	65,653	56,847	(8,806)	74,865	68,626	35,559	(33,068)
TOTAL EXPENDITURES	1,117,090	1,023,999	863,164	(160,835)	555,347	509,068	474,764	(34,304)	353,417	323,966	252,661	(71,304)	208,326	190,965	135,739	(55,227)
PROFIT	28,950	26,538	172,098	145,560	5,051	4,630	42,897	38,267	20,798	19,065	72,457	53,391	3,101	2,842	46,639	43,797



# Ocean City Housing Authority

## Administrative Report

**DATE:** September 9, 2020

**TO:** Board of Commissioners, Ocean City Housing Authority

**FROM:** Jacqueline S. Jones, Executive Director

**SUBJECT:** Monthly Report (Stats for August 2020)

**PERIOD:** August 12, 2020 to September 8, 2020

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### **Speitel Commons at Bayview Manor**

At the beginning of each month there is a “draw meeting” for Speitel Commons. The contractor submits the “Draw Schedule”, which is reviewed and then submitted to the NJHMFA for payment directly to the contractor – Gary F. Gardner, Inc. In addition, the meeting includes discussion regarding the project and topics such as new business, old business, work completed and the projected work schedule.

*Update: The following documents are included with Draw #5 following page 3 of this report:*

<i>- Draw Schedule</i>	<i>Included</i>
<i>- Meeting Minutes with Photos</i>	<i>Included</i>
<i>- Updated Construction Schedule*</i>	<i>Included</i>

*\*Note - The Construction Schedule has been updated to reflect the delays experienced by “rain days” in June, July and especially August. The contractor believes the project will be back on schedule once the building envelope is complete and will make up the lost time during the interior construction phase.*

## **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 regarding the State's current COVID status. The goal remains providing a safe environment for Authority residents and staff to live and work.

## **Bayview Manor Renovations**

### **Alarm System**

*Update: The replacement of the alarm system at Bayview Manor has begun. Required work in the resident's units is going better than expected. The project is progressing well. A verbal update on this project will be offered at the board meeting.*

### **Replacement of Roof System & Repair & Painting of Roof Capping**

The bid specifications for the replacement of the roof system and repair and painting of the roof capping have been advertised and bids will be received on Friday, September 11<sup>th</sup>. There is a resolution on the agenda for the board meeting for award of this project. The bid packets will be reviewed prior to the meeting for an award recommendation.

### **Replacement of Electric Panels in Apartments**

The bid specifications for the replacement of the electric panels in apartments will be advertised on September 16<sup>th</sup> and received on October 8<sup>th</sup>. The intend is to award this project at the October board meeting.

## **Budget for Year-Ending September 30, 2021**

The budget for the year-ending September 30, 2021, was presented to the board for review and approval at the July board meeting. The budget has been sent to the State for approval. The State has approved the budget and is being presented to the board with a resolution for final adoption at the board meeting.

## **Award of Professional Services**

Resolutions are included in this packet for award recommendations of Professional Services for the period October 1, 2020 through September 30, 2021. The following services are included:

- Accounting Services
- Auditing Services
- Legal Services – General Counsel
- Consulting Services
- As-Needed Yardi Consulting Services (Industry Software)
- Special Engineering Services Contract – Scattered Sites
- Special Architectural & Engineering Services Contract – Scattered Sites

## **Construction Related Work Opportunities at Speitel Commons**

The Section 3 Requirement from the Department of Housing and Urban Development is to provide work opportunities to public housing residents and to low/moderate residents living in the surrounding area of the affordable housing construction project.

The Authority sent a letter explaining the work opportunities at Speitel Commons to all Ocean City Housing Authority residents early in the summer.

Since very few responses were received, the below postcard has been mailed to the Peck's Family residents starting in August. The postcards are being mailed twice per month until the end of December for work opportunities at Speitel Commons.

**Looking for Work Opportunities?**

Ocean City Housing Authority  
204 E. 4<sup>th</sup> Street, Ocean City, NJ 08226  
(609) 399-1062

**Construction Related Work Opportunities  
for Speitel Commons at Bayview Manor Starting Immediately**

The Speitel Commons at Bayview Manor construction began in May of 2020. There may be work opportunities for residents on this construction project.

The Section 3 Requirement from the Department of Housing and Urban Development (HUD) provides job opportunities to public housing residents and to low/moderate income residents living in the surrounding area of the affordable housing construction project.

If you are interested in a **Construction Related Work Opportunity** please call (856) 691-4099 ext. 170 and leave your contact name and phone #.

The Ocean City Housing Authority's Section 3 Coordinator will contact you in the near future.

Types of Work Opportunities:  
General Labor, Plumbing, Electrical, Painting, Drywall, Fencing, Flooring, Mechanical (HVAC), Roofing, Windows-Siding, Landscaping, Kitchen Cabinet Installation...

## Board of Commissioners –Rutgers Training Program Status

<b>Commissioner</b>	<b>Training Program Status</b>
<b>Robert Barr, Chairman</b>	Completed
<b>Robert Scott Halliday, Vice Chairman</b>	Completed
<b>Brian Broadley</b>	In Process - PHAS/SEMAP to complete; Scheduled for 11/21/20;
<b>Robert Henry</b>	Completed
<b>Beverly McCall</b>	Completed
<b>Patricia Miles-Jackson</b>	Completed
<b>Patrick Mumman</b>	In Process –One Elective to complete; Scheduled for 9/30/20;

Meeting Minutes - Construction	
<b>Project:</b>	Speitel Commons
<b>HD Project No.:</b>	17-020
<b>NJHMFA No.:</b>	2986
<b>Contractor:</b>	Gary F. Gardener, Inc
<b>Meeting No.:</b>	Meeting #5
<b>Meeting Date:</b>	09/01/20
<b>Meeting Time</b>	10:30 AM
<b>Weather Conditions:</b>	80 degrees, sun
<b>Issue Date:</b>	9/08/20
<b>Revision Date:</b>	
<b>Reported By:</b>	Dan Magno

Distribution (\*indicates attended)

*	Name	Inls	Representing	Email
*	Rick Ginnetti	RG	Brooke Group	<a href="mailto:rickg@brookegroupllc.com">rickg@brookegroupllc.com</a>
*	Dan Pelouze	DP	Brooke Group	<a href="mailto:danp@brookegroupllc.com">danp@brookegroupllc.com</a>
	Jacqueline Jones	JJ	Vineland Housing Authority	<a href="mailto:jjones@vha.org">jjones@vha.org</a>
	Ron Miller	RM	Vineland Housing Authority	<a href="mailto:rmiller@vha.org">rmiller@vha.org</a>
*	Ben Hoechst	BH	Gary F. Gardener, Inc	<a href="mailto:Bhoechst@garygardner.com">Bhoechst@garygardner.com</a>
*	Doug Shendock	DS	Gary F. Gardener, Inc	<a href="mailto:Doug@garygardner.com">Doug@garygardner.com</a>
	Michael Donovan	MD	Haley Donovan	<a href="mailto:mdonovan@haleydonovan.com">mdonovan@haleydonovan.com</a>
*	Dan Magno	DM	Haley Donovan	<a href="mailto:dmagno@haleydonovan.com">dmagno@haleydonovan.com</a>
	Meghan Bernhardt	MB	Haley Donovan	<a href="mailto:mbernhardt@haleydonovan.com">mbernhardt@haleydonovan.com</a>
	Mitchell Donovan	MD	Haley Donovan	<a href="mailto:mrdonovan@haleydonovan.com">mrdonovan@haleydonovan.com</a>
	Lisa Camera	LC	NJHMFA	<a href="mailto:LCamera@njhmfa.gov">LCamera@njhmfa.gov</a>
*	Dawn Pagodin	DP	NJHMFA	<a href="mailto:dpagodin@njhmfa.gov">dpagodin@njhmfa.gov</a>
	Roger Grutzmacher	RG	NJHMFA	<a href="mailto:rgrutzmacher@njhmfa.gov">rgrutzmacher@njhmfa.gov</a>
	Jeff Thoms	JT	SSM	<a href="mailto:jeff.thoms@ssmgroup.com">jeff.thoms@ssmgroup.com</a>
	Rocco Dolce	RD	Summit Engineers, Inc.	<a href="mailto:rocco@summitengrs.com">rocco@summitengrs.com</a>
	Joseph Schooley	JS	Schooley Electric	<a href="mailto:email@schooleyelectric.com">email@schooleyelectric.com</a>

