

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



204 4th Street
Ocean City, New Jersey 08226

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

Jacqueline S. Jones, Executive Director

November 12, 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, November 17, 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, November 17, 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 October 20, 2020
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports - Appoint Re-organization Committee
9. Old Business
10. New Business
11. Resolutions:
 - # 2020-48 Approval of Monthly Expenses (**revised**)
 - # 2020-49 Resolution to Authorizing Funding to OCCDC
 - # 2020-50 Award Bayview Manor Electrical Panel Replacements (**revised**)

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

October 20, 2020 – 3:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held October 20, 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
Commissioner Brian Broadley
Chairman Robert Barr

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Ron Miller, Assistant Asset Manager – Operations, Charles W. Gabage, Esquire – Solicitor, Linda Cavallo – Accountant and Gloria Pomales, Executive Assistant. In attendance from the public was reporter, Donald Whykowski, *The OCNJ Daily*.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from September 15, 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	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the year end September 30, 2020. Motion to approve the Treasurer's Report made by Commissioner McCall and seconded by Commissioner Halliday. The following vote was taken:

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

Executive Director's Report

Mrs. Jones referred to the year-end September 2020 financial report stating some final adjustments will be made to the report. She does not expect it to change that much. Mrs. Jones pointed out that the profit is rather high and of that about \$174,000 was received through different areas such as the CDBG income, the HMFA grant, the CARES Act grant from HUD as well as the HAP subsidy that came in for Peck Senior. This was a transition year moving from Public Housing to two RAD conversions as well as the funding due to the pandemic. The CARES Act funding was about \$45,000. The accountants will be working with Wendy to finalize the numbers and they have until November 30th to file the report with HUD. Commissioner Halliday requested a summary report for the Board once the numbers are finalized including looking at the efficiencies that have been put in place that have saved money in certain areas. Mrs. Jones stated she will present the requested summary report to the board in December, which will include the final figures for year-end 2020.

Mrs. Jones provided an update on Speitel. The updated construction schedule is included in the Board Packet. A development meeting is held every Tuesday morning with the Ocean City staff and project consultant staff. Construction is about 2-3 days off from the schedule due to some rain, but nothing to be concerned about.

In regard to Bayview Manor, the alarm system is up and running live. The replacement of the roof and painting of the capping, which was awarded last month will be starting in the next couple of weeks. The color of the roof capping will blend with the Speitel building as well with the changes to the front of Bayview Manor.

The replacement of the electrical panels in the apartments was expected to be awarded at today's meeting, but it was discovered that the wage rates were not included in the bid specifications, which is required. There is a resolution on the agenda today to reject the bids received. The project will be re-bid and the intent is to award the replacement of the electrical panels at the November meeting.

Mrs. Jones discussed the Section 3 Work Opportunities. A post card has been mailed twice per month beginning in August 2020 and will continue through the end of December 2020. This is to encourage anyone in the area that is low income or has a business whose employees are low income that may qualify to apply for work on the Speitel or Bayview Manor projects. If the Board knows anyone that is interested they should drop by the job site or contact the number listed on the post card. The OCHA is trying to comply with the Section 3 requirements and the contractor would like to hire some more people that are qualified.

Since the pandemic, there are some rules that were issued from the State of NJ and the federal government regarding a moratorium on eviction. Early on some tenants were confused by what the Governor of NJ said about not being able to be evicted for non-payment of rent. Some tenants took that to mean they did not have to pay their rent. A large majority of residents have been paying their rent, but there are still a few that are not paying their rent. The OCHA has made attempts through phone calls to residents to ask why they have not paid their rent and if they were aware they could have an interim if their income had changed. In several cases, the OCHA has not gotten any feedback. The next step is to send certified letters to all residents with rent balances. The intent is to enter repayment agreements with residents to help them maintain their housing. HUD is encouraging repayment agreements as well. Currently, the outstanding balance for 11 residents is \$16,000.

Motion to approve the Executive Director's Report made by Commissioner Mumman and seconded by Commissioner Broadley. The following vote was taken:

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

Committee Reports – None.

Old Business – None.

New Business – None.

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

Resolution #2020-41
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$137,361.77. A motion was made by Commissioner Mumman; seconded by Commissioner Halliday. Mrs. Jones reviewed a few changes to 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	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2020-42
Resolution for Renewal in the New Jersey Public Housing Authority Joint Insurance Fund

Chairman Barr called for a motion to approve Resolution #2020-42. A motion was made by Commissioner Broadley; seconded by Commissioner McCall. Mrs. Jones explained this is resolution is passed every three years to renew the Authority's membership in the NJ PHA JIF. The following vote was taken:

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

Resolution #2020-43
Resolution Rejecting Bids for Bayview Manor Electrical Panels

Chairman Barr called for a motion to approve Resolution #2020-43. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. As stated in Mrs. Jones report, the bids are being rejected due to the wage rates not included in the bid specifications. This project will be re-bid and the intent is to award it at the November meeting. The following vote was taken:

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

Resolution #2020-44

Resolution Voiding Checks not presented for payment as of September 30, 2020

Chairman Barr called for a motion to approve Resolution #2020-44. A motion was made by Commissioner Broadley; seconded by Commissioner Jackson. Mrs. Jones stated these are checks that have not been presented for payment after they were issued and will be voided. The following vote was taken:

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

Resolution #2020-45

Accounts Receivable Decreed as Uncollectible

Chairman Barr called for a motion to approve Resolution #2020-45. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated these are two resident accounts that are deemed uncollectible. The following vote was taken:

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

Resolution #2020-46

Resolution Authorizing Contracts with Approved National Contract Vendors for Contracting Units

Chairman Barr called for a motion to approve Resolution #2020-46. A motion was made by Commissioner Jackson; seconded by Commissioner Mumman. Mrs. Jones stated at the beginning of each fiscal year these two resolutions (2020-46 & 2020-47) are passed to enable the OCHA to purchase goods or services from the vendors listed that either are approved on the National Cooperative Contract List or the State of NJ Contract Vendors 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	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2020-47

Resolution Authorizing Contracts with Approved State Contract Vendors for Contracting Units

Chairman Barr called for a motion to approve Resolution #2020-47. A motion was made by Commissioner Jackson; seconded by Commissioner Mumman. The following vote was taken:

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

There is no need for Executive Session tonight.

No public comments. Chairman Barr congratulated Commissioner Mumman for passing all his required classes. Commissioner Broadley has one more class to complete. Chairman Barr final note this evening is a note of remembrance for Frank McCall, Commissioner McCall's husband, who recently passed away suddenly. He was like a member of Chairman Barr's family and was very interested on the happenings of the OCHA. Commissioner McCall thanked everyone for their messages and beautiful flowers. Commissioners offered Commissioner McCall their condolences. No additional comments from Board Members.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Broadley; seconded by Commissioner Halliday. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 3:35 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Commissioner’s Report

Month Ending: Oct 2020



	TOTAL				BAYVIEW				PECK'S FAMILY				PECK'S SENIOR			
	BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE	
	ANNUAL	THRU	THRU	THRU	ANNUAL	THRU	THRU	THRU	ANNUAL	THRU	THRU	THRU	ANNUAL	THRU	THRU	THRU
	BUDGET	October	October	October	BUDGET	October	October	October	BUDGET	October	October	October	BUDGET	October	October	October
INCOME																
DWELLING RENTAL	\$ 540,060	\$ 45,005	44630	\$ (375)	\$ 229,840	\$ 19,153	19551	\$ 398	\$ 220,000	\$ 18,333	18187	\$ (146)	\$ 90,220	\$ 7,518	6892	\$ (626)
OTHER TENANT-EXCESS UTILITIES	6,810	1,146	1129.5	(17)	6,810	1,146	1129.5	(17)	-	-	0	-	-	-	0	-
TOTAL TENANT REVENUE	\$ 546,870	\$ 46,151	\$ 45,760	\$ (391)	\$ 236,650	\$ 20,299	\$ 20,681	\$ 381	\$ 220,000	\$ 18,333	\$ 18,187	\$ (146)	\$ 90,220	\$ 7,518	\$ 6,892	\$ (626)
HUD OPERATING SUBSIDY	\$ 98,160	\$ 8,180	34080	\$ 25,900	\$ -	\$ -	15814	\$ 15,814	\$ 98,160	\$ 8,180	18266	\$ 10,086	\$ -	\$ -	0	\$ -
PBV HAP SUBSIDY	342,240	28,520	10712	(17,808)	196,240	16,353	0	(16,353)	-	-	0	-	146,000	12,167	10712	(1,455)
HUD CAPITAL FUNDS-OPERATIONS	50,260	-	0	-	-	-	0	-	50,260	-	0	-	-	-	0	-
CDBG INCOME	40,000	3,333	0	(3,333)	20,000	1,667	0	(1,667)	10,000	833	0	(833)	10,000	833	0	(833)
TOTAL HUD FUNDING	\$ 530,660	\$ 40,033	\$ 44,792	\$ 4,759	\$ 216,240	\$ 18,020	\$ 15,814	\$ (2,206)	\$ 158,420	\$ 9,013	\$ 18,266	\$ 9,253	\$ 156,000	\$ 13,000	\$ 10,712	\$ (2,288)
INVESTMENT INCOME-UNRESTRICTED	\$ 100	\$ 8	8.4	\$ 0	\$ -	\$ -	0.16	\$ 0	\$ -	\$ -	7.24	\$ 7	\$ 100	\$ 8	1	\$ (7)
OTHER INCOME-LAUNDRY	6,890	574	0	(574)	3,880	323	0	(323)	2,010	168	0	(168)	1,000	83	0	(83)
OTHER INCOME-FRAUD RECOVERY	500	42	0	(42)	-	-	0	-	-	-	0	-	500	42	0	(42)
OTHER INCOME-MISCELLANEOUS	12,640	1,053	690.19	(363)	2,320	193	367.6	174	9,280	773	212.91	(560)	1,040	87	109.68	23
TOTAL INCOME	\$ 1,097,660	\$ 87,861	\$ 91,250	\$ 3,389	\$ 459,090	\$ 38,836	\$ 36,862	\$ (1,974)	\$ 389,710	\$ 28,287	\$ 36,673	\$ 8,386	\$ 248,860	\$ 20,738	\$ 17,715	\$ (3,023)
EXPENSES																
AUDIT FEES	\$ 9,000	\$ 750	750	\$ -	\$ 900	\$ 75	375	\$ 300	\$ 2,250	\$ 188	247.57	\$ 60	\$ 5,850	\$ 488	127.43	\$ (360)
ADVERTISING	1,200	100	125.42	25	120	10	62.72	53	300	25	41.38	16	780	65	21.32	(44)
OFFICE EXPENSES																
COMPUTER SERVICES	\$ 7,700	\$ 642	3762.5	\$ 3,121	\$ 770	\$ 64	1881.29	\$ 1,817	\$ 1,930	\$ 161	1241.61	\$ 1,081	\$ 5,000	\$ 417	639.6	\$ 223
CONSULTANTS-RAD CONVERSION	18,000	1,500	0	(1,500)	1,800	150	0	(150)	2,300	192	0	(192)	13,900	1,158	0	(1,158)
COPIER	3,500	292	205.01	(87)	350	29	102.51	73	880	73	67.65	(6)	2,270	189	34.85	(154)
DUES & PUBLICATIONS	800	67	0	(67)	80	7	0	(7)	200	17	0	(17)	520	43	0	(43)
OFFICE SUPPLIES	1,000	83	0	(83)	100	8	0	(8)	250	21	0	(21)	650	54	0	(54)
PHONE & INTERNET	8,610	717	948.51	231	860	72	532.84	461	2,150	179	274.35	95	5,600	467	141.32	(325)
POSTAGE	2,100	175	110.3	(65)	210	18	55.16	38	530	44	36.39	(8)	1,360	113	18.75	(95)
LEGAL	14,000	1,167	240	(927)	1,400	117	217.5	101	3,500	292	14.85	(277)	9,100	758	7.65	(751)
CRIMINAL BACKGROUND CHECKS	400	33	0	(33)	40	3	0	(3)	100	8	0	(8)	260	22	0	(22)
LEGAL-RAD	4,000	333	0	(333)	-	-	0	-	4,000	333	0	(333)	-	-	0	-
TRAVEL	200	17	0	(17)	20	2	0	(2)	50	4	0	(4)	130	11	0	(11)

Commissioner's Report

Month Ending: Oct 2020



	<u>TOTAL</u>				<u>BAYVIEW</u>				<u>PECK'S FAMILY</u>				<u>PECK'S SENIOR</u>			
	<i>BUDGET</i>	<i>ACTUAL</i>	<i>VARIANCE</i>		<i>BUDGET</i>	<i>ACTUAL</i>	<i>VARIANCE</i>		<i>BUDGET</i>	<i>ACTUAL</i>	<i>VARIANCE</i>		<i>BUDGET</i>	<i>ACTUAL</i>	<i>VARIANCE</i>	
	<i>ANNUAL</i>	<i>THRU</i>	<i>THRU</i>	<i>THRU</i>	<i>ANNUAL</i>	<i>THRU</i>	<i>THRU</i>	<i>THRU</i>	<i>ANNUAL</i>	<i>THRU</i>	<i>THRU</i>	<i>THRU</i>	<i>ANNUAL</i>	<i>THRU</i>	<i>THRU</i>	<i>THRU</i>
	<i>BUDGET</i>	<i>October</i>	<i>October</i>	<i>October</i>	<i>BUDGET</i>	<i>October</i>	<i>October</i>	<i>October</i>	<i>BUDGET</i>	<i>October</i>	<i>October</i>	<i>October</i>	<i>BUDGET</i>	<i>October</i>	<i>October</i>	<i>October</i>
<i>TRAINING</i>	1,000	83	380	297	100	8	190	182	250	21	125.4	105	650	54	64.6	10
<i>ACCOUNTING</i>	18,500	1,542	1541.67	-	1,850	154	770.84	617	4,620	385	508.75	124	12,030	1,003	262.08	(740)
<i>MANAGEMENT FEES</i>	165,000	13,750	13326	(424)	81,250	6,771	6692.24	(79)	56,000	4,667	4401.67	(265)	27,750	2,313	2232.09	(80)
<i>MISCELLANEOUS-SUNDRY</i>	10,180	848	629.27	(219)	1,020	85	347.76	263	2,560	213	185.79	(28)	6,600	550	95.72	(454)
<i>TOTAL ADMINISTRATIVE EXPENSES</i>	\$ 265,190	\$ 22,099	\$ 22,019	\$ (80)	\$ 90,870	\$ 7,573	\$ 11,228	\$ 3,655	\$ 81,870	\$ 6,823	\$ 7,145	\$ 323	\$ 92,450	\$ 7,704	\$ 3,645	\$ (4,059)
<i>OTHER TENANT SERVICES</i>	\$ 9,700	\$ 808	200	\$ (608)	\$ 970	\$ 81	200	\$ 119	\$ 2,430	\$ 203	0	\$ (203)	\$ 6,300	\$ 525	0	\$ (525)
<i>TENANT SVCS – BEHAVIORAL HEALTH</i>	40,000	3,333	0	(3,333)	20,000	1,667	0	(1,667)	10,000	833	0	(833)	10,000	833	0	(833)
<i>TOTAL OTHER TENANT SERVICES</i>	\$ 49,700	\$ 4,141	\$ 200	\$ (3,941)	\$ 20,970	\$ 1,748	\$ 200	\$ (1,548)	\$ 12,430	\$ 1,036	\$ -	\$ (1,036)	\$ 16,300	\$ 1,358	\$ -	\$ (1,358)
<i>WATER/SEWER</i>	\$ 88,300	\$ 6,605	6898.96	\$ 294	\$ 19,100	\$ 1,605	1519.04	\$ (86)	\$ 60,700	\$ 4,426	4734.9	\$ 309	\$ 8,500	\$ 574	645.02	\$ 71
<i>ELECTRIC</i>	109,400	5,908	5528.57	(379)	96,000	5,017	4492.93	(524)	9,200	633	689.14	56	4,200	258	346.5	89
<i>GAS</i>	49,800	2,363	2527.3	164	-	-	0	-	40,800	1,993	1693.3	(300)	9,000	370	834	464
<i>TOTAL UTILITY EXPENSES</i>	\$ 247,500	\$ 14,876	\$ 14,955	\$ 79	\$ 115,100	\$ 6,622	\$ 6,012	\$ (610)	\$ 110,700	\$ 7,052	\$ 7,117	\$ 65	\$ 21,700	\$ 1,202	\$ 1,826	\$ 624
<i>MAINTENANCE LABOR</i>	\$ 57,000	\$ 4,750	2167.5	\$ (2,583)	\$ 28,500	\$ 2,375	1083.75	\$ (1,291)	\$ 18,810	\$ 1,568	715.27	\$ (852)	\$ 9,690	\$ 808	368.48	\$ (439)
<i>MAINT. MATERIALS</i>	55,210	4,168	2306.31	(1,861)	25,320	2,110	985.21	(1,125)	18,920	1,577	1321.1	(256)	10,970	481	0	(481)
<i>MAINT. CONTRACT COSTS</i>	159,500	10,510	4688.5	(5,822)	91,100	7,233	3838.5	(3,395)	53,000	2,892	460	(2,432)	15,400	385	390	5
<i>EMPLOYEE BENEFITS</i>	35,230	2,936	2860.53	(75)	17,610	1,468	1430.28	(37)	11,630	969	943.97	(25)	5,990	499	486.28	(13)
<i>TOTAL MAINTENANCE</i>	\$ 306,940	\$ 22,364	\$ 12,023	\$ (10,341)	\$ 162,530	\$ 13,186	\$ 7,338	\$ (5,848)	\$ 102,360	\$ 7,005	\$ 3,440	\$ (3,565)	\$ 42,050	\$ 2,173	\$ 1,245	\$ (928)
<i>INSURANCE</i>	\$ 65,440	\$ 5,453	5453	\$ (0)	\$ 6,550	\$ 546	546	\$ 0	\$ 24,750	\$ 2,063	2062	\$ (1)	\$ 34,140	\$ 2,845	2845	\$ -
<i>FLOOD INSURANCE</i>	39,760	3,872	3872	0	3,500	292	292	0	19,260	1,605	1605	-	17,000	1,975	1975	-
<i>BAD DEBTS</i>	5,000	417	416.71	0	500	42	208.43	167	4,000	333	137.57	(196)	500	42	70.71	29
<i>COMPENSATED ABSENCES</i>	5,000	417	416.67	-	500	42	208.34	167	1,250	104	137.5	33	3,250	271	70.83	(200)
<i>PAYMENT IN LIEU OF TAXES</i>	29,260	2,438	2438.08	(0)	11,480	957	1219.04	262	10,930	911	804.57	(106)	6,850	571	414.47	(156)
<i>PENSION</i>	11,000	917	869	(48)	5,600	467	434.5	(32)	5,000	417	286.77	(130)	400	33	147.73	114
<i>RETIREE BENEFITS</i>	31,230	2,603	1500.08	(1,102)	7,000	583	750.04	167	13,730	1,144	495.03	(649)	10,500	875	255.01	(620)
<i>TOTAL OTHER EXPENSES</i>	\$ 186,690	\$ 16,116	\$ 14,966	\$ (1,150)	\$ 35,130	\$ 2,928	\$ 3,658	\$ 731	\$ 78,920	\$ 6,577	\$ 5,528	\$ (1,048)	\$ 72,640	\$ 6,612	\$ 5,779	\$ (833)
<i>TOTAL EXPENDITURES</i>	\$ 1,056,020	\$ 79,596	\$ 64,162	\$ (15,434)	\$ 424,600	\$ 32,055	\$ 28,436	\$ (3,619)	\$ 386,280	\$ 28,492	\$ 23,232	\$ (5,260)	\$ 245,140	\$ 19,049	\$ 12,494	\$ (6,554)
<i>RESERVE FOR REPLACEMENT</i>	37,220	2,796	2,796	-	33,550	2,796	2,796	0	-	-	-	-	3,670	-	-	-
<i>PROFIT</i>	\$ 4,420	\$ 5,469	\$ 24,292	\$ 18,823	\$ 940	\$ 3,985	\$ 5,630	\$ 1,646	\$ 3,430	\$ (204)	\$ 13,442	\$ 13,646	\$ 50	\$ 1,689	\$ 5,220	\$ 3,531

Ocean City Housing Authority

Administrative Report

DATE: November 10, 2020

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for October 2020)

PERIOD: October 13, 2020 to November 10, 2020

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 following this report:

<i>- NJHMFA Draw Schedule - #7</i>	<i>Included</i>
<i>- Meeting Minutes with Photos</i>	<i>Included</i>
<i>- Updated Construction Schedule</i>	<i>Included</i>

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: As mentioned in last month's report, the new Alarm System has been installed and is fully operational. No issues to report. This project is complete.

Replacement of Roof System & Painting of Roof Capping

Update: The contract for the above project was awarded at the September 2020 board meeting. The work on this project has started.

Replacement of Electric Panels in Apartments

Update: The bid specifications for the replacement of the electric panels in apartments was re-advertised and the bid opening is on November 13, 2020. The intent is to award this project at the November 2020 board meeting.

COVID-19 Mobile Testing

The Authority is in communication with the Cape May County Department of Health to possibly partner to expand COVID their testing site using the County's mobile unit. An update on this initiative will be available at the board meeting.

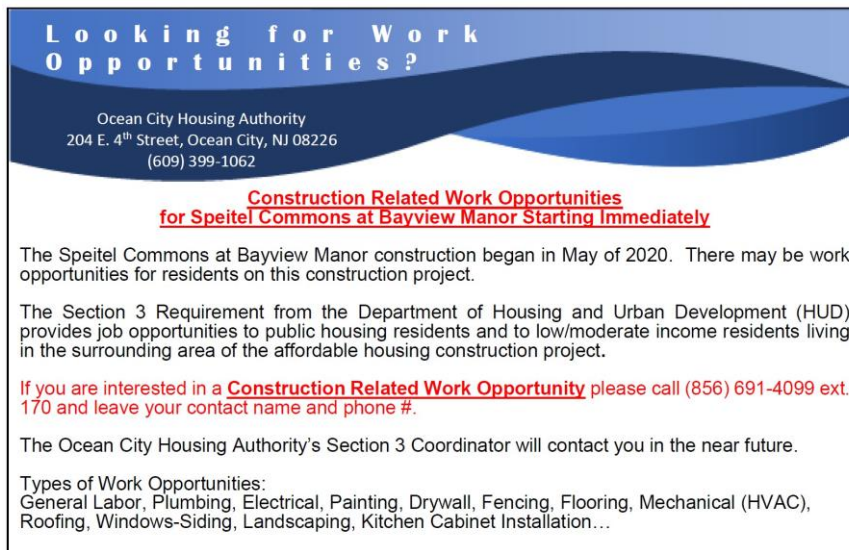
Construction Related Work Opportunities at Speitel Commons

Update: The below information regarding Section 3 work opportunities will remain in this report at least through December for reference purposes.

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.



Board of Commissioners –Rutgers Training Program Status

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

NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY
Construction Draw Schedule

	Budget		CUMULATIVE DRAW	CURRENT DRAW	SUB- TOTAL	Remaining Budget
<u>ACQUISITION COSTS</u>						
Relocation	40,000		0	0	0	40,000
<u>CONSTRUCTION COSTS</u>	Line Item Sub-Total:	40,000				
Residential Structures	6,006,440		2,026,352	434,377	2,026,352	3,980,088
Surety & Bonding	69,165		62,249	0	62,249	6,917
General Requirements	360,386		123,304	26,000	123,304	237,082
Contractor Overhead & Profit	480,515		161,688	34,649	161,688	318,827
<u>DEVELOPER'S FEE</u>	Line Item Sub-Total:	6,916,506				
Hard Costs	345,825		0	0	0	345,825
Soft Costs	50,325		0	0	0	50,325
<u>PROFESSIONAL SERVICES</u>	Line Item Sub-Total:	396,150				
Architect	185,000		165,761	1,122	165,761	19,239
Engineer	98,000		68,027	0	68,027	29,973
Attorney	50,000		27,946	0	27,946	22,054
Cost Certification/Audit	17,500		0	0	0	17,500
Environmental Consultant	14,473		14,479	0	14,479	-6
Energy Star Consultant	24,000		4,025	0	4,025	19,975
Geotechnical Engineering Report	18,287		18,287	0	18,287	0
Surveyor	20,000		8,370	0	8,370	11,630
Consultant Fees	311,000		185,591	6,909	185,591	125,409
Other: Permits, Fees, CAFRA	35,648		35,648	0	35,648	0
<u>PRE-OPERATIONAL EXPENSES</u>	Line Item Sub-Total:	773,908				
Oper Fees (pre-const. compl)	25,592		0	0	0	25,592
Advert&Promo(pre-const compl.)	4,000		0	0	0	4,000
Other: Title	18,000		13,815	0	13,815	4,185
	Line Item Sub-Total:	47,592				
<u>CARRYING AND FINANCING COSTS</u>			0	0	0	
Insurance	90,000		19,058	0	19,058	70,942
Utility Connection Fees	95,000		0	0	0	95,000
Sub-Total:		185,000				
TOTALS:			2,934,597	503,057	2,934,597	
TOT. BUDGETED USES:		\$8,359,156	2,934,597		2,934,597	5,424,559

Meeting Minutes - Construction	
Project:	Speitel Commons
HD Project No.:	17-020
NJHMFA No.:	2986
Contractor:	Gary F. Gardner, Inc
Meeting No.:	Meeting #7
Meeting Date:	11/03/20
Meeting Time	10:30 AM
Weather Conditions:	55 degrees, sun
Issue Date:	11/09/20
Revision Date:	
Reported By:	Dan Magno

Distribution (*indicates attended)

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

Construction Schedule Tracking

Start Date	05/01/2020
Contract Finish Date	05/01/2021
Construction Schedule Finish Date	05/01/2021
*Total Contract Days / * Total Construction Days	365
Days Elapsed	185
% of Contract Time / Elapsed % Construction Schedule Elapsed	50.68%
% of Work Complete per AIA G702	38.70%
Reported Weather Days	0

*Calendar days

New Business

- 7.1 Door Hardware: Ron Miller reviewed the hardware submittal and made changes. Surface mounted closers will be used instead of spring hinges. Unit entry functions were changed.
- 7.2 Laundry/ Atrium: OCHA would like an alternate to enclose the atrium with storefront where there is currently a railing shown. Other proposed changes are:
- Add transom over laundry room door.
 - Door is to be solid (no glass)
 - Add interior window above folding table overlooking atrium
- HD to determine fire rating required on glass.
- 7.3 Garage Guard Rails: Highway guard rails, heavy duty pipe rail, or surface mounted bollards may be added in the parking garage at exterior wall facing West Ave. **DS** will look into options
- 7.4 Safety Barriers: Additional temporary safety barriers will be installed on second floor near elevator/ atrium.
- 7.5 Garage Plumbing: Exposed pipes at garage ceiling will be sprayed with the foam used on the ceiling and/or enclosed in soffits.
- 7.6 Underpayment: there was a \$3,000 underpayment on the last payment. **DS** to submit it as a separate invoice. Next month the lien cert. will be cleaned up.

Old Business

- 6.1 Progress: Construction pace is moving well. **11/03/20: ITEM CLOSED**
- 6.2 Exterior Materials: **DS** submitted samples for brick, cast stone, roofing and siding. HD to proposed color selections and Gary Gardner will make up sample board for Jacqueline Jones and Ron Miller to review and approve. **11/03/20**: Partial mockup of exterior materials was reviewed. Brick sample will be added. Azek window trim will be replaced with 3 1/2" CertainTeed vinyl lineals.
- 6.3 Testing Reports: Test reports from Underwood were uploaded to share point. **DS** to email PDF's. **11/03/20**: Underwood will send results when they are complete. It will be billed as a reimbursable.
- 6.4 Demo of Nearby Units: Discussed doing demolition as a change order. **RG** to get asbestos reports. Asbestos was removed during rehab after flooding. Use local and or woman owned business for demo sub if possible. **11/03/20: ITEM CLOSED**
- 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. **10/06/20**: Plumbing engineer to provide revised plumbing drawings reflecting the changes. **11/03/20: DM** to follow up. Post meeting note: sketches were issued to Contractor on 11/ 5.
- 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. **10/06/20: DS** to follow up. **11/03/20: DS** to submit.

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. **10/06/20:** Typically use Keefers or PC Richards. May try local supplier, Johnsons, for appliances. **11/03/20:** **RG** to follow up. **DS** to email updated schedule. Mechanicals are ahead of schedule.

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.

10/06/20: **HD** will return fire alarm & steel stairs. Storefront glass was submitted. **11/03/20:** Fire alarm and stairs were returned. **DS** submitted storefront color chips. "Bone White" was selected. Interior samples were reviewed. Selections are:

- Vinyl Plank: Floorfolio color 636-674-B
- Bath tile Daltile "River Marble"
- Lobby tile: Daltile "Delegate"
- Grout (for both locations) Mapei #107 "Iron"
- Vinyl Base: Roppe #114 "Lunar Dust"

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 FOR REFERENCE

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. **10/06/20:** **RG** received them. **11/03/20:** Falvo's is being corrected. **RG:** Subs should not skip numbers for weeks when they aren't on site unless blank pages are submitted for those weeks. **JJ:** Wording on certification of wage reports is acceptable.

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 NJHMF. Email

contractor log. **10/06/20:** Corrections were made. Still working on Schindler's. **11/03/20:** Post cards are being sent out twice a month since Aug. to advertise. More Section 3 workers are needed. A second worker was found but documentation is needed. **RG** or **DP** to sign.

Work Completed/ In Progress:

- 4th floor deck
- 4th floor wall panels are on site
- North stair tower block completed
- garage perimeter wall block complete
- ADA ramp poured
- Electrical rough in of 2nd floor complete
- Measured north stair tower for steel stairs. (6-8 week lead time)

Projected Work:

- Panels to go up next week
- In two weeks set roof truss
- window delivery
- Start blockwork on elevator shaft
- Starting under drains the week of the 16th
- roof will be sheathed
- concrete will be complete
- mechanical rough in will start after roof is on.

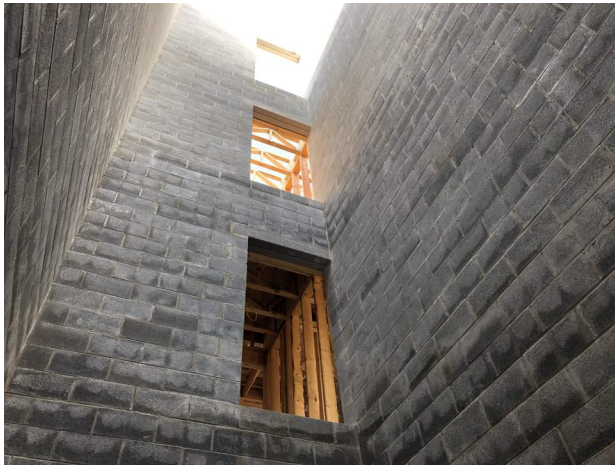
Attached

- Photos

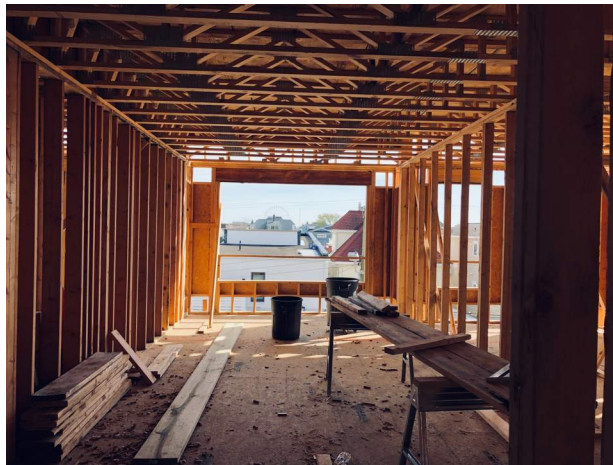
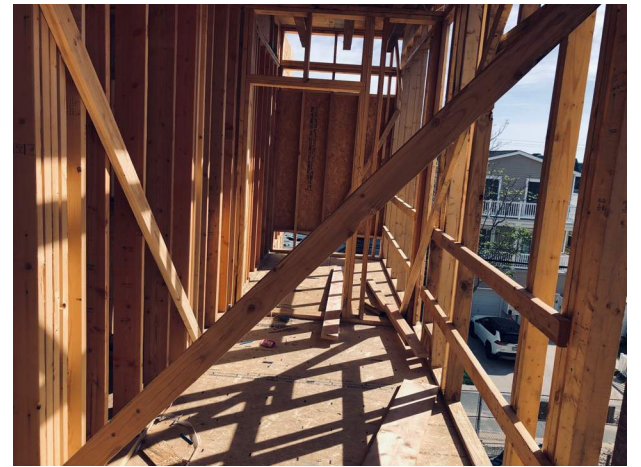
Meeting Schedule

Next Meeting: **December 01, 2020 at 10:30 am:**






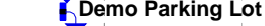






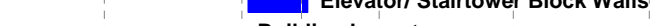






























#3	07/07/20	10:30 am
#4	08/04/20	10:30 am
#5	09/01/20	10:30 am
#6	10/06/20	10:30 am
#7	11/03/20	10:30 am
#8	12/01/20	10:30 am
#9	01/05/21	10:30 am
#10	02/02/21	10:30 am
#11	03/02/21	10:30 am
#12	04/06/21	10:30 am








Tue 11/10/20

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		SPEITEL COMMONS	261 days	0%	Fri 5/1/20	Fri 4/30/21						
2		BUILDING	258 days	0%	Fri 5/1/20	Tue 4/27/21						
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 10/5/20	Fri 11/13/20						
12	✓	Building Layout	1 day	0%	Fri 10/2/20	Fri 10/2/20						
13	✓	Frame 1st Floor	3 days	0%	Mon 10/5/20	Wed 10/7/20						
14	✓	Joist and Deck	4 days	0%	Thu 10/8/20	Tue 10/13/20						
15	✓	Frame 2nd Floor	3 days	0%	Wed 10/14/20	Fri 10/16/20						
16	✓	Joist and Deck	4 days	0%	Mon 10/19/20	Thu 10/22/20						
17		Frame 3rd Floor	3 days	0%	Fri 11/6/20	Tue 11/10/20						
18		Set Roof Trusses / Sheath	8 days	0%	Wed 11/11/20	Fri 11/20/20						
19		Roofing	8 days	0%	Mon 11/23/20	Wed 12/2/20						
20		Set Interior Stairs	8 days	0%	Thu 12/3/20	Mon 12/14/20						
21		Tyvek Wrap	3 days	0%	Thu 12/3/20	Mon 12/7/20						
22		Windows & Exterior Doors	8 days	0%	Tue 12/8/20	Thu 12/17/20						
23		Brick	25 days	0%	Fri 12/11/20	Thu 1/14/21						
24		Siding	25 days	0%	Fri 12/25/20	Thu 1/28/21						
25		Pre Rock	4 days	0%	Mon 11/23/20	Thu 11/26/20						
26		HVAC Rough-in 3rd	9 days	0%	Mon 11/23/20	Thu 12/3/20						
27		HVAC Rough-in 2nd	10 days	0%	Fri 12/4/20	Thu 12/17/20						
28		HVAC Rough-in 1st	10 days	0%	Fri 12/18/20	Thu 12/31/20						
29		Plumbing Rough-in 3rd	9 days	0%	Wed 11/25/20	Mon 12/7/20						
30		Plumbing Rough-in 2nd	10 days	0%	Tue 12/8/20	Mon 12/21/20						
31		Plumbing Rough-in 1st	10 days	0%	Tue 12/22/20	Mon 1/4/21						
32		Fire Sprinkler Rough-in 3rd	9 days	0%	Wed 11/25/20	Mon 12/7/20						
33		Fire Sprinkler Rough-in 2nd	10 days	0%	Tue 12/8/20	Mon 12/21/20						
34		Fire Sprinkler Rough-in 1st	10 days	0%	Tue 12/22/20	Mon 1/4/21						
35		Electrical Rough-in 3rd	8 days	0%	Thu 12/3/20	Mon 12/14/20						
36		Electrical Rough-in 2nd	10 days	0%	Tue 12/15/20	Mon 12/28/20						
37		Electrical Rough-in 1st	10 days	0%	Tue 12/29/20	Mon 1/11/21						
38		Rough MEP Inspections	5 days	0%	Tue 1/5/21	Mon 1/11/21						
39		Firestopping	14 days	0%	Tue 12/15/20	Fri 1/1/21						
40		Rough Frame Inspection	3 days	0%	Mon 1/4/21	Wed 1/6/21						

Tue 11/10/20

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%	Thu 1/7/21	Thu 1/14/21																		
42		Insulation 2nd	6 days	0%	Fri 1/15/21	Fri 1/22/21																		
43		Insulation 1st	6 days	0%	Mon 1/25/21	Mon 2/1/21																		
44		Insulation Inspections	11 days	0%	Fri 1/15/21	Fri 1/29/21																		
45		Hang / Finish Sheetrock 3rd	15 days	0%	Tue 1/19/21	Mon 2/8/21																		
46		Hang / Finish Sheetrock 2nd	15 days	0%	Wed 1/27/21	Tue 2/16/21																		
47		Hang / Finish Sheetrock 1st	15 days	0%	Thu 2/4/21	Wed 2/24/21																		
48		Elevator Rough -in	10 days	0%	Thu 2/25/21	Wed 3/10/21																		
49		Rough Trim Installation 3rd	5 days	0%	Thu 2/4/21	Wed 2/10/21																		
50		Rough Trim Installation 2nd	5 days	0%	Fri 2/12/21	Thu 2/18/21																		
51		Rough Trim Installation 1st	5 days	0%	Mon 2/22/21	Fri 2/26/21																		
52		Prep and Prime Paint Coat 3rd	8 days	0%	Mon 2/8/21	Wed 2/17/21																		
53		Prep and Prime Paint Coat 2nd	8 days	0%	Tue 2/16/21	Thu 2/25/21																		
54		Prep and Prime Paint Coat 1st	8 days	0%	Wed 2/24/21	Fri 3/5/21																		
55		Hard Flooring 3rd	8 days	0%	Mon 2/15/21	Wed 2/24/21																		
56		Hard Flooring 2nd	8 days	0%	Tue 2/23/21	Thu 3/4/21																		
57		Hard Flooring 1st	7 days	0%	Wed 3/3/21	Thu 3/11/21																		
58		Cabinets and Countertops 3rd	5 days	0%	Thu 2/25/21	Wed 3/3/21																		
59		Cabinets and Countertops 2nd	5 days	0%	Fri 3/5/21	Thu 3/11/21																		
60		Cabinets and Countertops 1st	5 days	0%	Fri 3/12/21	Thu 3/18/21																		
61		Deliver Appliances	3 days	0%	Thu 3/4/21	Mon 3/8/21																		
62		Final MEP's 3rd	15 days	0%	Thu 3/4/21	Wed 3/24/21																		
63		Final MEP's 2nd	15 days	0%	Fri 3/12/21	Thu 4/1/21																		
64		Final MEP's 1st	14 days	0%	Fri 3/19/21	Wed 4/7/21																		
65		Carpentry Final	18 days	0%	Thu 3/4/21	Mon 3/29/21																		
66		Elevator Final	10 days	0%	Thu 4/1/21	Wed 4/14/21																		
67		Paint Final 3rd	8 days	0%	Thu 3/18/21	Mon 3/29/21																		
68		Paint Final 2nd	8 days	0%	Fri 3/26/21	Tue 4/6/21																		
69		Paint Final 1st	7 days	0%	Thu 4/1/21	Fri 4/9/21																		
70		Carpet 3rd	7 days	0%	Tue 3/23/21	Wed 3/31/21																		
71		Carpet 2nd	7 days	0%	Wed 3/31/21	Thu 4/8/21																		
72		Carpet 1st	6 days	0%	Mon 4/5/21	Mon 4/12/21																		
73		Clean / Punch Out 3rd	7 days	0%	Fri 3/26/21	Mon 4/5/21																		
74		Clean / Punch Out 2nd	7 days	0%	Mon 4/5/21	Tue 4/13/21																		
75		Clean / Punch Out 1st	7 days	0%	Wed 4/7/21	Thu 4/15/21																		
76		Energy Star Inspections	5 days	0%	Mon 4/12/21	Fri 4/16/21																		
77		Final Inspections	8 days	0%	Fri 4/16/21	Tue 4/27/21																		

Program Statistics Report**10/2020 - 9/2021****2020****OCT**

<u>Tenant Accounts Receivable</u>	
Number of “non-payment of rent” cases referred to the solicitor	0
<u>Tenant Relations</u>	
Total number of units to be inspected in fiscal year	121
Number of inspections completed this mo. - all sites (include BB	1
Total number of units inspected year-to-date - all sites	1
<u>Occupancy</u>	
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	n/a
Annual Unit Turnaround Time (For Fiscal Year)	0
Monthly - Number of Vacancies Filled (this month)	0
Monthly - Average unit turnaround time in days for Lease up	0
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	0
PIC Score	97.44%
<u>Vacancies - At end of Month</u>	
Bay View Manor	5
Peck's Beach Senior	1
Peck's Beach Family	1
Total	7
Occupancy Rate	98.35%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>	
Total Hours (Summarized Quarterly)	n/a
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	n/a
<u>Rent Roll</u>	
Bay View Manor - Elderly/Disabled	\$ 18,948
Peck's Beach - Elderly/Disabled	\$ 6,892
Peck's Beach - Family	\$ 19,198
Total Rent Roll	\$ 45,038
<u>Public Housing Waiting List Applicants - <u>All Waiting Lists are Closed as of 1/31/20</u></u>	
Families - Ocean City Preference	12
Families - No Ocean City Preference	97
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	42
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	285
<u>Maintenance Department</u>	
Average work order turnaround time in days - Tenant Generated	0.4
Total Tenant Generated Work Orders	12
Number of routine work orders written this month	134
Number of outstanding work orders from previous month	46
Total number of work orders to be addressed this month	194
Total number of work orders completed this month	134
Total number of work orders left outstanding	60
Number of emergency work orders written this month	2
Total number of work orders written year-to-date	148
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up,	0

Program Statistics Report 10/2020 - 9/2021**2020****OCT**

<u>Real Estate Assessment Center (REAC) Scores</u>	
Year-End 2018 - Audited - Remains static due to RAD Application	68
Year-End 2017 - Audited	68
Year-End 2016 - Audited	85
Year-End 2015 - Audited	88
Year-End 2014 - Audited	86
Year-End 2013 - Audited	97
Year-End 2012 - Audited	100
Year-End 2011 - Audited	100

**Ocean City Housing Authority
Cash Report
As of October 31, 2020**

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 10/31/2020		\$449,603.28
<i>2020 Capital Fund Balance for PH (pbfamily)</i>		\$1,128.00
Add: A/R-Tenants 10/2020	Current	\$23,593.73
	Past	\$2,714.01
Reimbursement for Behavioral Health Svcs - Sept/Oct 2020 - City of OC CDBG Grant - Acenda (2 invoices)		\$3,214.08
Reimbursement for BVM Fire Alarm System Replacement - City of OC - Hughes Electric (4 invoices)		\$148,960.00
Reimbursement for A/E billing for BVM Rehab - Haley Donovan (2 invoices)		\$67,500.00
Less: Bill List payments -Nov 2020		(\$141,089.56)
Accrued Expenses - Total from detail below		(\$12,038.33)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	105,200.00	1	8,766.67
Bad Debt	5,000.00	1	416.67
Comp Absences	5,000.00	1	416.67
P.I.L.O.T.	29,260.00	1	2,438.33
Net Accrual	144,460.00		12,038.33

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

Net Cash Balance \$343,585.21

	<u>Average Expenses</u>	<u>Cash Available for # of month/days</u>	
Per Month	\$ 66,958	6.71	Months
Per Day	\$ 2,232	154	Days

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

**RESOLUTION NO. 2020-48
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 \$141,089.56.

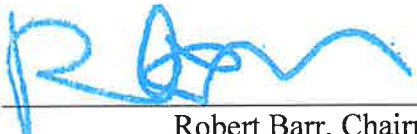
NOW, THEREFORE, BE IT RESOLVED that the Secretary-Treasurer be and is hereby authorized to pay the current bills that are presented to the Board of Commissioners for consideration on this date.

ADOPTED: November 17, 2020

VOTE:

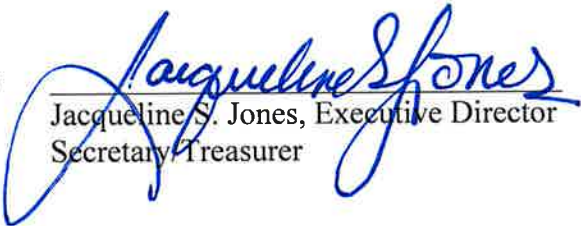
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					
Commissioner McCall	✓				✓	
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					✓
Chairman Barr	✓					

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 November 17, 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 - NOVEMBER 2020			
BANK: COCC			
Check #	Vendor	Invoice Notes	Total Amount
301	ACENDA	Resident Wellness Svcs - Oct 2020	1,947.39
302	ACE PLUMBING	Maint Supplies	29.93
303	ATLANTIC CITY ELECTRIC	Electric svc - Oct 2020	4,683.38
304	ATLANTIC CITY ELECTRIC	Electric svc - Oct 2020	845.19
305	AT&T	BVM elevator phone - Oct 2020	117.15
306	LINDA AVENA	Accounting Svcs - Nov 2020	1,541.67
307	CALL EXPERTS	Answering Svc - Nov 2020	71.98
308	CARAHSOFT TECH CORP	Work # monthly svc fee	10.00
309	CLEAN SWEEP	BVM Cleaning - Oct 2020	1,850.00
310	CONVEXSERV TECHNOLOGY	VPN Support	28.75
311	COPIER PLUS	Copier contract charges	20.00
312	THE DAILY JOURNAL	Ads - Jun-Oct 2020	328.96
313	DELTA DENTAL	Dental benfits - Dec 2020	174.02
314	DRAIN DOCTOR	Plumbing Svcs	320.00
315	FLORENCE DRISCOLL	Tenant Services - Nov 2020	200.00
316	GLEN O. STULL	Medicare Reimb & prescription reimb - Nov 2020	326.79
317	ASHLEY HARRIS	BVM Cleaning - Nov 2020	200.00
318	ROBERT HARRIS	Recyclables removal & trash room cleaning - Nov 2020	200.00
319	HD SUPPLY	Maint Supplies	622.80
320	HUMANA INSURANCE	Retiree prescription coverage - Dec 2020	57.70
321	INTEGRATED SYSTEMS ASSOCIATES	Yardi Consultant	1,225.00
322	JOHNSON CONTROLS FIRE PROTECTION	Alarm Monitoring; testing; inspection	3,717.00
323	JOHN J. SPITZ	Medicare Reimb; RX plan reimb; prescription reimb - Nov 2020	334.85
324	MAIN ACCESS SYSTEMS	BVM front door repair	205.00
325	NJ AMERICAN WATER	Water - Oct 2020	6,898.96
326	OMEGA PEST MANAGEMENT	Extermination svcs. - Oct 2020	588.50
327	PHADA	Membership renewal	190.00
328	THE PRESS OF ATLANTIC CITY	Board mtg ad; BVM electrical reno bid - Oct 2020	146.08
329	ROBERT L. ROWELL	Maintenance Labor-Grounds - Oct 2020	200.00
330	RUTGERS CENTER FOR GOV'T SVCS	Commissioner training	175.00
331	SOUTH JERSEY GAS	Gas svc - Oct 2020	2,527.30
332	SUPERIOR VISION	Vision benefits - Dec 2020	19.71
333	TREASURER, STATE OF NJ/DCA ELSA	BVM elevator registration	182.00
334	US BANK EQUIPMENT FINANCE	Contract charge for copier - Oct 2020	185.01
335	VERIZON DSL	Fax & phone lines for Oct 2020	285.97
336	VERIZON WIRELESS	Maint cell phone - Nov 2020	51.04
337	VINELAND HOUSING AUTHORITY	Oct 2020 Mgmt Svcs; Reimb postage used - Sept/Oct 2020; Office/maint coverage - Aug 2020	18,655.00
338	WALLACE HARDWARE	Maint Supplies	41.13
339	OCEAN CITY COMMUNITY DEVELOPMENT CORP	Start up funds	1,000.00
191290198610	HORIZON BCBS OF NJ	Health Benefits Premium - Nov 2020	2,583.59
	TOTAL NOVEMBER DISBURSEMENTS (sturcocc)		\$ 52,786.85
BANK: BAYVIEW/SPEITEL CONSTRUCTION (RAD_bayview)			
Check #	Vendor	Invoice Notes	Total Amount
103	HALEY DONOVAN	Bayview Manor Rehab - constr documentation; electrical engineering; plumbing engineering; constr admin (2 invoices)	67,500.00
104	HUGHES ELECTRIC	Payment application #3 & 4 (final pymt)	17,146.00
	TOTAL NOVEMBER DISBURSEMENTS (sturcons)		\$ 84,646.00
	TOTAL AUGUST DISBURSEMENTS		\$ 137,432.85
	PAYROLL -10/2020		\$ 2,487.11
	PAYROLL TAXES - 10/2020		\$ 780.58

ADP PAYROLL PROCESSING FEES - 10/2020		\$ 139.36
PENSION -10/2020		\$ 183.41
PNC BANK FEE -10/2020		\$ 66.25
TOTAL BILL LIST - NOVEMBER 2020		\$ 141,089.56

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

**RESOLUTION NO. 2020-49
Resolution Authorizing Funding to the
Ocean City Community Development Corporation**

WHEREAS, the Ocean City Community Development Corporation is a non-profit organization whose mission is to provide affordable housing; and,

WHEREAS, Housing Authority of the City of Ocean City is assisting the Ocean City Community Development Corporation with its developments; and,

WHEREAS, the Housing Authority of the City of Ocean City will fund the Ocean City Community Development Corporation in the amount of \$1,000 to open a bank account for expenses.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Ocean City the Board hereby approves funding the Ocean City Community Development Corporation in the amount of \$1,000.

ADOPTED: November 17, 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 November 17, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

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

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

RESOLUTION NO. 2020-50

Resolution Approving Expenditure for Bayview Manor Electrical Panel Replacements

WHEREAS, the Ocean City Housing Authority recognizes the need for the replacement of electrical panels at Bayview Manor; and,

WHEREAS, the Authority advertised and received public bids for the replacement of electrical panels at Bayview Manor; and,

WHEREAS, **Electri-Tech Inc. – 1334 Mays Landing Road; Folsom, New Jersey** provided the lowest responsible bid; and,

WHEREAS, the Authority recommends the contract be awarded to **Electri-Tech Inc. – 1334 Mays Landing Road; Folsom, New Jersey**; 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 replacement of the electrical panels at Bayview Manor and approves the expenditure of funds in the amount of **\$110,066** to **Electri-Tech Inc. – 1334 Mays Landing Road; Folsom, New Jersey**.

ADOPTED: November 17, 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 November 17, 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:

REPLACEMENT OF ELECTRICAL PANELS AT BAYVIEW MANOR

from the Operating Budget. The line item to be charged for the above expenditure is Account # 140-07-000.



Wendy Hughes

Certifying Financial Officer



Date

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 60 calendar days from the NTP.


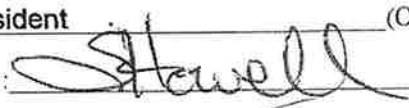

1.5 BID SUPPLEMENTS

- 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 - Acknowledge 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 13th day of November, 2020.
- B. Submitted By: Electri-Tech Inc. (Name of bidding firm or corporation).
- C. Authorized Signature:  (Handwritten signature).
- D. Signed By: Chris Martucci (Type or print name).
- E. Title: President (Owner/Partner/President/Vice President).
- F. Witness By:  (Handwritten signature).
- G. Attest:  (Handwritten signature).
- H. By: Joyce Wallis (Type or print name).
- I. Title: Secretary (Corporate Secretary or Assistant Secretary).
- J. Street Address: 1334 Mays Landing Road
- K. City, State, Zip: Folsom, NJ 08037
- L. Phone: 609-476-0822

M. License No.: 12335

N. Federal ID No.: 22-3245424 (Affix Corporate Seal Here).

END OF DOCUMENT 004113

SCHEDULE OF VALUE FORM

01	General Requirements	Quantity/Volume	Unit Price	Total
	Project Management / Coordination	1	1,500	1,500
	Security	n/a	n/a	n/a
	Temporary Facilities	n/a	n/a	n/a
	Execution Closeout	1	1,000	1,000
	Other	n/a	n/a	n/a
	Division 01 Total			2,500

02	Existing Conditions	Quantity/Volume	Unit Price	Total
	Selective Demolition	61	164	10,004
	Other	n/a	n/a	n/a
	Division 02 Total			10,004

09	Finishes	Quantity/Volume	Unit Price	Total
	Wall finishes	61	327.87	20,000
	Other	n/a	n/a	n/a
	Division 09 Total			20,000

26	Electrical	Quantity/Volume	Unit Price	Total
	Electrical Panels	61	755	46,055
	Wall work	61	125	7,625
	Riser Conduit and Wire	61	141	8,601

SCHEDULE OF VALUE FORM

Load Circuit Breakers	854	5	4,270
Ground Ball	n/a	n/a	n/a
Filler Plates	n/a	n/a	n/a
Tap Kits	61	45	2,745
Division 26 Total			69,296

Subtotal Divisions 01 - 26			101,800
----------------------------	--	--	---------

Overhead %	2.0	101,800	2,036
Profit %	6.0	103,836	6,230

TOTAL CONSTRUCTION COST			110,066
-------------------------	--	--	---------

- List any exclusions.
- HVAC Demo/Installation
 - Fire Alarm System Modifications

SCHEDULE OF VALUE FORM