

Housing Authority of the City of Ocean City

Regular Board of Commissioner Meeting Minutes

March 16, 2021 – 3:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held March 16, 2021, at 3:00 p.m. via tele-conference from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, NJ 08360.

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

Chairman Barr 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.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from February 16, 2021. A motion was 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 | (Abstain) |
| Commissioner Brian Broadley | (Yes) |
| Chairman Robert Barr | (Yes) |

Treasurer’s Report

Ms. Cavallo reviewed the Financial Report for the five-months ended February 28, 2021. Commissioner Henry stated there was a substantial positive balance after five months. If this is like the last 2 years, the balance is going to grow substantially. Suggested a new forecast on what is going on and possibly decide what to do with the surplus if there is one. Mrs. Jones thinks it is safe say with any of this excess may be needed for the renovations at Bayview Manor. There is a certain budgeted amount with the City to do those renovations. There is always more that can be done and more the Authority would like to do. Commissioner Halliday stated they should see how big the surplus really is. Commissioner Jackson asked if there was something the Authority could do with the funds for the tenants as well. She does not have any suggestions at this time. Commissioner Halliday would like to be patient with this to see what comes down the pike. He stated we are in different times and it is not business as normal. He would like to get back into business as normal before deciding on what to do with the money. The Authority needs to continue to be responsible, but that does not mean that in the future as it moves closer to normal and understand what the Authority has that it can create a wish list of things it would like to do.

Mrs. Jones also stated in the next month or so the Authority should look at the big picture on where it is in the redevelopment plans and what is planned for the future. She stated Commissioner Halliday had asked her for a timeline on the Authority's projects. This timeline will be shared with the board at next month's meeting. Motion to approve the Treasurer's Report made by Commissioner Henry and seconded by Commissioner McCall. The following vote was taken:

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

Executive Director's Report

Mrs. Jones stated Speitel Commons is moving along. There was a Redevelopment Committee meeting prior to the Board Meeting. Electricity pole is being placed today. This is a good sign for making sure the elevators will be able to be installed. This is on target. There is a date scheduled and it has not slipped. Everything else is working out well and moving along very quickly. There is a change order in the resolution section tonight and will be discussed in that section of the meeting. Overall, as far as the change orders go there was a credit change order in the beginning with some savings that were realized. With all the change orders to date, including resolution 2021-13, there is still a small credit for the change order balance. The project is on budget and on time. The project has not had to tapped into the contingency line item that is in the budget as well.

Mrs. Jones discussed the moves to Speitel. Most of the residents moving over to Speitel are from Peck's Senior. The Authority has identified a staff member who will assist the residents with this move and her name is Lynn Hoban. Lynn is an employee of the Vineland Housing Authority and she has been retitled as the Relocation Coordinator for this project. Lynn has started to reach out to all of the residents to keep them informed. Communication will be on-going from now until the moves to Speitel are complete. There is a letter that is going out to residents that appointments will be set up starting the last week of this month. These will be one-on-one meetings with each resident at the office in the vacated part of the office where there is room for social distancing. During this meeting, there will be large renderings of Speitel as well as the floor plans and an aerial view of an apartment with a furniture layout for visualization purposes along with measurements of the rooms and windows. There is some anxiety happening with some of the residents which is normal as most moves are. Lynn will walk them through the process and let them know what to expect. Part of the reason for these meetings is to have residents choose a unit. They will not be able to see it so they will look at the renderings and Lynn will help them out as best she can. Lynn is actually going to be in the building tomorrow for the first time and she will have a visual herself. She will be able to better explain to the residents on what to expect. Lynn will explain to the residents what the mover's responsibilities are. The only thing the resident has to move is themselves. They may choose to pack some of their own belongings if they would like to do that, but if they do that and are moved by the mover the belongings packed by the residents are not guaranteed by the mover. The mover would have to pack everything that they are going to be responsible for. A tenant does not have to wrap/unwrap or pack/unpack anything. The day of the move Lynn and Mrs. Jones will be on site.

Commissioner Halliday asked if the residents would get a little walk through or virtual tour to show them as well. It was discussed but thought the residents would not get a good idea of the unit based on the unit's not having furniture and the walls being white. We did not feel that would be beneficial at this time. Chairman Barr asked who the moving company would be. Mrs. Jones stated the moving company has not been determined. The RFP is being finalized and will be put out on the street to have a mover in place in time for the moves. Chairman Barr asked how the moving process is envisioned. Mrs. Jones stated part of the conversation with residents would be to possibly declutter first, but the move will be a one day move within hours. This will be further discussed and finalized with the moving company. Also being discussed is setting up a comfort lounge spot at Bayview in case the resident does not want to stay in their apartment while unpacking is going on.