## Construction Schedule Tracking

<b>Start Date</b>	05/01/2020
<b>Contract Finish Date</b>	05/01/2021
<b>Construction Schedule Finish Date</b>	05/01/2021
<b>*Total Contract Days /</b> <b>* Total Construction Days</b>	365
<b>Days Elapsed</b>	123
<b>% of Contract Time / Elapsed</b> <b>% Construction Schedule Elapsed</b>	33.70%
<b>% of Work Complete per AIA G702</b>	25.39%
<b>Reported Weather Days</b>	0

\*Calendar days

## New Business

- 5.1 Beam at Elevator: **BH** sent new RFI asking for confirmation of reinforcing at beam near elevator,
- 5.2 Sleeves for Plumbing: **RD** spoke to Falvo (plumbing contractor) about locations. **DM** to walk through with plumber.
- 5.3 New Bath Layout: A 2nd floor bath layout was revised because of conflict between concrete beam and toilet plumbing. The 3rd and 4th floors were also revised so that the plumbing stacks at this location. The new layout meets accessibility requirements.
- 5.4 Slab Edge Insulation: Plans were revised to allow sheathing and siding to slide past 1" rigid insulation at second floor slab edge. **HD** to email PDF's to **DP**.
- 5.6 Garage Lighting: **DS** will be submitting a Change Order Request for adding more lights in the garage. It's thought that the concrete beams may cast shadows and make the garage lighting uneven.

## Old Business

- 4.1 Schedule: **DS** distributed Updated Schedule. Lumber, truss, roofing and siding orders are locked in. Although there are currently issues with the lead time for appliances, there should be enough time. **09.01.20**: Discussed items that may have long lead times because of the pandemic. Appliances are at 10 weeks. There have been delays in lumber and prices are up. Doors are 8 weeks out.
- 4.2 Bollards: **-HD** to confirm bollard locations with civil engineer. **09.01.20: ITEM CLOSED**
- 4.3 Submittals:
- Window submittal was approved. **09.01.20: HD** to forward approved submittal to Ron Miller. Ron is to be copied on future submittals and needs to approve them.
  - Truss Submittal under review by Structural Engineer. **08.07.20** Update: The truss manufacturer proposed adding a post to break up the 63' girder truss span at the roof framing. If added it will require revising the beam reinforcing at the garage ceiling. **09.01.20: Structural Engineer** revised the beam reinforcing.
  - Aluminum Storefronts. **DS** will drop off aluminum color samples at the trailer for **HD**. **09.01.20: Color samples** were delivered. Exterior materials and colors will be approved all together as a package with Ron's approval.
  - Cabinet shop drawings will be issued soon.
  - Exterior material color selections are to be approved by Ron Miller.
- 3.2 Street Closures: **-both** neighboring streets will be closed when podium is poured. Notices will be sent to neighbors. Someone will be there to allow residents to access alley but through traffic will not be permitted. **08.01.20: OPEN ITEM**
- 0.7 Wage Reports: **DS** to confirm with Nick whether an original with a certified copy will be acceptable. **06.02.20: DS** gave **RG** first copy of certified payroll. Needs to contain the wording, "This is certified to be a true copy of the original." **07.07.20: DS** gave **RG** payroll reports. It is much administrative work to make certified copies work. Subcontractors will submit 2 originals. **RG** wants a master list with payroll number or date to make sure contractors aren't falling behind. **08.04.20: RG** received emails but needs originals. Pro Construction is filling out form incorrectly is checking both Union and Non-union boxes. **09.01.20: DS** submitted true copies of originals going back to the beginning.

0.8 Section 3: Nick has requested Section 3 info. Quantity will be known after Closing.  
**05.05.20:** **RG** has advertised and hasn't had many applicants reply. **06.02.20:** Still haven't had many applicants. Some are being considered. **07.07.20:** Hired one applicant since then. **RG** and **DP** going to start advertising with sign on trailer and well as in local paper. Subcontractor can share Section 3 workers. Will appear as a new hire each time the worker moves to a different sub. **08.04.20:** Phone line was setup that emails **RG** for prospective workers. **DS** will try to get sign up on trailer this week. **09.01.20:** **RG** has been hitting housing authority site with notices. **DP** has a contact, Julian, who live in town. **DS** is missing Section 3 forms for Schindler and Gotham. **DS** to copy **RM** when things are sent to NJHMFA. Email contractor log.

### Work Completed/ In Progress:

- Subgrade Utilities
- Podium formwork and shoring
- Rebar installation
- Sleeve installation

### Projected Work:

- Pour podium
- Possibly begin formwork removal pending strength test results.
- Work on parking lot while concrete is curing.

### Attached

- Photos
- Submittal Log

### Meeting Schedule









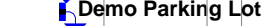











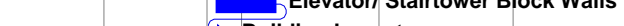






























Next Meeting: **October 06, 2020 at 10:30 am:**

#3	07/07/20	10:30 am
#4	08/04/20	10:30 am
#5	09/01/20	10:30 am
<b>#6</b>	<b>10/06/20</b>	<b>10:30 am</b>
#7	11/03/20	10:30 am
#8	12/01/20	10:30 am
#9	01/05/21	10:30 am
#10	02/02/21	10:30 am
#11	03/02/21	10:30 am
#12	04/06/21	10:30 am


	Budget		CUMULATIVE DRAW	CURRENT DRAW	Remaining Budget
<b><u>ACQUISITION COSTS</u></b>					
Relocation	40,000		0	0	40,000
<b><u>CONSTRUCTION COSTS</u></b>	Line Item Sub-Total:	40,000			
Residential Structures	6,006,440		1,306,738	424,705	4,699,702
Surety & Bonding	69,165		62,249	0	6,917
General Requirements	360,386		81,087	25,948	279,299
Contractor Overhead & Profit	480,515		105,417	34,597	375,098
<b><u>DEVELOPER'S FEE</u></b>	Line Item Sub-Total:	6,916,506			
Hard Costs	345,825		0	0	345,825
Soft Costs	50,325		0	0	50,325
<b><u>PROFESSIONAL SERVICES</u></b>	Line Item Sub-Total:	396,150			
Architect	185,000		156,133	0	28,867
Engineer	98,000		68,027	0	29,973
Attorney	50,000		27,946	375	22,054
Cost Certification/Audit	17,500		0	0	17,500
Environmental Consultant	14,473		14,479	0	-6
Energy Star Consultant	24,000		4,025	0	19,975
Geotechnical Engineering Report	18,287		18,287	0	0
Surveyor	20,000		8,370	0	11,630
Consultant Fees	311,000		172,070	8,369	138,930
Other: Permits, Fees, CAFRA	35,648		35,648	0	0
<b><u>PRE-OPERATIONAL EXPENSES</u></b>	Line Item Sub-Total:	773,908			
Oper Fees (pre-const. compl)	25,592		0	0	25,592
Advert&Promo(pre-const compl.)	4,000		0	0	4,000
Other: Title	18,000		13,815	0	4,185
	Line Item Sub-Total:	47,592			
<b><u>CARRYING AND FINANCING COSTS</u></b>			0	0	
Insurance	90,000		19,058	0	70,942
Utility Connection Fees	95,000		0	0	95,000
Sub-Total:		185,000			
		<b>TOTALS:</b>	2,093,345	493,994	
<b>TOT. BUDGETED USES:</b>		<b>\$8,359,156</b>	<b>2,093,345</b>		<b>6,265,811</b>



Tue 9/8/20

ID		Task Name	Duration	Physical % Complete	Start	Finish	Qtr 2, 2020 Apr   May   Jun	Qtr 3, 2020 Jul   Aug   Sep	Qtr 4, 2020 Oct   Nov   Dec	Qtr 1, 2021 Jan   Feb   Mar	Qtr 2, 2021 Apr   May   Jun	Qtr 3, 2021 Jul   Aug   Sep
1		<b>SPEITEL COMMONS</b>	261 days	0%	Fri 5/1/20	Fri 4/30/21						
2		<b>BUILDING</b>	261 days	0%	Fri 5/1/20	Fri 4/30/21						
3		Mobilization Demo & Tree Removal	11 days	0%	Fri 5/1/20	Fri 5/15/20						
4		Concrete Inclusions	10 days	0%	Mon 5/18/20	Fri 5/29/20						
5		Demo Parking Lot	4 days	0%	Mon 6/1/20	Thu 6/4/20						
6		Build Pad	5 days	0%	Fri 6/5/20	Thu 6/11/20						
7		Elevator Pit Footings	3 days	0%	Mon 6/15/20	Wed 6/17/20						
8		Elevator Pit Walls	3 days	0%	Thu 6/18/20	Mon 6/22/20						
9		Footings and Foundation	25 days	0%	Mon 6/15/20	Fri 7/17/20						
10		Podium	25 days	0%	Mon 8/17/20	Fri 9/18/20						
11		Elevator/ Stairtower Block Walls	30 days	0%	Mon 9/14/20	Fri 10/23/20						
12		Building Layout	1 day	0%	Tue 9/22/20	Tue 9/22/20						
13		Frame 1st Floor	5 days	0%	Wed 9/23/20	Tue 9/29/20						
14		Joist and Deck	5 days	0%	Wed 9/30/20	Tue 10/6/20						
15		Frame 2nd Floor	5 days	0%	Wed 10/7/20	Tue 10/13/20						
16		Joist and Deck	5 days	0%	Wed 10/14/20	Tue 10/20/20						
17		Frame 3rd Floor	5 days	0%	Wed 10/21/20	Tue 10/27/20						
18		Set Roof Trusses / Sheath	8 days	0%	Wed 10/28/20	Fri 11/6/20						
19		Roofing	8 days	0%	Mon 11/9/20	Wed 11/18/20						
20		Set Interior Stairs	8 days	0%	Thu 11/19/20	Mon 11/30/20						
21		Tyvek Wrap	3 days	0%	Thu 11/19/20	Mon 11/23/20						
22		Windows & Exterior Doors	8 days	0%	Tue 11/24/20	Thu 12/3/20						
23		Brick	25 days	0%	Fri 11/27/20	Thu 12/31/20						
24		Siding	25 days	0%	Fri 12/11/20	Thu 1/14/21						
25		Pre Rock	4 days	0%	Mon 11/9/20	Thu 11/12/20						
26		HVAC Rough-in 3rd	9 days	0%	Mon 11/9/20	Thu 11/19/20						
27		HVAC Rough-in 2nd	10 days	0%	Fri 11/20/20	Thu 12/3/20						
28		HVAC Rough-in 1st	10 days	0%	Fri 12/4/20	Thu 12/17/20						
29		Plumbing Rough-in 3rd	9 days	0%	Wed 11/11/20	Mon 11/23/20						
30		Plumbing Rough-in 2nd	10 days	0%	Tue 11/24/20	Mon 12/7/20						
31		Plumbing Rough-in 1st	10 days	0%	Tue 12/8/20	Mon 12/21/20						
32		Fire Sprinkler Rough-in 3rd	9 days	0%	Wed 11/11/20	Mon 11/23/20						
33		Fire Sprinkler Rough-in 2nd	10 days	0%	Tue 11/24/20	Mon 12/7/20						
34		Fire Sprinkler Rough-in 1st	10 days	0%	Tue 12/8/20	Mon 12/21/20						
35		Electrical Rough-in 3rd	9 days	0%	Thu 11/19/20	Tue 12/1/20						
36		Electrical Rough-in 2nd	10 days	0%	Wed 12/2/20	Tue 12/15/20						
37		Electrical Rough-in 1st	10 days	0%	Wed 12/16/20	Tue 12/29/20						
38		Rough MEP Inspections	5 days	0%	Tue 12/22/20	Mon 12/28/20						
39		Firestopping	22 days	0%	Wed 12/2/20	Thu 12/31/20						
40		Rough Frame Inspection	3 days	0%	Fri 1/1/21	Tue 1/5/21						

Tue 9/8/20

ID		Task Name	Duration	Physical % Complete	Start	Finish	Qtr 2, 2020 Apr May Jun			Qtr 3, 2020 Jul Aug Sep			Qtr 4, 2020 Oct Nov Dec			Qtr 1, 2021 Jan Feb Mar			Qtr 2, 2021 Apr May Jun			Qtr 3, 2021 Jul Aug Sep		
41		Insulation 3rd	6 days	0%	Wed 1/6/21	Wed 1/13/21																		
42		Insulation 2nd	6 days	0%	Thu 1/14/21	Thu 1/21/21																		
43		Insulation 1st	6 days	0%	Fri 1/22/21	Fri 1/29/21																		
44		Insulation Inspections	11 days	0%	Thu 1/14/21	Thu 1/28/21																		
45		Hang / Finish Sheetrock 3rd	15 days	0%	Mon 1/18/21	Fri 2/5/21																		
46		Hang / Finish Sheetrock 2nd	15 days	0%	Tue 1/26/21	Mon 2/15/21																		
47		Hang / Finish Sheetrock 1st	15 days	0%	Wed 2/3/21	Tue 2/23/21																		
48		Elevator Rough -in	10 days	0%	Wed 2/24/21	Tue 3/9/21																		
49		Rough Trim Installation 3rd	5 days	0%	Wed 2/3/21	Tue 2/9/21																		
50		Rough Trim Installation 2nd	5 days	0%	Thu 2/11/21	Wed 2/17/21																		
51		Rough Trim Installation 1st	5 days	0%	Fri 2/19/21	Thu 2/25/21																		
52		Prep and Prime Paint Coat 3rd	8 days	0%	Fri 2/5/21	Tue 2/16/21																		
53		Prep and Prime Paint Coat 2nd	8 days	0%	Mon 2/15/21	Wed 2/24/21																		
54		Prep and Prime Paint Coat 1st	8 days	0%	Tue 2/23/21	Thu 3/4/21																		
55		Hard Flooring 3rd	8 days	0%	Fri 2/12/21	Tue 2/23/21																		
56		Hard Flooring 2nd	8 days	0%	Mon 2/22/21	Wed 3/3/21																		
57		Hard Flooring 1st	8 days	0%	Tue 3/2/21	Thu 3/11/21																		
58		Cabinets and Countertops 3rd	5 days	0%	Wed 2/24/21	Tue 3/2/21																		
59		Cabinets and Countertops 2nd	5 days	0%	Thu 3/4/21	Wed 3/10/21																		
60		Cabinets and Countertops 1st	5 days	0%	Fri 3/12/21	Thu 3/18/21																		
61		Deliver Appliances	3 days	0%	Wed 3/3/21	Fri 3/5/21																		
62		Final MEP's 3rd	15 days	0%	Wed 3/3/21	Tue 3/23/21																		
63		Final MEP's 2nd	15 days	0%	Thu 3/11/21	Wed 3/31/21																		
64		Final MEP's 1st	15 days	0%	Fri 3/19/21	Thu 4/8/21																		
65		Carpentry Final	18 days	0%	Wed 3/3/21	Fri 3/26/21																		
66		Elevator Final	10 days	0%	Fri 4/2/21	Thu 4/15/21																		
67		Paint Final 3rd	8 days	0%	Wed 3/17/21	Fri 3/26/21																		
68		Paint Final 2nd	8 days	0%	Thu 3/25/21	Mon 4/5/21																		
69		Paint Final 1st	8 days	0%	Fri 4/2/21	Tue 4/13/21																		
70		Carpet 3rd	7 days	0%	Mon 3/22/21	Tue 3/30/21																		
71		Carpet 2nd	7 days	0%	Tue 3/30/21	Wed 4/7/21																		
72		Carpet 1st	7 days	0%	Wed 4/7/21	Thu 4/15/21																		
73		Clean / Punch Out 3rd	7 days	0%	Thu 3/25/21	Fri 4/2/21																		
74		Clean / Punch Out 2nd	7 days	0%	Fri 4/2/21	Mon 4/12/21																		
75		Clean / Punch Out 1st	7 days	0%	Mon 4/12/21	Tue 4/20/21																		
76		Energy Star Inspections	5 days	0%	Wed 4/14/21	Tue 4/20/21																		
77		Final Inspections	8 days	0%	Wed 4/21/21	Fri 4/30/21																		









<b>Program Statistics Report</b>	<b>10/2019 - 7/2020</b>	<b>2020 AUGUST</b>	<b>2020 JULY</b>	<b>2020 JUNE</b>
<b><u>Tenant Accounts Receivable</u></b>				
Number of "non-payment of rent" cases referred to the solicitor	0	0	0	
<b><u>Tenant Relations</u></b>				
Total number of units to be inspected in fiscal year	121	121	121	
Number of inspections completed this mo. - all sites (include BB	122	61	1	
Total number of units inspected year-to-date - all sites	423	301	240	
<b><u>Occupancy</u></b>				
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	97.37%	97.37%	97.37%	
<b><u>Vacancies - At end of Month</u></b>				
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%	
<b><u>Vacancy Turnovers by VHA Maintenance Staff</u></b>				
Total Hours (Summarized Quarterly)	n/a	n/a	n/a	
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	n/a	n/a	n/a	
<b><u>Rent Roll</u></b>				
Bay View Manor - Elderly/Disabled	\$ 19,551	\$ 19,551	\$ 19,551	
Peck's Beach - Elderly/Disabled	\$ 7,255	\$ 7,255	\$ 7,255	
Peck's Beach - Family	\$ 18,964	\$ 18,417	\$ 18,679	
Total Rent Roll	\$ 45,770	\$ 45,223	\$ 45,485	
<b><u>Public Housing Waiting List Applicants - <u>All Waiting Lists are Closed as of 1/31/20</u></u></b>				
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	
<b><u>Maintenance Department</u></b>				
Average work order turnaround time in days - Tenant Generated	0.21	0.14	1.72	
Total Tenant Generated Work Orders	13	17	16	
Number of routine work orders written this month	109	100	96	
Number of outstanding work orders from previous month	36	29	29	
Total number of work orders to be addressed this month	145	129	125	
Total number of work orders completed this month	105	93	96	
Total number of work orders left outstanding	40	36	29	
Number of emergency work orders written this month	0	2	0	
Total number of work orders written year-to-date	576	467	367	
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up,	0	0	0	

<b>Program Statistics Report      10/2019 - 7/2020</b>		<b>2020 AUGUST</b>	<b>2020 JULY</b>	<b>2020 JUNE</b>
<b><u>Real Estate Assessment Center (REAC) Scores</u></b>				
Year-End 2018 - Audited - Remains static due to RAD Application		68	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 August 31, 2020**

**Net Cash Position:**

Cash Balance per Reconciled Bank Statements at 08/31/2020		\$350,884.38
<b>2020 Capital Fund Balance for PH (pbfamily)</b>		<b>\$143,102.00</b>
Add: A/R-Tenants 08/2020	Current	\$13,327.73
	Past	\$9,059.67
<b>PREDEVELOPMENT EXPENSES REIMBURSABLE FROM NJHMFA - NJ JIF</b>		<b>\$15,522.00</b>
Reimbment for Behavioral Health Svcs - May & July 2020 - City of Ocean City-CDBG Grant -(Acenda)		\$3,521.72
Reimb for BVM Fire Alarm System Replacement - City of Ocean City - BVM Renovations		\$63,450.00
Less: Bill List payments -Sept 2020		(\$131,294.39)
Accrued Expenses - Total from detail below		(\$21,612.50)

<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	11	(17,116.67) NJJIF & Flood Ins pd in full
Bad Debt	5,000.00	11	4,583.33
Comp Absences	5,500.00	11	5,041.67
P.I.L.O.T.	31,750.00	11	29,104.17
Net Accrual	138,150.00		21,612.50

**Committed to Peck's Senior Demolition** **(\$200,000)**

Net Cash Balance \$245,960.61

	<u>Average Expenses</u>	<u>Cash Available for # of month/days</u>	
Per Month	\$ 78,469	4.47	Months
Per Day	\$ 2,616	94	Days

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

**RESOLUTION NO. 2020-32  
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 **\$131,294.39**.

**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:** September 15, 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 September 15, 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  
BILL LIST - SEPTEMBER 2020**

**BANK: COCC**

Check #	Vendor	Invoice Notes	Total Amount
217	ACENDA INC	Resident Wellness services for July & August 2020	3,523.99
218	ACE PLUMBING	Maint Supplies	296.22
219	ATLANTIC CITY ELECTRIC	Electric - Aug 2020	4,702.25
220	AT&T	BVM Elevator phone - Sept 2020	118.27
221	LINDA AVENA	Accounting Svcs - Sept 2020	1,458.37
222	CALL EXPERTS	Answering Svc - Sept 2020	96.19
223	CARAHSOFT TECHNOLOGY	Tnt screening - acct svc fee - July 2020	10.00
224	CLEAN SWEEP	BVM Cleaning - Aug 2020	1,850.00
225	COMCAST	Internet services for Aug 2020	244.57
226	COPIER PLUS	Contract base rate charge - Sept 2020	20.00
227	THE DAILY JOURNAL	Board Meeting notice - July 2020	36.48
228	DELTA DENTAL OF NJ	Dental Benefits for Oct 2020	174.02
229	DRAIN DOCTOR	Plumbing Svcs	1,050.00
230	FLORENCE DRISCOLL	Tenant Services - Sept 2020	200.00
231	FEDERAL EXPRESS	Overnight delivery - Aug 2020	55.22
232	FIRE DEFENSE SYSTEMS	Maint Supplies	105.28
233	EISENSTAT, GABAGE & FURMAN	Legal Svcs - Aug/Sept 2020	750.00
234	GLEN O. STULL	Medicare Reimb & prescrip reimb - Sept 2020	357.00
235	W.W. GRAINGER	Heat Pump	899.32
236	ASHLEY HARRIS	BVM Cleaning - Sept 2020	200.00
237	ROBERT HARRIS	Recyclables & trash room cleaning -Sept 2020	200.00
238	HD SUPPLY	Maint Supplies	1,960.45
239	HOME DEPOT CREDIT SVCS	Maint Supplies	89.21
240	THE HOME DEPOT PRO	Maint Supplies	1,010.55
241	HUMANA INSURANCE COMPANY OF NY	Retiree Prescrip premium - Oct 2020	57.70
242	INTEGRATED SYSTEMS ASSOCIATES	Yardi Consultant	1,268.75
243	JOHNSON CONTROLS FIRE PROTECTION	BVM fire alarm repair	4,970.89
244	JOHN J. SPITZ	Medicare Reimb - Sept 2020	289.20
245	LINWOOD GULF INC	Vehicle Maint	256.50
246	NJ AMERICAN WATER	Water - Aug 2020	7,569.35
247	NJ DEPT OF LABOR	State Plan 4F Deficit/Experience Rating Assessment fees	14.29
248	OMEGA PEST MANAGEMENT	Pest Control - Aug 2020	1,112.00
249	THE PRESS OF ATLANTIC CITY	Advertising - bd mtg; prof svcs RFPs	289.04
250	ROBERT L. ROWELL	Maintenance Labor-Grounds-Sept 2020	200.00
251	SOUTH JERSEY GAS	Gas - Aug 2020	613.94
252	SUPERIOR VISION OF NJ	Vision benefits - Oct 2020	19.71
253	THYSSENKRUPP ELEVATOR	Qtrly elevator maint/monitoring 9/20-11/20	1,652.50
254	VECTOR SECURITY	Fire System monitoring & inspections	340.20
255	VERIZON DSL	Fax & phone lines for Aug 2020	140.59
256	VINELAND HOUSING AUTHORITY	Sept 2020 Mgmt Svcs; Expenses reimb; Reimb postage used - Aug 2020; Office/maint coverage - Aug 2020	22,571.75
257	WALLACE HARDWARE	Maint Supplies	111.24
258	YIANNIS ELECTRIC	Electrical svc	150.00
190066055010	HORIZON BCBS OF NJ	Health Benefits Premium - Sept 2020	2,583.59
	<b>TOTAL SEPTEMBER DISBURSEMENT (sturcocc)</b>		<b>\$ 63,618.63</b>

**BANK: BAYVIEW/SPEITEL CONSTRUCTION (RAD\_bayview)**

Check #	Vendor	Invoice Notes	Total Amount
101	HUGHES ELECTRIC	Payment #1 for BVM fire alarm replacement	63,450.00
	<b>TOTAL SEPTEMBER DISBURSEMENT (sturcons)</b>		<b>\$ 63,450.00</b>
	<b>TOTAL SEPTEMBER DISBURSEMENTS</b>		<b>\$ 127,068.63</b>
	<b>PAYROLL - 8/2020</b>		<b>\$ 2,795.11</b>
	<b>PAYROLL TAXES - 8/2020</b>		<b>\$ 858.20</b>
	<b>ADP PAYROLL PROCESSING FEES - 8/2020</b>		<b>\$ 139.36</b>
	<b>PENSION -8/2020</b>		<b>\$ 366.84</b>
	<b>PNC BANK FEE -8/2020</b>		<b>\$ 66.25</b>
	<b>TOTAL BILL LIST - SEPTEMBER 2020</b>		<b>\$ 131,294.39</b>

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

**RESOLUTION NO. 2020-33  
ADOPTED BUDGET RESOLUTION  
FISCAL YEAR: FROM OCTOBER 1, 2020 TO SEPTEMBER 30, 2021**

**WHEREAS**, the Annual Budget and Capital Budget/Program for the Ocean City Housing Authority for the fiscal year beginning October 1, 2020 and ending, September 30, 2021 has been presented for adoption before the governing body of the Ocean City Housing Authority at its open public meeting of September 15, 2020; and

**WHEREAS**, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

**WHEREAS**, the Annual Budget as presented for adoption reflects Total Revenues of \$1,097,660, Total Appropriations, including any Accumulated Deficit, if any, of \$1,093,240 and Total Unrestricted Net Position utilized of \$0; and

**WHEREAS**, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$0 and Total Unrestricted Net Position planned to be utilized of \$0; and

**NOW, THEREFORE BE IT RESOLVED, by the governing body of Ocean City Housing Authority**, at an open public meeting held on September 15, 2020 that the Annual Budget and Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning, October 1, 2020 and, ending, September 30, 2021 is hereby adopted and shall constitute appropriations for the purposes stated; and

**BE IT FURTHER RESOLVED**, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

**ADOPTED:** September 15, 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 September 15, 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

# 2020 (2020-2021) ADOPTION CERTIFICATION

## Ocean City Housing Authority

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/01/2020 TO: 9/30/2021

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Ocean City Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 15th day of, September, 2020.

Officer's Signature:			
Name:	Jacqueline S. Jones		
Title:	Executive Director		
Address:	204 4 <sup>th</sup> Street Ocean City, NJ 08226		
Phone Number:	609-399-1062	Fax Number:	609-399-7590
E-mail address	<a href="mailto:jjones@vha.org">jjones@vha.org</a>		

# 2020 (2020-2021) ADOPTED BUDGET RESOLUTION

## RESOLUTION 2020-33

### OCEAN CITY HOUSING AUTHORITY

**FISCAL YEAR:**    **FROM:** October 1, 2020    **TO:** September 30, 2021

WHEREAS, the Annual Budget and Capital Budget/Program for the Ocean City Housing Authority for the fiscal year beginning October 1, 2020 and ending, September 30, 2021 has been presented for adoption before the governing body of the Ocean City Housing Authority at its open public meeting of September 15, 2020; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,097,660, Total Appropriations, including any Accumulated Deficit, if any, of \$1,093,240, and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$0 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Ocean City Housing Authority, at an open public meeting held on September 15, 2020 that the Annual Budget and Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning, October 1, 2020 and, ending, September 30, 2021 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

\_\_\_\_\_  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

Governing Body  
Member:

Recorded Vote  
Aye      Nay

Abstain

Absent

Vice Chairman Halliday  
Commissioner McCall  
Commissioner Jackson  
Commissioner Henry  
Commissioner Mumman  
Commissioner Broadley  
Chairman Barr

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

**RESOLUTION NO. 2020-34  
Awarding Accounting Services Contract**

**WHEREAS**, the Ocean City Housing Authority is required to have a professional certified public accountant to act as its Management Fee Accountant; and

**WHEREAS**, the Ocean City Housing Authority has solicited Requests for Proposals for Management Fee Accountant services; and

**WHEREAS**, one proposal was submitted and reviewed; and

**WHEREAS**, the Ocean City Housing Authority recommends to its Board of Commissioners to award a one-year contract to **Linda M. Avena, CPA, PA**, to provide the Ocean City Housing Authority with its Management Fee Accountant services for its fiscal year commencing October 1, 2020 through September 30, 2021 for a cost of **\$18,500**.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Management Fee Accountant contract to **Linda M. Avena, CPA, PA**, for the term indicated above.

**ADOPTED:** September 15, 2020

***VOTE:***

<b>Commissioner</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>	<b>Motion</b>	<b>Second</b>
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 September 15, 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

**CERTIFICATION**

Funding is available for:

**FEE ACCOUNTANT SERVICES CONTRACT**

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4170-00.

---

Wendy Hughes  
Certifying Financial Officer

---

Date

**THE HOUSING AUTHORITY OF OCEAN CITY**  
UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM

ACCOUNTING SERVICES  
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
ACCT-HOURS	Provide price per hour for Accountant (CPA)	165.18	100	16,518.00
ACCT-BOARD	Provide price to complete monthly report and present report at monthly Board of Commissioners Meeting.	165.18	12	1,982.00

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Total Price of all rows \$ 18,500.00

Eighteen Thousand Five Hundred Dollars

TOTAL PRICE IN WRITTEN WORD FORM

The bid price is to contain all direct and indirect costs, including out-of-pocket expenses.

Linda M Avena CPA PA BY: Linda M Cavallo

Firm Name

2581 E Chestnut Avenue, Ste B, Vineland, NJ 08361

Street, Town, State, Zip Code

(856) 696-8000

(856) 794-1295

Telephone

Fax

Sworn to and subscribed  
before me

Signature of proposer if the proposer is an individual

day of

20

Signature of partner if proposer is a partnership

Notary Public

(SEAL)

President

Title

Signature of officer if the proposer is a corporation

**Patricia J Pearson**  
**Notary Public**  
**New Jersey**  
**My Commission Expires 12-3-22**  
**No. 2207910**

LINDA M. AVENA  
*Certified Public Accountant*

PROFESSIONAL ASSOCIATION

2581 E. CHESTNUT AVENUE, SUITE B  
VINELAND, NEW JERSEY 08361

(856) 696-8000 • FAX (856) 794-1295

email: linda@avenacpa.com

MEMBER

AMERICAN INSTITUTE OF CPA'S  
NEW JERSEY SOCIETY OF CPA'S

MASTER OF SCIENCE IN TAXATION

August 12, 2020

Ocean City Housing Authority  
204 4<sup>th</sup> Street  
Ocean City, NJ 08226

Re: Request for Proposal  
Fee Accounting Services  
Fiscal Year Ending September 30, 2021

To Whom It May Concern:

Enclosed is our fee proposal form for accounting services for the fiscal year ending September 30, 2021.

We are proposing a fee in the amount of \$18,500.00. This quote is based on the time estimated to provide all the accounting services necessary throughout the year that is required in the scope of responsibility stated in the fee proposal documents.

Our estimated hours are higher than those stated in the unit pricing table on the fee proposal form. The combined 112 hours stated on the unit pricing table does not reflect enough time to provide all of the services listed under the scope of responsibility. Our proposed fee is based on 284 1/2 hours at the rate of \$65.00 per hour.

Any additional work required by the Ocean City Housing Authority beyond the normal scope of accounting services listed in this proposal shall be billed at the rate of \$65.00 per hour. Additional work includes, but is not limited to, services performed for new entities, projects or programs.

It has been a pleasure working with the Ocean City Housing Authority as your Fee Accountant. We look forward to continuing this professional relationship in the future.

Very truly yours,



Linda M. Cavallo  
Certified Public

Enclosures



# Comparison of Accounting Firms Submitting RFP 2020-2021

Evaluation Factors	Vendor Name									
	Possible Points	AVENA ACCOUNTANTS								
1. Overall accounting approach and methodology	20									
2. Demonstrated experience and competence in the accounting of government agencies	20									
3. Proposer's accounting experience with Housing Authorities; Budgeting; Tenant Accounting; Project Based Accounting; Federal & State Housing Regulations and Statutes	30									
4. Specialized experience of key personnel in Housing Authority programs	20									
5. Firm's Equal Opportunity Policy. Each proposer must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, or national origin	10									
<b>Cost Breakdown</b>										
CPA Rate per hour		\$ 165.18								
Attendance at Board Meeting		\$ 165.18								

**No other RFP's received.**

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

**RESOLUTION NO. 2020-35  
Resolution Awarding Professional Auditing Services Contract**

**WHEREAS**, the Ocean City Housing Authority is required to have professional auditing services performed annually; and

**WHEREAS**, the Ocean City Housing Authority has solicited Requests for Proposals for auditing services for the fiscal year ending September 30, 2020; and

**WHEREAS**, one proposal for Auditing Services was submitted and reviewed; and

**WHEREAS**, the Ocean City Housing Authority recommends to its Board of Commissioners to award a contract to **Ford, Scott & Associates, LLC** for the Authority’s auditing services contract at a cost not to exceed **\$9,000** for the fiscal year ending September 30, 2020; and

**WHEREAS**, said audit report shall be completed no later than June 30, 2021.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby authorizes its executive director or his designee to award the Auditing Services Contract to **Ford, Scott & Associates, LLC** for the fiscal year ending September 30, 2020.

**ADOPTED:** September 15, 2020

***VOTE:***

<b>Commissioner</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>	<b>Motion</b>	<b>Second</b>
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 September 15, 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

## **CERTIFICATION**

Funding is available for:

### **AUDITING SERVICES CONTRACT**

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4171-00.

---

Wendy Hughes

Certifying Financial Officer

---

Date

**THE HOUSING AUTHORITY OF OCEAN CITY**  
UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - **DO NOT ALTER FORM**  
AUDITING SERVICES  
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
AUDIT-HOURS	Provide price for complete Audit FYE September 30, 2020 as defined in the scope above. Include the estimated number of hours needed to complete the Audit.			
160.0		\$45 to \$200	160.0	\$9,000.00

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Total Price of all rows \$ 9,000.00

Nine Thousand and 00/100 Dollars

TOTAL PRICE IN WRITTEN WORD FORM

The bid price is to contain all direct and indirect costs, including out-of-pocket expenses.

Ford, Scott & Associates, L.L.C. BY: Leon P. Costello

Firm Name

1535 Haven Avenue, Ocean City, NJ 08226

Street, Town, State, Zip Code

609-399-6333

Telephone

609-399-3710

Fax

Sworn to and subscribed  
before me

24

Signature of proposer if the proposer is an individual

day of

August

,20 20

Signature of partner if proposer is a partnership

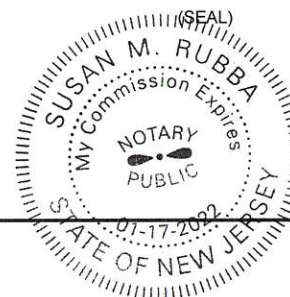
Susan M. Rubba

Notary Public

Partner

Signature of officer if the proposer is a corporation

Title



Comparison of Auditing Firms Submitting RFP 2020-2021

Evaluation Factors	Vendor Name							
	Possible Points	FORD SCOTT & ASSOCIATES LLC						
1. Overall audit approach and methodology	10							
2. Demonstrated experience and competence in the audit of government agencies manner.	15							
3. Proposer's professional experience with the "Single Audit Act" or in audits of the United States Department of Housing and Urban Development (HUD) or similar governmental audits	20							
4. Capability and capacity to accomplish work within the required time period	10							
5. Geographic location of the firm relative to the proximity to the Housing Authority	5							
6. Specialized experience of key personnel in Housing Authority programs	20							
7. Firm's Equal Opportunity Policy. Each proposer must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, or national origin	10							
8. Fee structure as shown on the unit pricing document in the RFP.	10							
<b>Cost Breakdown</b>								
Cost of Complete Audit		\$	9,000.00					

**No other RFP's received.**

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

**RESOLUTION NO. 2020-36  
Resolution Awarding Legal Services Contract – General Counsel**

**WHEREAS**, the Ocean City Housing Authority is required to have licensed legal representation to act as its solicitor; and

**WHEREAS**, the Ocean City Housing Authority has solicited Requests for Proposals for Legal Services; and

**WHEREAS**, one proposal for Legal Services was submitted and reviewed; and

**WHEREAS**, the Ocean City Housing Authority recommends to its Board of Commissioners a one-year contract to **Eisenstat, Gabage, & Furman** to provide the Ocean City Housing Authority with its legal services for its fiscal year commencing October 1, 2020 through September 30, 2021 for a yearly retainer of **\$15,000** and additional services per the rates attached hereunto.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Legal Services Contract to **Eisenstat, Gabage, & Furman** for the term indicated above.

**ADOPTED:** September 15, 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 September 15, 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

## **CERTIFICATION**

Funding is available for:

### **LEGAL SERVICES CONTRACT**

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4130-00.

---

Wendy Hughes

Certifying Financial Officer

---

Date

**THE OCEAN CITY HOUSING AUTHORITY**  
 UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM  
 LEGAL SERVICES  
 UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
LEGAL-CNSL	Provide price per hour for General Counsel as defined in the scope above.	\$150	20	\$3,000*
LEGAL-PARA	Provide price per hour for a Paralegal as defined in the scope above.	None	10	**
LEGAL-RETAIN	Provide a price for monthly retainer fee as defined in the scope above.	N/A	12	\$15,000
LEGAL-FILING	Provide a price to file legal action for non-payment of rent. (residents - Public Housing, Section 8, Affordable Housing, Low Income Tax Credit)	\$75	10	\$750
LEGAL-APPEAR	Provide a price to appear in court to represent OCHA in non-payment of rent case. (residents - Public Housing, Section 8, Affordable Housing, Low Income Tax Credit)	\$75	5	\$375

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.  
 THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

↓  
 Total Price of all rows \$16,125

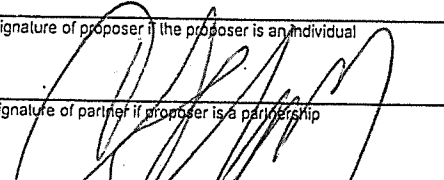
Sixteen Thousand One Hundred Twenty Five Dollars  
 TOTAL PRICE IN WRITTEN WORD FORM

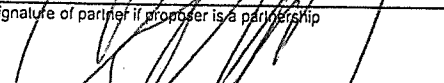
The bid price is to contain all direct and indirect costs, including out-of-pocket expenses.

Eisenstat, Gabage &  
 Furman, P.C. BY: Charles W. Gabage, Esquire  
Firm Name

1179 E. Landis Avenue, Vineland, NJ 08360  
Street, Town, State, Zip Code

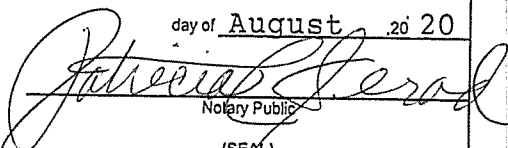
856-691-1200 856-691-0414  
Telephone Fax

Signature of proposer if the proposer is an individual  


Signature of partner if proposer is a partnership  


Signature of officer if the proposer is a corporation  
 Charles W. Gabage

Vice President &  
 Title Treasurer

Sworn to and subscribed  
 before me on this 19th  
 day of August, 2020  
  
 Notary Public  
 (SEAL)

PATRICIA C. SERAD  
 NOTARY PUBLIC OF NEW JERSEY  
 MY COMMISSION EXPIRES 12-10-2024

Annual\*\*\*

\* Included in \$15,000  
 annual retainer  
 (\$1,250 Monthly)

\*\* No billing for non  
 Lawyer services

\*\*\* At OCHA's option,  
 OCHA may retain  
 Proposer at an  
 hourly rate of \$150  
 for services performed  
 which will be billed  
 monthly  
 or  
 OCHA can retain  
 Proposer based upon  
 an annual retainer  
 to be billed monthly



**PROPOSAL FOR FEES FOR LEGAL SERVICES FOR  
THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY**

**Retainer Requested:** Annual retainer of \$15,000.00. It is proposed that the Authority be billed hourly based upon the work performed. Absent unusual circumstances, it is unlikely that the entire \$15,000.00 retainer will be billed.

**Landlord/Tenant Matters:** The \$15,000.00 retainer stated above would include landlord/tenant matters. It would be in the Authority's best interest that landlord/tenant matters also be billed at the rate of \$150.00 per hour.

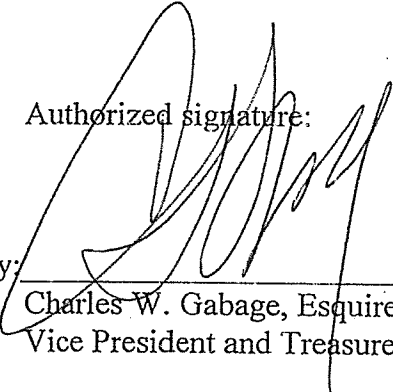
**Travel Time:** Travel time to be billed at the normal hourly rate of \$150.00 per hour but usually for only one-way travel.

**Paralegal, Administrative and Secretarial Services:** There are no additional charges for these services. They are included in the attorney's hourly rate.

The above proposal will remain in effect for the second year of the contract, if applicable.

Authorized signature:

By:

  
\_\_\_\_\_  
Charles W. Gabage, Esquire  
Vice President and Treasurer

Eisenstat, Gabage & Furman, P.C.

1179 E. Landis Avenue

Vineland, NJ 08360

(856) 691-1200

[charles.gabage2@gmail.com](mailto:charles.gabage2@gmail.com)

Comparison of Legal Firms Submitting RFP 2020-2021  
GENERAL COUNSEL

Evaluation Factors	Possible Points	Vendor Name						
		EISENSTAT, GABAGE, AND FURMAN						
1. General Legal Experience	20							
2. Legal experience with Landlord/Tenant; Fair Housing; Contract; Litigation; Collection; Labor/Management Negotiations; Grievance Proceedings; Housing Issues; Administrative Law; Real Estate Acquisition;	20							
3. Experience representing a NJ Public Housing Authority; Knowledge & Experience with Federal & State Regulations and Statutes	20							
4. Specialized experience of key personnel in Housing Authority programs	20							
5. Firm's Equal Opportunity Policy. Each proposer must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, or national origin	10							
6. Fee structure as shown in the RFP unit pricing document.	10							
Total		0		0				

No other RFP's received.

Cost Breakdown								
Legal Counsel cost per hour	\$	150.00						
Paralegal cost per hour	\$	-						
Monthly Retainer Fee	\$	1,250.00						
Cost to file for non-payment of rent	\$	75.00						
Cost to appear for non-payment of rent case	\$	75.00						

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

**RESOLUTION NO. 2020-37  
Resolution Awarding Consulting Services Contract**

**WHEREAS**, the Ocean City Housing Authority has solicited Requests for Proposals for Consulting Services; and

**WHEREAS**, one proposal for Consulting Services was submitted and reviewed; and

**WHEREAS**, the Ocean City Housing Authority recommends to its Board of Commissioners to award a one-year contract to **The Brooke Group** to provide the Ocean City Housing Authority with its consulting services for one year commencing October 1, 2020 through September 30, 2021 per the rates attached hereunto.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Consulting Services contract to **The Brooke Group** for the term indicated above.

**ADOPTED:** September 15, 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 September 15, 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

## **CERTIFICATION**

Funding is available for:

### **CONSULTING SERVICES CONTRACT**

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4182-00.

---

Wendy Hughes

Certifying Financial Officer

---

Date

**THE OCEAN CITY HOUSING AUTHORITY**  
UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM  
CONSULTING SERVICES  
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
CNSLT-HOURS	Provide price per hour for Principle/Senior Associates	130	50	6,500
CNSLT-CLERICAL	Provide price per hour for Clerical Work	65	20	1,300
CNSLT-LEGAL	Provide price per hour for Legal Consultation - legal counsel should be familiar with Housing matters (Public Housing, Affordable, Redevelopment, Tax Credits, RAD, etc.) (vendor may elect to use their in-house counsel or contracted Counsel)	TBD	15	
CNSLT-FINANCE	Provide price per hour for financial caseworker	130	25	3,250
CNSLT-CSWRK	Provide price per hour for resident caseworker	130	50	6,500
CNSLT-PRJTMGR	Provide price per hour for a project manager	130	50	6,500

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.  
THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Total Price of all rows \$ 24,050.00

twenty four thousand fifty 00/100  
TOTAL PRICE IN WRITTEN WORD FORM

The bid price is to contain all direct and indirect costs, including out-of-pocket expenses.

Firm Name The Brooke Group LLC BY Holly Ginneth

209 E. Eganor Dr Galloway, NJ 08205  
Street, Town, State, Zip Code

(609) 652-7788 (609) 652-2065  
Telephone Fax

Sworn to and subscribed before me 14

Signature of proposer if the proposer is an individual [Signature] day of August, 2020

Signature of partner if proposer is a partnership [Signature] day of August, 2020

Signature of officer if the proposer is a corporation [Signature] day of August, 2020

**MELODY A. MALICK**  
NOTARY PUBLIC  
STATE OF NEW JERSEY  
MY COMMISSION EXPIRES JULY 12, 2022

Business Manager  
Title (SEAL)

## Proposed Fee Schedule 2020

The Brooke Group is prepared to provide the services as needed or requested paid at the following rates:

### ***Managing Director and Executive Associates***

- Richard Ginnetti \$130 per hour
- Errol Shorter
- Dan Pelouze

### ***Professional Staff***

- Holly Ginnetti \$105 per hour
- Stefanie Watts

### ***Clerical***

\$65 per hour

### ***Sub consultant***

N/A

Not shown in the cost proposal form is how The Brooke Group will find cost savings whenever possible. The form does not differentiate between how certain project management tasks may be split among The Brooke Group team members. Many tasks will have the ability to be delegated to professional staff thus reducing the overall rate.

The Brooke Group will provide appropriate qualifications and information on staff and associates not already listed in the response to this RFP prior to staff or associate implementing any work or activities under this agreement.

Our hourly rate includes all related paper, mailing, printing, fax phones, etc.

## Comparision of Consulting Firms Submitting RFP 2020-21

Evaluation Factors	Vendor Name									
	Possible Points	The Brooke Group								
1. Capabilities of the Team or Firm:	50									
2. Knowledge and Skills of the Individuals to be Assigned:	25									
	25									
3. Proposed Terms: cost for services										
Total	100									

No other RFP's received.

[illegible]

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

**RESOLUTION NO. 2020-38  
Resolution Awarding As-Needed Yardi Consulting Services**

**WHEREAS**, the Ocean City Housing Authority has solicited Requests for Proposals for As-Needed Yardi Consulting Services; and

**WHEREAS**, one proposal was submitted and reviewed; and

**WHEREAS**, the Ocean City Housing Authority recommends to its Board of Commissioners to award a one-year contract to **Integrated Systems Associates, Inc.** to provide the Ocean City Housing Authority with its as-needed Yardi Consulting Services for its fiscal year commencing October 1, 2020 through September 30, 2021 in accordance with the attached fee schedule; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the As-Needed Yardi Consulting Services contract **Integrated Systems Associates, Inc.** as indicated above.

**ADOPTED:** September 15, 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 September 15, 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



CERTIFICATION

Funding is available for:

YARDI CONSULTANT SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4182-00-000.

\_\_\_\_\_

Wendy Hughes  
Certifying Financial Officer

\_\_\_\_\_

Date

**THE OCEAN CITY HOUSING AUTHORITY**  
**UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM**  
 YARDI SYSTEMS CONSULTING SERVICES  
**UNIT PRICING TABLE PAGE 1 OF 1**

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
CNSLT-SENR	Provide price per hour for Principle/Senior Associates	175	120	21000
CNSLT-REPT	Provide price per hour for Report Writing	175	20	3500
CNSLT-ASSC	Provide price per hour for Technical Associates	175	60	10500

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.  
 THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

↓

Total Price of all rows	\$ 35000
-------------------------	----------

Thirty Five Thousand

TOTAL PRICE IN WRITTEN WORD FORM

The bid price is to contain all direct and indirect costs, including out-of-pocket expenses.

Integrated Systems Associates, Inc. BY: James Sheckells

Firm Name  
 9964 Timberknoll Lane, Ellicott City, MD 21042

Street, Town, State, Zip Code

410-984-0388 n/a

Telephone Fax

Sworn to and subscribed before me James Sheckells

day of August 7 2020

Signature of proposer if the proposer is an individual

Signature of partner if proposer is a partnership

James Sheckells Notary Public

(SEAL)

Signature of officer if the proposer is a corporation

President

Title

Comparison of Yardi Consulting Firms Submitting RFP 2020-2021  
YARDI CONSULTING SERVICES

Evaluation Factors	Vendor Name							
	Possible Points	Integrated Systems Associates, Inc.						
1. Capabilities of the Team or Firm: This criterion evaluates the capability of each respondent to assist the authorities in the above areas. This criterion will be scored based on the experience of each respondent, as measured by number and value of similar engagements the firm has had within the past five (5) years.	40							
2. Knowledge and Skills of the Individuals to be Assigned: This criterion evaluates the knowledge and skills of the individuals who will actually be providing the various kinds of reporting, technical and systems knowledge required to complete the various tasks outlined in the RFP. This criterion will be scored based on the resumes to be submitted for individuals to be assigned to provide the consulting services.	25							
3. Proposed Terms: This criterion evaluates the fee for services provided based on an hourly rate.	35							
Total Average Score	100							

No other RFP's received.

Cost Breakdown								
Principle/Senior Associate cost per hour		\$	175.00					
Report Writer cost per hour		\$	175.00					
Technical Associate cost per hour		\$	175.00					

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

RESOLUTION NO. 2020-39  
Resolution Awarding Special Engineering Services Contract

WHEREAS, the Ocean City Housing Authority recognizes the need to complete an Affordable Scattered Site Homes Project; and

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Special Engineering Services for the Affordable Scattered Site Homes Project; and

WHEREAS, one proposal for Special Engineering Services was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners to award a contract to Sciullo Engineering Services, LLC to provide the Ocean City Housing Authority with its Special Engineering services for the duration of the Affordable Scattered Site Homes Project per the rates attached hereunto.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Special Engineering Services contract to Sciullo Engineering Services, LLC for the project indicated above.

ADOPTED: September 15, 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 September 15, 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

## **CERTIFICATION**

Funding is available for:

### **SPECIAL ENGINEERING SERVICES CONTRACT**

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-21.

---

Wendy Hughes

Certifying Financial Officer

---

Date

# THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM

Special Engineering Services - Scattered Site Project

UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	FLAT RATE		TOTAL PRICE
PHASEI	Provide price to complete Plot Plan			6,800
PHASEII	Provide price to complete Flood Hazard Permit			7,100
PHASEIII	Provide price to complete Soil Conservation District Certification Application			2,480
PHASEIV	Provide price for Construction Documentation and Bidding			5,900
PHASEV	Provide price for ConstructionAdministration			2,400
HOURLY	Provide hourly rate for additional services not included in the scope of Services	Hourly Rate \$150	Estimated Hours 20	3,000

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Total Price of all rows	\$ 27,680
-------------------------	-----------

Twenty Seven Thousand Six Hundred and Eighty Dollars

TOTAL PRICE IN WRITTEN WORD FORM

The bid price is to contain all direct and indirect costs, including out-of-pocket expenses.

Sciullo Engineering Services, LLC by Jason T. Sciullo

Firm Name

17 S. Gordon's Alley, Suite 3, Atlantic City, NJ 08401

Street, Town, State, Zip Code

609-300-5171

Telephone

Fax

Sworn to and subscribed  
before me

Sept 11, 2020

Day of

,20

Signature of proposer if the proposer is an individual

Signature of partner if proposer is a partnership

Signature of officer if the proposer is a corporation

Principal Engineer

Title

Managing Member

*Patricia D. Curran*

Notary Public

(SEAL)



**PATRICIA D. CURRAN**  
Notary Public - State of New Jersey  
Commission # 50049668  
My Comm. Expires Nov. 16, 2021

**Comparison of Engineering Firms Submitting RFP 2020-2021**  
***Professional Special - Engineering Services - Scattered Site Project***

Evaluation Factors	Possible Points	Vendor Name									
		SCIULLO ENGINEERING SERVICES LLC									
1. A/E Firm Qualifications/ Executive Summary " The experience and qualifications of the A/E firm evidenced by resumes of the key members of the firm. " The degree to which members of the firm have successfully worked together on similar projects will be given consideration.	20										
2. The degree to which the references are relevant to the proposal and the degree to which reference checks provide affirmation of the Respondent's ability to develop and manage a project in a timely and professional manner.	5										
3. Experience with FEMA Regulations - firms approach to meeting FEMA Design and Development requirements	20										
4. Experience with COAH Regulations - overall experience of firm in relation to COAH regulations	20										
5. Representations, Certifications and other Statements - all applicable Federal, State and HUD documentation	5										
6. Affordable Housing Experience " Demonstrated success in assembling A/E design packages for affordable housing. " Demonstrates the ability to meet project construction target; and any additional construction costs caused by design deficiencies. " Demonstrated successful experience completing similar projects (design and construction administration).	5										
7. Required Documentation Submission of required checklist and forms	5										
8. Cost of Services	20										
<b>Total Average Score</b>	<b>100</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>							

[illegible]

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

**RESOLUTION NO. 2020-40  
Resolution Approving Expenditure for Bayview Manor Roof Renovations**

**WHEREAS**, the Ocean City Housing Authority recognizes the need for renovations of the roof at Bayview Manor; and,

**WHEREAS**, the Authority advertised and received public bids for the renovations to the roof at Bayview Manor; and,

**WHEREAS**, **Winchester Roofing Corp. – 8 Democrat Way; Gibbsboro, NJ 08026** provided the lowest responsible bid; and,

**WHEREAS**, the Authority recommends the contract be awarded to **Winchester Roofing Corp.**; and,

**WHEREAS**, the Authority has funding available for this expenditure; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby awards the contract for the renovations to the roof at Bayview Manor and approves the expenditure of funds in the amount of **\$234,153** to **Winchester Roofing Corp.**

**ADOPTED:** September 15, 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 September 15, 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



## **CERTIFICATION**

Funding is available for:

### **RENOVATION OF ROOF AT BAYVIEW MANOR**

from the City of Ocean City – Affordable Housing Funding Agreement Dated April 9, 2020.

---

Wendy Hughes

Certifying Financial Officer

---

Date

September 11, 2020

Jacqueline Jones, Executive Director  
Ocean City Housing Authority  
204 4<sup>th</sup> Street  
Ocean City, NJ 08226

Re: Bayview Manor  
Recommendation to Award

Dear Ms. Jones,

On Thursday, September 10, 2020 bids were publicly opened and read aloud for the above referenced project. Six contractors submitted bids for the project. The low base bid was submitted by Winchester Roofing Corp., New Jersey in the amount of \$234,153.00. Our office has evaluated their bid and believe it to be responsive. In order to complete the bid, our office would request item #23 of the Bidder's Checklist, Third Party Inspection Form. Once the item #23 is received, we recommend the board of the Ocean City Housing Authority award a construction contract to Winchester Roofing Corp.

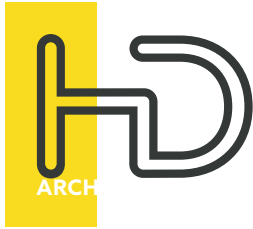
Thank you for the opportunity to be of service. We look forward to the successful completion of this project with you.

Sincerely,

Michael R. Donovan, AIA



400 S BROADWAY | SUITE 101  
CAMDEN NJ 08103  
[www.haleydonovan.com](http://www.haleydonovan.com)



BID TABULATION - 09/10/2020

---

Project: Bayview Manor Roof Renovations  
HD#: 19-037  
Owner: Ocean City Housing Authority  
204 4<sup>th</sup> Street  
Ocean City NJ 08226  
Bids Opening: September 10, 2020, 10:00am EDT @ Vineland Housing Authority, C/O Ocean City Housing Authority, 191 W Chestnut Avenue, Vineland, NJ 08360

CONTRACTOR	AMOUNT
1 Winchester Roofing Corp.	\$ 234,153.00
2 Duga Construction LLC	\$ 256,000.00
3 Northeast Roof Maintenance, Inc.	\$ 258,000.00
4 DDS Construction LLC	\$ 296,600.00
5 DANolt	\$ 318,577.00
6 Journey Contracting Co. Inc.	\$ 483,667.25

1.4 TIME OF COMPLETION

- A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Owner and shall fully complete the Work within 90 calendar days.

1.5 BID SUPPLEMENTS

- A. The following supplements are a part of this Bid Form and are attached hereto.
1. Bid Form Supplement - Bid Bond Form (AIA Document A310).
  2. Bid Form Supplement - Proposed Schedule of Values Form
  3. Bid Form Supplement - Bid Guarantee
  4. Bid Form Supplement - Stockholder's Disclosure
  5. Bid Form Supplement - List of Prime Sub-Contractors
  6. Bid Form Supplement - Acknowledgement of Receipt of Addenda

1.6 CONTRACTOR'S LICENSE

- A. The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in Ocean City, State of New Jersey and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1.7 SUBMISSION OF BID

- A. Respectfully submitted this 10 day of Sept 2020.
- B. Submitted By: Winchester Roofing Corp (Name of bidding firm or corporation).
- C. Authorized Signature: [Signature] (Handwritten signature).
- D. Signed By: June @ Michael (Type or print name).
- E. Title: President (Owner/Partner/President/Vice President).
- F. Witness By: [Signature] (Handwritten signature).
- G. Attest: [Signature] (Handwritten signature).
- H. By: James S Michael (Type or print name).
- I. Title: Secy (Corporate Secretary or Assistant Secretary).
- J. Street Address: 8 DEMOCRAT
- K. City, State, Zip: Gibbstown NJ 08026
- L. Phone: 856 256 8585

M. License No.: \_\_\_\_\_.

N. Federal ID No.: 22 3047235 (Affix Corporate Seal Here).

END OF DOCUMENT 004113

Bayview Manor Roof sov by Winchester Roofing Corp

9/10/20

bonds/insurance

12 000

Mobilization

14 000

Dumpsters

10 000

Roof material

61 000  
63 000

Roof labor

27 000

Coping material

8 000

Coping labor

8 000

Punch list

6 000

Close out

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209,000  
10% OH 20 900

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229 900  
11 495

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241,395

3% DISCOUNT - 7242

\$234,153 *pm*