The renovations at Bayview Manor are going to begin to increase. There is some exterior work to do there which includes windows, fixing the venting system in the building to allow for airflow and the PTAC units that provide heating and air conditioning in each unit will be replaced. On the front Bayview where the PTAC units are located, the covers will be replaced and will be the same material and similar color that is on Speitel Commons. The buildings will “sister” each other in aesthetics. The laundry room at Bayview Manor is currently upstairs and will be relocated downstairs to the first floor. The shop and the offices will be on the first floor at Bayview as well. Since the laundry room is being moved from upstairs to downstairs and one of the common rest room areas also, two more apartment will be created upstairs on the fifth floor. Currently, on the fifth floor there is only 2 units and this will change to 4 units. The community room will be revamped as well on the fifth floor. All of these project specs are in process and will be put out for bid in the next few months. This work has been somewhat delayed by COVID. There is no strict timeline to complete these projects at Bayview.

The Authority was contacted by HUD. The Authority has as HUD transaction manager for its RAD projects. The Authority is technically still in the RAD conversion mode because of the family project. HUD knows the Ocean City developments as Bayview Manor. It is all under one umbrella because it is a small agency and there is only one name that can be provided known as an AMP or Asset Management Project. It will be in national publication as an example of how a small housing authority in particular can convert and make it successful. The components were kind of unusual because the Authority had the NJHMFA funds which are technically from HUD as the Authority knows it as the Hurricane Sandy money as well as the large contribution from the City of Ocean City not normally done. Mrs. Jones believes this may be part of the reason for this spotlight to say to cities if you want improve housing quality that they need to get involved. There was also the RAD conversion which was helped along by 20 of the Authority’s units that will receive fair market rent. The RAD rents are not real high so it makes it difficult for these projects to stay in the black, but with the assistance of 20 of the units at fair market rent it will help. When the publication comes out Mrs. Jones will forward it to the Board.

Commissioner Henry asked for an update on the Audit. Mrs. Jones stated it is stuck and Chairman Barr will be making some phone calls to get it moving. Chairman Barr commented that the national attention from HUD is yet another example of the good work of Mrs. Jones and team.

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

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

Committee Reports – None.

Old Business – None.

New Business – None.

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

Resolution #2021-11
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$255,828.09. Mrs. Jones explained the bill list looks high because on the construction line there is an amount of \$173,045, which includes bills that will be paid to the contractors indicated that are working on Speitel and Bayview. There is more detail about this in Resolution 2021-14. The shared services agreement with the City and part of the funding for Speitel is coming from the City of Ocean City. A certain amount was received from NJHMFA and those funds have been depleted up this point with the Speitel construction. The Authority is now moving over to the funds from the City for the remainder of the funding to build Speitel. In addition to Speitel, the City is assisting with the renovations for Bayview Manor. The Authority's consultant will submit the bills to the City for the payment to the vendors. The City will issue the OCHA a check. The OCHA will then pay the vendors. When the funds are received at the Authority, the payment will be wired to the contractors. The Authority wants the Board to be aware of what has been submitted to the City, but not yet paid out to the contractors by the Housing Authority. Commissioner Halliday asked if the mechanics of this all set up and with the treasurers' office as well. Mrs. Jones stated yes and that Frank Donato, City of Ocean City, is easy to work with it. 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)

Resolution #2021-12
Resolution Approving Change Order for Electrical Panel Replacement at Bayview Manor
(electrical panel replacements & time extension)

Chairman Barr called for a motion to approve Resolution #2021-12. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated this project went out to bid and was awarded to Electri-Tech to replacement the circuit breaker panels in each apartment. After the project was awarded the contractor had an idea that might speed up the project and cause less intrusion into the units and less sheetrock disruption. The contractor came up with a solution, which shows a \$15,330 credit towards the price of the contract. This is what this change order is for as well as changing the contract completion date to June 7, 2021. Commissioner Mumman asked what the change was to save money. Mrs. Jones stated it was a change in the technique of installation. Commissioner Henry asked if the old existing panels are a risk to the tenants or a fire hazard. Mrs. Jones stated she could not answer this because she is not an expert in that area, but she knows that the panels are not recommended for this use any longer and they have not been for a long, long time. Commissioner Halliday stated these panels have been deemed unacceptable and the new system going in need to have a permit to be able to install the new panels. Through the permitting process it would be deemed safe. 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 #2021-13

**Resolution Approving Change Order for Construction of Speitel Commons at Bayview Manor
(heat tracing for all plumbing in parking garage)**

Chairman Barr called for a motion to approve Resolution #2021-13. Mrs. Jones explained the pipes in the parking garage at Speitel Commons need to be kept heated so they do not freeze. A wire runs along all of the piping in the garage area and is heated with electricity. This feature not in the original specs so this is considered a change order. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. The following vote was taken:

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

Resolution #2021-14

Resolution Authorizing Payment of Draws 10 & 11

Chairman Barr called for a motion to approve Resolution #2021-14. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated this was explained in her report. It is a pass through of funds from the City to the contractors for Speitel and Bayview Manor. This resolution formalizes the payment and a resolution will be done every month with the draws attached. Commissioner Henry stated now that funds are being seen for Bayview Manor renovations and Speitel - will a consolidated construction schedule or be able to compare draws against budget? Mrs. Jones stated she can provide this information. The consultant is tracking that detail and it can be included in a monthly report. 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.

Chairman Barr requested comments from the Board. No additional comments from the Board. No public comments.

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 Jackson. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 3:50 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer