

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

April 14, 2021

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, April 20, 2021, 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, April 20, 2021
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 March 16, 2021
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business – Rick Ginnetti, The Brooke Group
Speitel/Bayview/Scattered Sites/Family Development
10. New Business – Audit Presentation, Mike Garcia & Leon Costello, Ford-Scott & Associates
11. Resolutions:

# 2021-15	Approval of Monthly Expenses (updated)
# 2021-16	Certifying the 2019 Fiscal Year Annual Audit as Prescribed by the New Jersey Local Finance Board
# 2021-17	Award Janitorial Cleaning Contract
# 2021-18	Approving Change Order #3 for Roof Replacement at Bayview Manor <i>(time extension)</i>
# 2021-19	Approving Change Order for Construction of Speitel Commons at Bayview Manor <i>(bollards & grab bars)</i>
# 2021-20	Resolution Authorizing Payment of Draw 12
- 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

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

Commissioner's Report
Month Ending: Mar 2021



	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	March	March	March	BUDGET	March	March	March	BUDGET	March	March	March	BUDGET	March	March	March
INCOME																
DWELLING RENTAL	\$ 540,060	\$ 270,030	\$ 254,561	\$ (15,469)	\$ 229,840	\$ 114,920	\$ 104,750	\$ (10,170)	\$ 220,000	\$ 110,000	\$ 108,410	\$ (1,590)	\$ 90,220	\$ 45,110	\$ 41,401	\$ (3,709)
OTHER TENANT-EXCESS UTILITIES	6,810	2,332	2,238	(94)	6,810	2,332	2,238	(94)	-	-	-	-	-	-	-	-
TOTAL TENANT REVENUE	\$ 546,870	\$ 272,362	\$ 256,799	\$ (15,563)	\$ 236,650	\$ 117,252	\$ 106,988	\$ (10,264)	\$ 220,000	\$ 110,000	\$ 108,410	\$ (1,590)	\$ 90,220	\$ 45,110	\$ 41,401	\$ (3,709)
HUD OPERATING SUBSIDY	\$ 98,160	\$ 49,080	\$ 177,228	\$ 128,148	\$ -	\$ -	\$ 47,442	\$ 47,442	\$ 98,160	\$ 49,080	\$ 129,786	\$ 80,706	\$ -	\$ -	\$ -	\$ -
PBV HAP SUBSIDY	342,240	171,120	110,983	(60,137)	196,240	98,120	46,760	(51,360)	-	-	-	-	146,000	73,000	64,223	(8,777)
HUD CAPITAL FUNDS-OPERATIONS	50,260	16,753	1,128	(15,625)	-	-	-	-	50,260	16,753	1,128	(15,625)	-	-	-	-
CDBG INCOME	40,000	19,999	6,035	(13,964)	20,000	10,000	3,018	(6,982)	10,000	5,000	1,992	(3,008)	10,000	4,999	1,026	(3,973)
TOTAL HUD FUNDING	\$ 530,660	\$ 256,952	\$ 295,374	\$ 38,422	\$ 216,240	\$ 108,120	\$ 97,220	\$ (10,900)	\$ 158,420	\$ 70,833	\$ 132,906	\$ 62,072	\$ 156,000	\$ 77,999	\$ 65,249	\$ (12,750)
INVESTMENT INCOME- PROPERTY	\$ 100	\$ 50	\$ 67	\$ 17	\$ -	\$ -	\$ 23	\$ 23	\$ -	\$ -	\$ 35	\$ 35	\$ 100	\$ 50	\$ 8	\$ (42)
OTHER INCOME-LAUNDRY	6,890	3,445	3,456	11	3,880	1,940	1,539	(401)	2,010	1,005	1,917	912	1,000	500	-	(500)
OTHER INCOME-FRAUD RECOVERY	500	250	-	(250)	-	-	-	-	-	-	-	-	500	250	-	(250)
OTHER INCOME-MISCELLANEOUS	12,640	6,320	1,707	(4,613)	2,320	1,160	1,354	194	9,280	4,640	213	(4,427)	1,040	520	140	(380)
TOTAL INCOME	\$ 1,097,660	\$ 539,379	\$ 557,402	\$ 18,023	\$ 459,090	\$ 228,472	\$ 207,123	\$ (21,349)	\$ 389,710	\$ 186,478	\$ 243,481	\$ 57,003	\$ 248,860	\$ 124,429	\$ 106,798	\$ (17,631)
EXPENSES																
AUDIT FEES	\$ 9,000	\$ 4,500	\$ 4,500	\$ -	\$ 900	\$ 450	\$ 450	\$ -	\$ 2,250	\$ 1,125	\$ 1,125	\$ -	\$ 5,850	\$ 2,925	\$ 2,925	\$ -
ADVERTISING	1,200	600	812	212	120	60	457	397	300	150	234	84	780	390	121	(269)
OFFICE EXPENSES																
COMPUTER SERVICES	\$ 7,700	\$ 3,850	\$ 4,623	\$ 772	\$ 770	\$ 385	\$ 2,311	\$ 1,926	\$ 1,930	\$ 965	\$ 1,525	\$ 560	\$ 5,000	\$ 2,500	\$ 786	\$ (1,714)
CONSULTANTS-RAD CONVERSION	18,000	9,000	1,838	(7,163)	1,800	900	919	19	2,300	1,150	606	(544)	13,900	6,950	312	(6,638)
COPIER	3,500	1,750	1,308	(442)	350	175	654	479	880	440	431	(9)	2,270	1,135	222	(913)
DUES & PUBLICATIONS	800	400	526	126	80	40	263	223	200	100	174	74	520	260	89	(171)
OFFICE SUPPLIES	1,000	500	193	(307)	100	50	97	47	250	125	33	(92)	650	325	64	(261)
PHONE & INTERNET	8,610	4,305	4,513	208	860	430	2,550	2,120	2,150	1,075	1,295	220	5,600	2,800	667	(2,133)
POSTAGE	2,100	1,050	1,215	165	210	105	607	502	530	265	401	136	1,360	680	207	(473)
LEGAL	14,000	7,000	2,705	(4,295)	1,400	700	918	217	3,500	1,750	1,236	(514)	9,100	4,550	552	(3,998)
CRIMINAL BACKGROUND CHECKS	400	200	-	(200)	40	20	-	(20)	100	50	-	(50)	260	130	-	(130)
LEGAL-RAD	4,000	2,000	-	(2,000)	-	-	-	-	4,000	2,000	-	(2,000)	-	-	-	-
TRAVEL	200	100	-	(100)	20	10	-	(10)	50	25	-	(25)	130	65	-	(65)
TRAINING	1,000	500	380	(120)	100	50	190	140	250	125	125	0	650	325	65	(260)

Commissioner's Report
Month Ending: Mar 2021



	TOTAL				BAYVIEW				PECK'S FAMILY				PECK'S SENIOR			
	BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE	
	ANNUAL	THRU	THRU		ANNUAL	THRU	THRU		ANNUAL	THRU	THRU		ANNUAL	THRU	THRU	
	BUDGET	March	March		BUDGET	March	March		BUDGET	March	March		BUDGET	March	March	
ACCOUNTING	18,500	9,250	9,250	-	1,850	925	4,625	3,700	4,620	2,310	3,053	743	12,030	6,015	1,573	(4,442)
MANAGEMENT FEES	165,000	82,500	89,434	6,934	81,250	40,625	44,741	4,116	56,000	28,000	29,517	1,517	27,750	13,875	15,176	1,301
MISCELLANEOUS-SUNDRY	10,180	5,090	5,586	496	1,020	510	3,226	2,716	2,560	1,280	1,538	258	6,600	3,300	822	(2,478)
TOTAL ADMINISTRATIVE EXPENSES	\$ 265,190	\$ 132,595	\$ 126,881	\$ (5,714)	\$ 90,870	\$ 45,435	\$ 62,008	\$ 16,573	\$ 81,870	\$ 40,935	\$ 41,293	\$ 358	\$ 92,450	\$ 46,225	\$ 23,580	\$ (22,645)
OTHER TENANT SERVICES	\$ 9,700	\$ 4,850	\$ 4,770	\$ (80)	\$ 970	\$ 485	\$ 1,660	\$ 1,175	\$ 2,430	\$ 1,215	\$ 1,675	\$ 460	\$ 6,300	\$ 3,150	\$ 1,435	\$ (1,715)
TENANT SVCS – BEHAVIORAL	40,000	19,999	6,035	(13,964)	20,000	10,000	3,018	(6,982)	10,000	5,000	1,992	(3,008)	10,000	4,999	1,026	(3,973)
TOTAL OTHER TENANT SERVICES	\$ 49,700	\$ 24,849	\$ 10,805	\$ (14,044)	\$ 20,970	\$ 10,485	\$ 4,678	\$ (5,807)	\$ 12,430	\$ 6,215	\$ 3,667	\$ (2,548)	\$ 16,300	\$ 8,149	\$ 2,461	\$ (5,688)
WATER/SEWER	\$ 88,300	\$ 46,913	\$ 43,867	\$ (3,046)	\$ 19,100	\$ 9,943	\$ 9,093	\$ (850)	\$ 60,700	\$ 32,641	\$ 30,998	\$ (1,643)	\$ 8,500	\$ 4,329	\$ 3,776	\$ (553)
ELECTRIC	109,400	67,752	59,871	(7,881)	96,000	59,660	54,058	(5,602)	9,200	6,321	3,833	(2,488)	4,200	1,771	1,980	209
GAS	49,800	38,936	28,808	(10,128)	-	-	-	-	40,800	32,165	18,819	(13,346)	9,000	6,771	9,989	3,218
TOTAL UTILITY EXPENSES	\$ 247,500	\$ 153,601	\$ 132,545	\$ (21,056)	\$ 115,100	\$ 69,603	\$ 63,151	\$ (6,452)	\$ 110,700	\$ 71,127	\$ 53,649	\$ (17,478)	\$ 21,700	\$ 12,871	\$ 15,745	\$ 2,874
MAINTENANCE LABOR	\$ 57,000	\$ 28,500	\$ 23,949	\$ (4,551)	\$ 28,500	\$ 14,250	\$ 11,975	\$ (2,275)	\$ 18,810	\$ 9,405	\$ 7,903	\$ (1,502)	\$ 9,690	\$ 4,845	\$ 4,071	\$ (774)
MAINT. MATERIALS	55,210	25,005	10,691	(14,314)	25,320	12,660	6,138	(6,522)	18,920	9,460	4,293	(5,167)	10,970	2,885	260	(2,625)
MAINT. CONTRACT COSTS	159,500	63,062	52,931	(10,132)	91,100	43,400	36,686	(6,714)	53,000	17,350	11,478	(5,872)	15,400	2,313	4,767	2,455
EMPLOYEE BENEFITS	35,230	17,615	19,012	1,397	17,610	8,805	9,507	702	11,630	5,815	6,273	458	5,990	2,995	3,232	237
TOTAL MAINTENANCE	\$ 306,940	\$ 134,183	\$ 106,583	\$ (27,599)	\$ 162,530	\$ 79,115	\$ 64,305	\$ (14,810)	\$ 102,360	\$ 42,030	\$ 29,947	\$ (12,083)	\$ 42,050	\$ 13,038	\$ 12,331	\$ (707)
INSURANCE	\$ 65,440	\$ 32,720	\$ 33,227	\$ 507	\$ 6,550	\$ 3,275	\$ 10,291	\$ 7,016	\$ 24,750	\$ 12,375	\$ 10,902	\$ (1,473)	\$ 34,140	\$ 17,070	\$ 12,033	\$ (5,037)
FLOOD INSURANCE	39,760	23,230	23,232	2	3,500	1,750	1,752	2	19,260	9,630	9,630	-	17,000	11,850	11,850	-
BAD DEBTS	5,000	2,500	2,500	0	500	250	252	2	4,000	2,000	1,996	(4)	500	250	252	2
COMPENSATED ABSENCES	5,000	2,500	2,500	-	500	250	252	2	1,250	625	624	(1)	3,250	1,625	1,624	(1)
PAYMENT IN LIEU OF TAXES	29,260	14,630	14,628	(2)	11,480	5,740	5,739	(1)	10,930	5,465	5,463	(2)	6,850	3,425	3,426	1
PENSION	11,000	5,500	5,501	1	5,600	2,800	2,801	1	5,000	2,500	2,502	2	400	200	198	(2)
RETIREE BENEFITS	31,230	15,615	13,224	(2,391)	7,000	3,500	6,612	3,112	13,730	6,865	4,364	(2,501)	10,500	5,250	2,248	(3,002)
TOTAL OTHER EXPENSES	\$ 186,690	\$ 96,695	\$ 94,813	\$ (1,882)	\$ 35,130	\$ 17,565	\$ 27,699	\$ 10,134	\$ 78,920	\$ 39,460	\$ 35,481	\$ (3,979)	\$ 72,640	\$ 39,670	\$ 31,632	\$ (8,038)
TOTAL EXPENDITURES	\$ 1,056,020	\$ 541,923	\$ 471,628	\$ (70,295)	\$ 424,600	\$ 222,203	\$ 221,842	\$ (362)	\$ 386,280	\$ 199,767	\$ 164,037	\$ (35,730)	\$ 245,140	\$ 119,953	\$ 85,749	\$ (34,203)
PROFIT	\$ 41,640	\$ (2,543)	\$ 85,774	\$ 88,318	\$ 34,490	\$ 6,269	\$ (14,719)	\$ (20,987)	\$ 3,430	\$ (13,289)	\$ 79,444	\$ 92,733	\$ 3,720	\$ 4,476	\$ 21,049	\$ 16,572

Ocean City Housing Authority

Administrative Report

DATE: April 13, 2021

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for December 2020)

PERIOD: March 10, 2021 to April 12, 2021

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 #9 following this report:

<i>- Draw Schedule</i>	<i>Included</i>
<i>- Meeting Minutes with Photos</i>	<i>Included</i>
<i>- Construction Schedule-Unchanged</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.

COVID-19 Pandemic – Operating Status (con'd)

Update: The Authority is working in conjunction with the Pleasantville Walmart to provide COVID 19 vaccines for the residents of Bayview Manor and Peck's Beach Senior. Initial response from residents from these two properties provided two residents that need assistance with obtaining a vaccine.

Audit for Year-Ending September 30, 2019

The audit for the year-ending September 30, 2019 was submitted to HUD's REAC system. Currently, the auditor is working with the REAC help desk to finalize the submission as a new step in the process is not permitting the process to be completed.

Update: The Audit for the fiscal year-ending September 30, 2019, is included in this month's board packet for review. The auditor will be attending the board meeting to present the audit.

Bayview Manor Renovations

Replacement of Roof System & Painting of Roof Capping

Update: The work on this project continues. A time extension is begin requested on this project to finish some punch list items.

Replacement of Electric Panels in Apartments

Update: The materials for this project are on order with a target date to complete the project on time.

Exterior and HVAC Renovations

The below work items are in the process of being reviewed for bid specifications:

- a. Replacement of façade metal spandrel to compliment Speitel;
- b. Install exterior ADA compliant handrail;
- c. Replace approximately 150 windows;
- d. Replacement of AC vents;
- e. Installation of new heating & air conditioning systems in all units;
- f. Unit renovation based on need;

Construction Related Work Opportunities at Speitel Commons

Update: The Section 3 postcard (next page) seeking employees for work opportunities is being mailed to OCHA residents each month beginning January through May 2020.

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. 4th 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

Commissioner	Training Program Status
Robert Barr, Chairman	Completed
Robert Scott Halliday, Vice Chairman	Completed
Brian Broadley	Completed;
Robert Henry	Completed
Beverly McCall	Completed
Patricia Miles-Jackson	Completed
Patrick Mumman	Completed

OCEAN CITY HOUSING AUTHORITY CONSTRUCTION DRAW SCHEDULE

Roll up Budget

Closing Date: 4/1/20				Check which applies & List \$ Amt. For HMFA Mtg.				Check that which applies:																	
Project Name: Speitel Commons and Bayview Manor Roll Up				Financing Type: <input checked="" type="checkbox"/> Amount: \$11,309,156				Financing Type: <input type="checkbox"/> Amount:																	
Address:				Construction and Permanent: <input checked="" type="checkbox"/>				Home Express Only: <input type="checkbox"/>																	
City, Zip Code: Ocean City, NJ				Construction Only: <input type="checkbox"/>				Special Needs Only: <input type="checkbox"/>																	
HMF#: 2986 SNHTF#:				Permanent Only: <input type="checkbox"/>				Balanced Housing Only: <input type="checkbox"/>																	
								Home Express/Bal Hous*: <input checked="" type="checkbox"/>																	
								Special Needs*: <input type="checkbox"/>																	
				CONSTRUCTION DRAWS FOR THE FIRST 12 MONTHS								* During Construction		TOTAL											
				DRAWS		Draw Month		Draw Month		Draw Month		Draw Month		Draw Month		Draw Month		Draw Month		Expended		Balance			
				1 to 9		10		11		12		13		14		15		16		17		Remaining			
A. ACQUISITION COSTS				Original Budget		Adjustments		Revised																	
a) Land																									
b) Acquisition																									
c) Relocation				60,000		\$ 60,000.00																			
d) Other:						0																			
B. CONSTRUCTION COSTS																									
a) Demolition				200,000		200,000																			
a) SPEITEL						\$ -																			
b) Off-Site Improvement																									
c) Speitel Res Structures				6,006,440		\$ 6,006,440.00		\$2,933,090.74		\$334,612.93		\$482,198.58						3,749,902		2,256,538					
d) Speitel Gen Req				360,386		\$ 360,386.00		\$ 194,659.94		\$16,217.00		\$29,191.00						240,068		120,318					
e) Speitel Overhead/Prof				480,515		\$ 480,515.00		\$ 256,829.50		\$21,623.00		\$38,922.00						317,375		163,141					
f) Surety & Bonding				69,165		\$ 69,165.00		\$62,248.50										62,249		6,917					
g) BAYVIEW																									
h) Bayview Res. Structures				1,962,120		\$ 1,962,120.00		\$172,796.77		\$70,087.23		\$46,212.39						289,096		1,673,024					
i) Construction mang./ Gen Req./overhead & Profit				269,045		\$ 269,045.00																			
j) Overhead & Profit						\$ -																			
k) Overhead site work																									
l) Overhead																									
m) Overhead																									
C. Development Fee																									
						\$0.00																			
						\$ -																			
						\$ -																			
D. CONTINGENCY																									
a) Hard Costs				457,384.00		\$ 457,384.00		\$172,796.77																	
b) Soft Costs				60,987		\$ 60,987.00																			
E. PROFESSIONAL SERVICES																									
a) Additional Bayview Hard Cos				80,665		\$ 80,665.00																			
b) Architect				247,500		\$ 247,500.00		\$224,199.04		\$21,790.00								245,989		1,511					
c) Engineer				98,000		\$ 98,000.00		\$68,974.82										68,975		29,025					
d) Attorney				67,500		\$ 67,500.00		\$27,945.67										27,946		39,554					
e) Cost Certification/Audit				20,500		\$ 20,500.00																			
f) Environmental Consultant				17,973		\$ 17,973.00		\$14,478.75										14,479		3,494					
g) Energy Star Consultant				24,000		\$ 24,000.00		\$4,025.00										4,025		19,975					
h) Geotechnical Engineering Report				18,287		\$ 18,287.00		\$18,287.00										18,287		0					
i) Surveyor				25,600		\$ 25,600.00		\$8,370.00										8,370		17,230					
j) Consult/HUD Approvals/Relo				400,600		\$ 400,600.00		\$202,013.79		\$11,613.35		\$13,755.00						227,382		173,218					
k) Permits, Fees, CAFRA				35,648		\$ 35,648.00		\$34,805.00										34,805		843					
F. PRE-OPERATIONAL EXPENSES																									
a) Oper Fees (pre-const. compl)				25,592		\$ 25,592.00																			
b) Advert&Promo(pre-const compl.)				4,000		\$ 4,000.00																			
c) Debt Service & Operating Expenses																									
d) Other: Title				21,500		\$ 21,500.00		\$13,814.60										13,815		7,685					
e) Other: Oper. Acct				60,750		\$ 60,750.00																			
G. CARRYING AND FINANCING COSTS																									
a) Interest																									
b) R.E. Tax																									
c) Insurance				90,000		\$ 90,000.00		\$19,058.00										19,058		70,942					
Title Ins and Recording Expenses																									
e) Utility Connection Fees				95,000		\$ 95,000.00																			
f) Indem fee																									
g) Other Lender Const Financing Fee																									
h) Replacement Reserves				50,000		\$ 50,000.00																			
i) neg arb																									
j) Cost of Issuance																									
k) Mort Insurance(MIP)																									
				\$11,309,157.00		0		\$11,309,157.00																	
TOTALS:						\$4,428,393.89		\$454,153.51		\$632,068.97		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		5,514,616		5,794,541	
																						11,309,157			
SOURCES AVAILABLE DURING CONSTRUCTION:																									
				DRAW		Draw Month		Draw Month		Draw Month		Draw Month		Draw Month		Draw Month		Draw Month		Draw Month		FINAL			
				to Present		10		11		12		13		14		15		16		17		TOTAL			
OCHA				200,000																		0			
City of Ocean City				6,603,943		\$231,296.77		\$146,038.13		\$632,068.97												1,009,404			
HMFA CDBG-FRM:				4,505,213		\$4,197,097.12		\$308,115.38														4,505,213			
TOT. SOURCES DURING CONSTRUCTION:				11,309,156		\$4,428,393.89		\$454,153.51		\$632,068.97		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		5,514,616			

Meeting Minutes - Construction	
Project:	Speitel Commons
HD Project No.:	17-020
NJHMFA No.:	2986
Contractor:	Gary F. Gardner, Inc
Meeting No.:	Meeting #12
Meeting Date:	04/06/21
Meeting Time	10:30 AM
Weather Conditions:	54 degrees, clear
Issue Date:	04/12/21
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
*	Ana Ferreira	AF	Haley Donovan	aferreira@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 - 05/31/2021 (pending formal approval)
Construction Schedule Finish Date	05/01/2021
*Total Contract Days / * Total Construction Days	365 395
Days Elapsed	339
% of Contract Time / Elapsed % Construction Schedule Elapsed	85.82%
% of Work Complete per AIA G702	80.53%
Reported Weather Days	18
	05/06/20, 06/11/20, 06/12/20, 07/10/20, 07/31/20, 08/04/20, 08/06/20, 08/07/20, 8/14/20, 09/11/20, 10/16/20, 10/29/20, 10/30/20, 11/12/20, 11/30/20, 12/17/20, 02/01/21, 02/02/21

*Calendar days

New Business

12.1 Refrigerators: The 16 cu ft refrigerator that was submitted is not available. Contractor proposed substituting an 18 cu ft model. 18 cu ft will fit but is larger than OCHA wants for these apartments. **DS** to send **RM** appliance rep's number. The substitution needs to meet Energy Star and accessibility reach requirements.

12.2 Vinyl Base: Contractor is looking into changing Roppe vinyl base from 4' sections to coil material.

12.3 Excess Dirt Fill: There is approximately one tri axle load of extra fill. OCHA may be able to use it at Pecks Beach site.

12.4 Trash Room Overhead Door: Concern was raised by the subcontractor about egress from the Trash Room once the fusible link on the door closes it. HD confirmed that the door can be operated manually from the inside. The motorized door operator is not shown connected to the emergency generator on the plans but will be changed so that it's powered from the generator's non-life safety panel. This will allow access to the Trash Room from the exterior if there is a power failure.

12.5 Vanity Panels: The ADA panels for adaptable bathroom vanities will be removed and stored.

12.6 Energy Star: **MS** confirmed that pre-rock inspections were done.

Old Business

11.1 Electrical Service Pull Box Podium Atlantic City Electric requires a pull box mounted on a concrete podium behind the building. Discussed **finding an alternate placement of** the pull box so that it wouldn't block access to the generator. **04/06/21**: Pull box installed at grade.

10.1 2" Fire Collars OC Code official is requiring fire collars on pipes 2" diameter and above. Typically, collars are used on pipes 3" and above. **DM** reported that the Code does not specifically say that fire collars must be used on 2" pipes. It says that a tested assembly must be used. A non-collar tested assembly was shown on the approved permit drawings. The collars are more expensive and may result in a Change Order Request. **DP** said

that NJHMFA will need documentation from the Code Official stating OC's requirement in order to approve it.

03/02/21: Price to be submitted. **MS** sent HD inspection report. **04/06/21: DS** Waiting for price.

10.2 Verizon Verizon needs to replace a utility pole and install a switch. They have been delayed. **03/02/21:** Pole replacement scheduled for next week. **04/06/21:** Pole was installed. Verizon needs to be pushed to provide service in time for elevator installation. **RM** will try ordering a line to see if that will speed it up.

9.1 Weather Days: **MS** to submit a record of any weather days for tracking in the meeting minutes. **02/02/21** Weather days were submitted. A proposed change order was prepared requesting an extension for the 18 days missed to date plus an anticipated 3 additional days. The proposed new finish date is May 31, 2021. **03/02/21:** Change order for time extension included 3 extra days. No additional weather extension should be needed.

04/06/21: Change Order submitted to NJHMFA

9.2 Change Orders: Change orders anticipated:

- Additional Garage Light Fixtures
- Door Closers in lieu of spring hinges
- Access panel on Laundry Room Cleanout
- Access panel for Trash Room Traps
- Atrium Windows and Laundry Room Transom
- Garage Guard Rail
- Additional Insulation for Garage Pipes
- Heat Trace for Garage Plumbing Traps
- Two 4-inch Conduits from Electrical Room to Bayview Rear Wall
- Demolition of Pecks Beach Senior, including removal of floor slabs.

02/02/21 Change orders #3-8 were approved by OCHA and submitted to NJHMFA for Garage Lighting, Heat Trace, Conduit for Future Cable, Door Hardware, Atrium Windows/ Laundry Transom, Security Camera upgrades. NJHMFA requested additional information and clarifications. Proposed Change orders will be prepared for access panels and garage bollards, and insulation on garage pipes in addition to heat trace. **03/02/21:** 3-7 are approved by NJHMFA. For Change Order #8, NJHMFA requested credit amount for the original cameras.

Proposed Change Orders were submitted for heat trace on all garage sanitary pipes (per plumbing inspector), electrical pull box podium and additional gypsum board in the trash chute. **DS** is revising the trash chute Change Order to only include separation from trash room attic (lowering the amount). **DS** will talk to sub about labor cost for heat trace. **DM** to send **JS** heat trace specs for review.

Proposed Change Orders will be submitted for:

- Bollards/ Guard Rail in Garage
- Access panel for Trash Room Traps
- Attic stock for windows
- Curbing on south side of Bayview
- Replacement fencing

Pecks Beach demolition is required to be bid out. It will not be done through change order. The civil engineer is preparing plans. **DS** suggested leaving the parking lot paving intact to reduce the amount of stabilization needed after demolition. **04/06/21:** Change Orders to be Submitted for:

- Bollards and Guard Rail.
- Access panels (Not to exceed number for approval).
- Generator Room metal framing at louver for future access.
- Grab bars in non-ADA unit (tub/showers only, not at toilet)
- Attic stock for windows.
- Curbing on south side of Bayview.
- Replacement fencing.

- Shield/ trough at sprinklers in Electrical Room.

- 8.3 Elevator: Installation date is 4/19/21. The elevator has the biggest impact on schedule. OCHA wanted nonproprietary elevator. Discussed seeing if there was another company that could deliver sooner. **DP** said sometimes Schindler will charge overtime to meet schedule. **01/05/21** Shop drawings were approved early on but production could not start until shaft was built and field measured. **DS** to email **RG** the date the order was made. **DS** to investigate whether an earlier elevator completion is possible if overtime is utilized. **02/02/21 DS** reported that Elevator date was moved up 11 days to 4/8/21. **DS** to check with Schindler about how to guarantee schedule. **03/02/21**: Date is scheduled for 4/9/21. Power is needed by then. **04/06/21**: There will be a meeting on 4/8 to finalize the date.
- 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 **12/01/20: OPEN ITEM 04/06/21: DS** working on Prices.
- 7.5 Garage Plumbing: Exposed pipes at garage ceiling will be sprayed with the foam used on the ceiling and/or enclosed in soffits. **12/01/20: MS** submitted photos of insulation used on another project. Engineers to make a recommendation on insulating and/or heat tracing pipes to keep traps from freezing. **01/05/21** Inspector wants a letter from engineer explaining measures being taken to keep pipes from freezing. He may not be looking for a 100% guarantee. If explanation of the current design which includes insulation on the traps is not accepted by inspector, heat trace and or additional insulation may be added with a change order. **RD** to submit letter **02/02/21** Letter will state the addition of heat trace to see if that will satisfy the Code Official. Code Official and/or OCHA board may want insulation as well as the heat trace already approved. **03/02/21: RD** contacted DCA and wrote letter for the plumbing inspector to explain why heat trace is not necessary beyond the traps. DCA said the final decision needs to be made by the local inspector. The inspector requires it in Ocean City. It has not been required in other NJ towns that follow the same code. **04/06/21**: Change Order was approved by OCHA, submitted to NJHMFA.
- 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. **12/01/20: DS** Revised schedule. **02/02/21** There were some delays in plumbing. **03/02/21**: Updated schedule was distributed (attached). **04/06/21: DS** will send out updated schedule. On schedule for May 31 completion date. Units may be ready for punchlist at next meeting.
- 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"

12/01/20: Waiting for sample cabinet. Countertop color needs to be selected. **02/02/21 OPEN ITEM**
04/06/21: Finish for Exterior railings needs to be selected.

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. **12/01/20:** Wage reports for last month were up to date. Steel wage report is needed for this month. **01/05/21 DS** delivered wage reports to **RG** 02/02/21 DS will mail wage reports to RG. **03/02/21** Wage reports were turned in. **04/06/21:** RG will review and see which subs are behind. Almond needs to submit glazer's rate if less than carpenter's.

0.8 Section 3:
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. **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. **12/01/20:** RG needs Section 3 reports. Two new hires will qualify. **DP** is working on getting a local contractor for trim certified. **01/05/21 DS** delivered DUNNS report, New Hire Report, Section 3 reports and Davis Bacon. A local trim carpenter will be used for door trim. **02/02/21** Section 3 reports were submitted via email. **03/02/21 DS** to email Section 3 reports in addition to hard copies. Local trim carpenter was contacted but he has workers who are non-local. **04/06/21: OPEN FOR REFERENCE**

Work Completed/ In Progress:

- 6th street parking lot vacated.
- Stair 1 concrete treads, roofing and sprinklers complete.
- Trim and painting complete on 2nd & 3rd Floors.
- Electrical light and devices installed on 2nd & 3rd floors; receptacles on 4th; fixtures will go in after paint.
- Vault installed but needs to be lowered 1'. Well points are going in.
- Siding 95 % complete.
- Falvo delivered HVAC units. Mini splits to be installed once painting is complete and rooftop units set.
- Ceramic tile complete on 2nd & 3rd Floors.
- Underdrains 60% complete.
- 3rd floor cabinets are being installed.

- range hoods being installed.
- 18 x 18 and 14 x 14 access panels were delivered.

Projected Work:

- Install elevator.
- Stair 2 to be installed later this week.
- Trash chute scheduled for week of 4/11.
- Refrigerators will go in once elevator is operating.
- Set water heaters.
- Install acoustical ceiling tiles in corridors.
- Garage Spray foam.
- Install fire rated glass at atrium.
- Install common area doors and hardware
- Exterior Railings.
- Run conduit to Bayview.

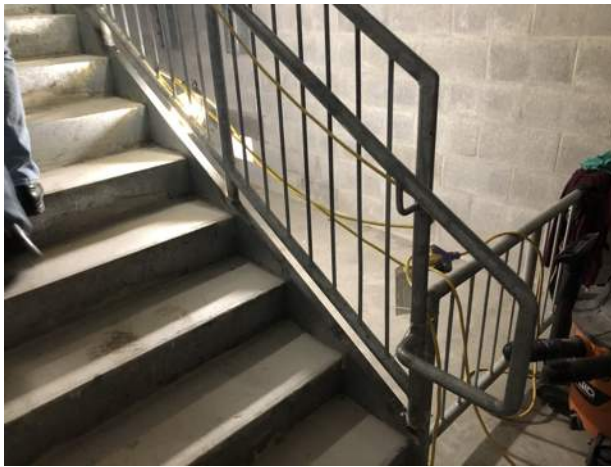
Attached

- Photos

Meeting Schedule

Next Meeting: **May 04, 2021 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
#13	05/04/21	10:30 am













Tue 3/2/21

ID	Task Name	Duration	Physical % Complete	Start	Finish	2020 A M J J A S O N D	Half 2, 2020 J A S O N D	Half 1, 2021 J F M A M J J	Half 2, 2021 J A S O N D	Hal J F
1	SPEITEL COMMONS	261 days	0%	Fri 5/1/20	Fri 4/30/21					
2	BUILDING	281 days?	0%	Fri 5/1/20	Fri 5/28/21					
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%	Fri 11/20/20	Tue 12/1/20					
19	Roofing	8 days	0%	Wed 12/2/20	Fri 12/11/20					
20	Set Interior Stairs	8 days	0%	Mon 12/14/20	Wed 12/23/20					
21	Tyvek Wrap	3 days	0%	Mon 12/14/20	Wed 12/16/20					
22	Windows & Exterior Doors	8 days	0%	Thu 12/17/20	Mon 12/28/20					
23	Brick	25 days	0%	Tue 12/22/20	Mon 1/25/21					
24	Siding	25 days	50%	Tue 1/5/21	Mon 2/8/21					
25	Pre Rock	4 days	35%	Wed 12/2/20	Mon 12/7/20					
26	HVAC Rough-in - 200 Level	9 days	0%	Mon 1/11/21	Thu 1/21/21					
27	HVAC Rough-in - 300 Level	4 days	0%	Fri 1/22/21	Wed 1/27/21					
28	HVAC Rough-in - 400 Level	4 days	0%	Fri 1/22/21	Wed 1/27/21					
29	Plumbing Rough-in - 200 Level	8 days	100%	Fri 12/4/20	Tue 12/15/20					
30	Plumbing Rough-in - 300 Level	9 days	85%	Wed 12/16/20	Mon 12/28/20					
31	Plumbing Rough-in - 400 Level	9 days	0%	Tue 1/12/21	Fri 1/22/21					
32	Fire Sprinkler Rough-in - 200 Level	9 days	0%	Fri 12/4/20	Wed 12/16/20					
33	Fire Sprinkler Rough-in - 300 Level	10 days	0%	Thu 12/17/20	Wed 12/30/20					
34	Fire Sprinkler Rough-in - 400 Level	10 days	0%	Thu 12/31/20	Wed 1/13/21					
35	Electrical Rough-in - 200 Level	7 days	90%	Mon 12/14/20	Tue 12/22/20					
36	Electrical Rough-in - 300 Level	10 days	90%	Fri 1/8/21	Thu 1/21/21					
37	Electrical Rough-in - 400 Level	10 days	0%	Fri 1/15/21	Thu 1/28/21					
38	MEP Rough Inspections - 200 Level	1 day?	0%	Fri 1/22/21	Fri 1/22/21					
39	MEP Rough inspections - 300 Level	1 day?	0%	Fri 1/29/21	Fri 1/29/21					

Tue 3/2/21

ID	Task Name	Duration	Physical % Complete	Start	Finish	2020	Half 2, 2020	Half 1, 2021	Half 2, 2021	Half
						A M J	J A S O N D	J F M A M J	J A S O N D	J F
40	MEP Rough Inspections - 400 Level	1 day?	0%	Thu 2/4/21	Thu 2/4/21					MEP Rough Inspections - 400 Level
41	Rough Frame Inspection - 200 Level	1 day	0%	Mon 1/25/21	Mon 1/25/21					Rough Frame Inspection - 200 Level
42	Rough Frame Inspection - 300 Level	1 day?	0%	Mon 2/1/21	Mon 2/1/21					Rough Frame Inspection - 300 Level
43	Rough Frame Inspection - 400 Level	1 day?	0%	Fri 2/5/21	Fri 2/5/21					Rough Frame Inspection - 400 Level
44	Insulation - 200 Level	2 days	0%	Tue 1/26/21	Wed 1/27/21					Insulation - 200 Level
45	Insulation - 300 Level	2 days	0%	Tue 2/2/21	Wed 2/3/21					Insulation - 300 Level
46	Insulation - 400 Level	2 days	0%	Mon 2/8/21	Tue 2/9/21					Insulation - 400 Level
47	Insulation Inspections - 200 Level	1 day	0%	Thu 1/28/21	Thu 1/28/21					Insulation Inspections - 200 Level
48	Insulation Inspections - 300 Level	1 day?	0%	Thu 2/4/21	Thu 2/4/21					Insulation Inspections - 300 Level
49	Insulation Inspections - 400 Level	1 day?	0%	Wed 2/10/21	Wed 2/10/21					Insulation Inspections - 400 Level
50	Hang / Finish Sheetrock - 200 Level	10 days	0%	Fri 1/29/21	Thu 2/11/21					Hang / Finish Sheetrock - 200 Level
51	Hang / Finish Sheetrock - 300 Level	10 days	0%	Fri 2/5/21	Thu 2/18/21					Hang / Finish Sheetrock - 300 Level
52	Gypcrete 300 Level	1 day?	0%	Fri 2/19/21	Fri 2/19/21					Gypcrete 300 Level
53	Hang / Finish Sheetrock - 400 Level	10 days	75%	Thu 2/11/21	Wed 2/24/21					Hang / Finish Sheetrock - 400 Level
54	Gypcrete 400 Level	2 days	0%	Fri 3/12/21	Mon 3/15/21					Gypcrete 400 Level
55	Rough Trim Installation - 200 Level	5 days	0%	Fri 2/12/21	Thu 2/18/21					Rough Trim Installation - 200 Level
56	Rough Trim Installation - 300 Level	5 days	55%	Mon 2/22/21	Fri 2/26/21					Rough Trim Installation - 300 Level
57	Rough Trim Installation - 400 Level	5 days	0%	Tue 3/16/21	Mon 3/22/21					Rough Trim Installation - 400 Level
58	Prep and Prime Paint Coat - 200 Level	8 days	0%	Fri 2/19/21	Tue 3/2/21					Prep and Prime Paint Coat - 200 Level
59	Prep and Prime Paint Coat - 300 Level	8 days	0%	Mon 3/1/21	Wed 3/10/21					Prep and Prime Paint Coat - 300 Level
60	Prep and Prime Paint Coat - 400 Level	8 days	0%	Tue 3/23/21	Thu 4/1/21					Prep and Prime Paint Coat - 400 Level
61	Hard Flooring - 200 Level	8 days	0%	Wed 3/3/21	Fri 3/12/21					Hard Flooring - 200 Level
62	Hard Flooring - 300 Level	8 days	0%	Thu 3/11/21	Mon 3/22/21					Hard Flooring - 300 Level
63	Hard Flooring - 400 Level	8 days	0%	Fri 4/2/21	Tue 4/13/21					Hard Flooring - 400 Level
64	Cabinets and Countertops - 200 Level	3 days	0%	Mon 3/15/21	Wed 3/17/21					Cabinets and Countertops - 200 Level
65	Cabinets and Countertops - 300 Level	3 days	0%	Tue 3/23/21	Thu 3/25/21					Cabinets and Countertops - 300 Level
66	Cabinets and Countertops - 400 Level	3 days	0%	Wed 4/14/21	Fri 4/16/21					Cabinets and Countertops - 400 Level
67	Deliver Appliances - 200 Level	1 day	0%	Mon 3/15/21	Mon 3/15/21					Deliver Appliances - 200 Level
68	Deliver Appliances - 300 Level	1 day?	0%	Tue 3/23/21	Tue 3/23/21					Deliver Appliances - 300 Level
69	Deliver Appliances - 400 Level	1 day?	0%	Wed 4/14/21	Wed 4/14/21					Deliver Appliances - 400 Level
70	Final MEP's - 200 Level	10 days	0%	Mon 3/15/21	Fri 3/26/21					Final MEP's - 200 Level
71	Final MEP's - 300 Level	10 days	0%	Tue 3/23/21	Mon 4/5/21					Final MEP's - 300 Level
72	Final MEP's - 400 Level	10 days	0%	Wed 4/14/21	Tue 4/27/21					Final MEP's - 400 Level
73	Hardware, Accessories, Blinds - 200 Level	3 days	0%	Mon 3/29/21	Wed 3/31/21					Hardware, Accessories, Blinds - 200 Level
74	Hardware, Accessories, Blinds - 200 Level	3 days	0%	Tue 4/6/21	Thu 4/8/21					Hardware, Accessories, Blinds - 200 Level
75	Hardware, Accessories, Blinds - 200 Level	3 days	0%	Wed 4/28/21	Fri 4/30/21					Hardware, Accessories, Blinds - 200 Level
76	Paint Final - 200 Level	5 days	0%	Thu 4/1/21	Wed 4/7/21					Paint Final - 200 Level
77	Paint Final - 300 Level	5 days	0%	Fri 4/9/21	Thu 4/15/21					Paint Final - 300 Level
78	Paint Final - 400 Level	5 days	0%	Mon 5/3/21	Fri 5/7/21					Paint Final - 400 Level

Tue 3/2/21

ID		Task Name	Duration	Physical % Complete	Start	Finish	2020 A M J	Half 2, 2020 J A S O N D	Half 1, 2021 J F M A M J	Half 2, 2021 J A S O N D	Hal J F
79		Clean / Punch Out - 200 Level	5 days	0%	Thu 4/8/21	Wed 4/14/21					 Clean / Punch Out - 200 Le
80		Clean / Punch Out - 300 Level	5 days	0%	Fri 4/16/21	Thu 4/22/21					 Clean / Punch Out - 300 Le
81		Complete Elevator Installation	25 days	0%	Mon 4/19/21	Fri 5/21/21					 Complete Elevator Insta
82		Clean / Punch Out - 400 Level	5 days	0%	Mon 5/10/21	Fri 5/14/21					 Clean / Punch Out - 400
83		Energy Star Inspections	5 days	0%	Mon 5/17/21	Fri 5/21/21					 Energy Star Inspections
84		Final Inspections	5 days	0%	Mon 5/24/21	Fri 5/28/21					 Final Inspections

Program Statistics Report	10/2020 - 9/2021	2021 MAR	2021 FEB	2021 JAN
<u>Tenant Accounts Receivable</u>				
Number of "non-payment of rent" cases referred to the solicitor	0	0	0	0
<u>Tenant Relations</u>				
Total number of units to be inspected in fiscal year	121	121	121	121
Number of inspections completed this mo. - all sites (include BB	1	0	62	62
Total number of units inspected year-to-date - all sites	125	124	124	124
<u>Occupancy</u>				
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	n/a	n/a	n/a	n/a
Annual Unit Turnaround Time (For Fiscal Year)	635	635	635	635
Monthly - Number of Vacancies Filled (this month)	0	0	0	0
Monthly - Average unit turnaround time in days for Lease up	0	0	0	0
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	0	0	0	0
PIC Score	97.44%	97.44%	86.34%	86.34%
<u>Vacancies - At end of Month</u>				
Bay View Manor	5	4	4	4
Peck's Beach Senior	0	0	0	0
Peck's Beach Family	1	1	1	1
Total	6	5	5	5
Occupancy Rate	94.96%	95.80%	95.80%	95.80%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>				
Total Hours (Summarized Quarterly)	15	15	15	15
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	2.5	2.5	2.5	2.5
<u>Rent Roll</u>				
Bay View Manor - Elderly/Disabled	\$ 17,041	\$ 18,192	\$ 18,192	\$ 18,192
Peck's Beach - Elderly/Disabled	\$ 7,506	\$ 7,506	\$ 7,506	\$ 7,506
Peck's Beach - Family	\$ 17,901	\$ 17,901	\$ 18,187	\$ 18,187
Total Rent Roll	\$ 42,448	\$ 43,599	\$ 43,885	\$ 43,885
<u>Public Housing Waiting List Applicants - All Waiting Lists are Closed as of 1/31/20</u>				
Families - Ocean City Preference	15	15	15	15
Families - No Ocean City Preference	200	200	200	200
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	78	78	78	78
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	624	624	624	624
<u>Maintenance Department</u>				
Average work order turnaround time in days - Tenant Generated	0.04	0.50	0.44	0.44
Total Tenant Generated Work Orders	4	3	8	8
Number of routine work orders written this month	94	79	76	76
Number of outstanding work orders from previous month	4	5	10	10
Total number of work orders to be addressed this month	103	93	95	95
Total number of work orders completed this month	103	93	95	95
Total number of work orders left outstanding	0	0	0	0
Number of emergency work orders written this month	1	6	1	1
Total number of work orders written year-to-date	670	571	483	483
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up,	0	0	0	0
<u>Real Estate Assessment Center (REAC) Scores</u>				
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68	68

Ocean City Housing Authority
Cash Report
As of March 31, 2021

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 03/31/2021	\$615,537.85
2021 Capital Fund Balance for PH (pbfamily)	\$121,578.00
Add: A/R-Tenants 03/2021	Current \$34,217.98
	Past \$5,647.61

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - Oct & Dec 2020 - City of OC CDBG Grant - Acenda (2 invoices)	\$0.00
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$1,100,990.05
Reimbursement for Builder's Risk Policy for Speitel Manor - NJHMFA to Reimburse	\$10,370.50

Less: Bill List payments -Apr 2021 (\$1,213,349.94)

Accrued Expenses - Total from detail below (\$38,494.50)

<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	6	18,864.50
Bad Debt	5,000.00	6	2,500.00
Comp Absences	5,000.00	6	2,500.00
P.I.L.O.T.	29,260.00	6	14,630.00
Net Accrual	144,460.00		38,494.50

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

Net Cash Balance \$436,497.55

	<u>Average Expenses</u>	<u>Cash Available for # of month/days</u>	
Per Month	\$ 78,605	7.83	Months
Per Day	\$ 2,620	167	Days

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

**RESOLUTION NO. 2021-15
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 \$1,213,349.94.

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: April 20, 2021

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

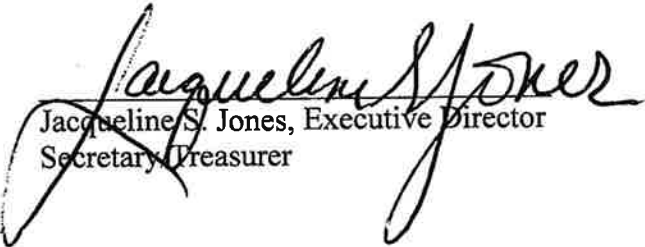
BY: 

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 April 20, 2021 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 - APRIL 2021

BANK: COCC

Check #	Vendor	Invoice Notes	Total Amount
496	ACE PLUMBING	Maint Supplies	239.40
497	ACU PRINT	Foam board posters	193.06
498	ATLANTIC CITY ELECTRIC	Mar 2021 Electric	10,677.77
499	AT & T	Apr 2021 Elevator phone	117.99
500	LINDA AVENA	Apr 2021 Accounting Services	1,541.67
501	BROOKE GROUP LLC	General consulting	1,560.00
502	CALL EXPERTS	Apr 2021 Answering Service	64.41
503	CITY OF OCEAN CITY	FYE 9/2019 PILOT	36,312.00
504	CLEAN SWEEP SERVICES	Mar 2021 BVM Cleaning	1,975.00
505	COMCAST	Internet Svc - Mar 2021	244.57
506	COPIER PLUS	Apr 2021 Copier contract charge	20.00
507	THE DAILY JOURNAL	Notice of 2/16 & 3/16 Bd Mtgs; ads for BVM exterior & HVAC renovations	159.72
508	DELTA DENTAL	May 2021 dental premium	174.02
509	FLORENCE DRISCOLL	Tenant Services - Apr 2021	200.00
510	FEDERAL EXPRESS	Overnight delivery of board package	37.99
511	FIRE DEFENSE SYSTEMS	Annual inspection of BVM fire pump/sprinkler system	1,260.00
512	EISENSTAT, GABAGE & FURMAN	Legal Svcs - Mar 2021	1,020.00
513	GLEN O. STULL	Medicare Reimb - Apr 2021; Prescription reimb	516.63
514	W.W. GRAINGER	Maint Supplies	709.95
515	ASHLEY HARRIS	BVM Cleaning - Apr 2021	200.00
516	ROBERT HARRIS	Recyclables removal & trash room cleaning - Apr 2021	200.00
517	HD SUPPLY	Maint Supplies	1,754.89
518	HOME DEPOT CREDIT SERVICES	Maint Supplies	303.19
519	THE HOME DEPOT PRO	Maint Supplies	157.59
520	HUMANA INSURANCE	May 2021 prescription - retiree	66.50
521	INTEGRATED SYSTEMS ASSOCIATES	Mar 2021 Software consulting	1,137.50
522	JOHN SPITZ	Medicare & Prescription copay reimb - Apr 2021	690.07
523	M & J ROOFING LLC	Roof repair - Admin Office	3,000.00
524	NJ AMERICAN WATER	Water - Mar 2021	7,225.70
525	OMEGA PEST MGMT	Mar/Apr 2021 Pest Control	2,758.75
526	PAPER MART LLC	Window envelopes	136.50
527	THE PRESS OF ATLANTIC CITY	Notice of remote 3/16/21 board meeting	48.68
528	ROBERT L. ROWELL	Maintenance Labor-Grounds - Apr 2021	200.00
529	SOUTH JERSEY GAS	Mar 2021 - Gas	6,244.92
530	SUPERIOR VISION	May 2021 Vision insurance	19.71
531	TREASURER, STATE OF NJ/DCA ELSA	Elevator inspection fee - BVM	516.00
532	VECTOR SECURITY	Camera System annual service agreement	854.04
533	VERIZON DSL	Mar 2021 office phone/fax line	141.30
534	VERIZON WIRELESS	Mar 2021 Maint cell phone	51.10
535	VINELAND HOUSING AUTHORITY	Apr 2021 Mgmt Svcs;Mar 2021 office coverage/maint svcs, postage, supply reimb	26,186.61
536	WALLACE HARDWARE	Maint Supplies	23.49
20210414	HORIZON BCBS OF NJ	Apr 2021 Health Benefits	2,649.10
	TOTAL APRIL DISBURSEMENTS (sturcoco)		\$ 111,589.82
	PAYROLL - 03/2021		\$ 2,637.28
	PAYROLL TAXES - 03/2021		\$ 841.73
	ADP PAYROLL PROCESSING FEES - 03/2020		\$ 139.36
	PENSION -03/2020		\$ 256.80
	PNC BANK FEE - 03/2020		\$ 65.90
	TOTAL APRIL DISBURSEMENTS (sturcons)		\$ 1,097,819.05
	TOTAL BILL LIST - APRIL 2021		\$ 1,213,349.94

OCEAN CITY HOUSING AUTHORITY			
BILL LIST - APRIL 2021			
BANK: BAYVIEW/SPEITEL CONSTRUCTION (RAD bayview)			
Check #	Vendor	Invoice Notes	Total Amount
	WINCHESTER ROOFING	BVM roof replacement pymt #3	46,212.39
	GARY F GARDNER INC.	Speitel construction pymt #11	550,311.58
	THE BROOKE GROUP LLC	Jan 2021 Consulting - BVM/Speitel Rehab/Construction	13,755.00
	HALEY DONOVAN	A/E - Speitel construction	21,790.00
	ELECTRI-TECH	BVM electrical renovations pymt #1	4,250.00
	GARY F GARDNER INC.	Speitel construction pymt #12	444,600.08
	MARATHON ENGINEERING	Engineering Svcs - Speitel construction	948.00
	HALEY DONOVAN	A/E - Speitel construction	4,690.00
	THE BROOKE GROUP LLC	Feb 2021 Consulting - BVM/Speitel Rehab/Construction	11,262.00
	TOTAL APRIL DISBURSEMENTS (sturcons)		\$ 1,097,819.05

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

RESOLUTION NO. 2021-16

**Certifying the 2019 Fiscal Year Annual Audit as Prescribed
by the New Jersey Local Finance Board**

WHEREAS, N.J.S.A. 40A:5A-5 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual audit report for the fiscal year ended September 30, 2019 has been completed and filed with the Ocean City Housing Authority pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the section of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Ocean City Housing Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended September 30, 2019, and specifically has reviewed the sections of the audit report entitled: "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON APRIL 20, 2021.

ADOPTED: April 20, 2021

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 April 20, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: 

Jacqueline S. Jones, Executive Director
Secretary/Treasurer

**Affidavit: Local Authorities
Fiscal Control Law (L.1983,C313)
as per FY End Audit: 9/30/2019**

Local Authorities Group Affidavit Form

**Prescribed by
The New Jersey Local Finance Board**

Audit Review Certificate

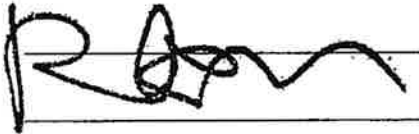
We, the members of the governing body of the Housing Authority of the City of Ocean City, being of full age and being duly sworn according to law, upon our oath, depose and say:

1. We are duly appointed members of the Housing Authority of the City of Ocean City.
2. We certify, pursuant to *N.J.S.A. 40A:5A-17*, that we have each reviewed the annual Audit Report for the Fiscal Year Ending September 30, 2019 and, specifically, the sections of the Audit Report entitled, "General Comments" and "Recommendations."

NAME

SIGNATURE

Robert Barr



Robert Halliday

Beverly McCall

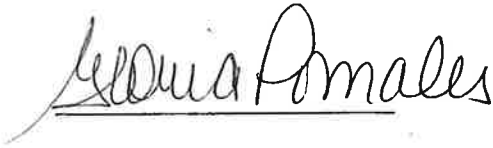
Patricia Miles-Jackson

Robert Henry

Patrick Mumman

Brian Broadley

Sworn to and subscribed before me this 20th day of April, 2021.



Notary Public of New Jersey

GLORIA POMALES
Notary Public of New Jersey
My Commission Expires May 23, 2022

Affidavit: Local Authorities
Fiscal Control Law (L.1983,C313)
as per FY End Audit: 9/30/2019

Local Authorities Group Affidavit Form

Prescribed by
The New Jersey Local Finance Board

Audit Review Certificate

We, the members of the governing body of the Housing Authority of the City of Ocean City, being of full age and being duly sworn according to law, upon our oath, depose and say:

1. We are duly appointed members of the Housing Authority of the City of Ocean City.
2. We certify, pursuant to *N.J.S.A. 40A:5A-17*, that we have each reviewed the annual Audit Report for the Fiscal Year Ending September 30, 2019 and, specifically, the sections of the Audit Report entitled, "General Comments" and "Recommendations."

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SIGNATURE

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Robert Halliday

Beverly McCall

Patricia Miles-Jackson

Robert Henry

Patrick Mumman

Brian Bradley

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NAME

SIGNATURE

Robert Barr

Robert Halliday

Beverly McCall

Patricia Miles-Jackson

Robert Henry

Patrick Mumman

_____  4/20/21

Brian Broadley

Sworn to and subscribed before me this 20th day of April, 2021.



Notary Public of New Jersey

GLORIA POMALES
Notary Public of New Jersey
My Commission Expires May 23, 2022

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

**RESOLUTION NO. 2021-17
A Resolution Awarding Janitorial Cleaning Services Contract**

WHEREAS, the Ocean City Housing Authority recognizes the need to have janitorial cleaning services; and

WHEREAS, this is a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Authority received one quote for janitorial cleaning services; and,

WHEREAS, Clean Sweep Services of NJ Inc. – 625 Bay Avenue, Ocean City, NJ provided the lowest most responsible rates; and,

WHEREAS, Clean Sweep Services of NJ Inc. – 625 Bay Avenue, Ocean City, NJ has completed and submitted a Political Contributions Disclosure form which certifies that Clean Sweep Services of NJ Inc. has not made any reportable contributions to a political or candidate committee in the Ocean City Housing Authority in the previous one year, and that the contract will prohibit the Clean Sweep Services of NJ Inc. from making any reportable contributions through the term of the contract, and

WHEREAS, funds are available for the purpose of entering into a contract not to exceed \$44,000 (see attached certification); and,

WHEREAS, the Authority recommends the award of contract be made to **Clean Sweep Services of NJ Inc.**; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby awards the contract for janitorial cleaning services and approves the expenditure of funds in the amount not to exceed \$44,000 to **Clean Sweep Services of NJ Inc. – 625 Bay Avenue, Ocean City, NJ.**

ADOPTED: April 20, 2021

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

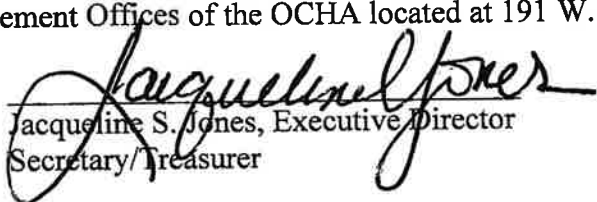
BY: _____

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 April 20, 2021 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:

JANITORIAL CLEANING SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-10-000.


Wendy Hughes
Certifying Financial Officer

4/20/2021
Date

Service Proposal For April 2021 ending March 2022

Cleanings

Description	Cost	Occurrence
Monday Service	\$275.00	Weekly
Thursday Service	\$150.00	Weekly

Please make checks payable to: **Clean Sweep Services of NJ, Inc.**

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

**RESOLUTION NO. 2021-18
Resolution Approving Change Orders for Bayview Manor Roof Replacement**

WHEREAS, the Ocean City Housing Authority solicited an Invitation for Bids for renovation of the roof at Bayview Manor; and

WHEREAS, bids were advertised pursuant to section 4 of P.L.1971, c.198 (C.40A:11-4); and

WHEREAS, the lowest responsible bidder for this project was **Winchester Roofing Corporation – 8 Democrat Way; Gibbsboro, NJ 08026** with a bid amount of **\$234,153**; and

WHEREAS, the contract for construction was awarded to **Winchester Roofing Corporation – 8 Democrat Way; Gibbsboro, NJ 08026** with **Resolution 2020-40** at the **September 15, 2020 board meeting**; and

WHEREAS, a change orders is necessary to provide additional time to complete the project; and

WHEREAS, the aforementioned change order number 003 is described and attached herein; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners herby accepts the change order to extend the contract completion date until May 18, 2021.

ADOPTED: April 20, 2021

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 April 20, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____

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

AIA® Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
19-037 Bayview Manor Roof
Replacement
635 West Ave & Sixth St.
Ocean City, NJ 08226

CONTRACT INFORMATION:
Contract For: General Construction

Date: 04/01/2021

CHANGE ORDER INFORMATION:
Change Order Number: 003

Date: 04/01/2021

OWNER: *(Name and address)*
Ocean City Housing Authority
204 4th Street
Ocean City, NJ 08226

ARCHITECT: *(Name and address)*
Halcy Donovan, LLC
9 Tanner Street, Suite 201, Haddonfield,
NJ 08033

CONTRACTOR: *(Name and address)*
Winchester Roofing Corp.
8 Democrat Way
Gibbsboro, NJ 08026

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

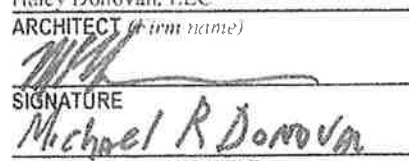
04/01/2021 - Extend the contract for another 48 days, until May 18th 2021.

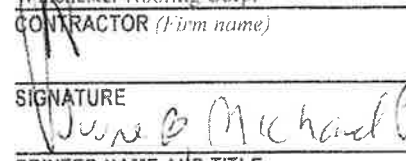
The original Contract Sum was	\$ 234,153.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 234,153.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 234,153.00

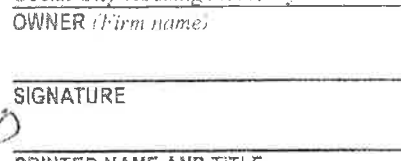
The Contract Time will be increased by 48 (Forty Eight) days.
The new date of Substantial Completion will be 05/18/2021

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive Price.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Halcy Donovan, LLC
ARCHITECT *(Firm name)*

SIGNATURE
PRINTED NAME AND TITLE
4.1.21
DATE

Winchester Roofing Corp.
CONTRACTOR *(Firm name)*

SIGNATURE
PRINTED NAME AND TITLE
4/15/21
DATE

Ocean City Housing Authority
OWNER *(Firm name)*

SIGNATURE
PRINTED NAME AND TITLE

DATE

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

**RESOLUTION NO. 2021-19
Resolution Approving Change Order for
Construction of Speitel Commons at Bayview Manor**

WHEREAS, the Ocean City Housing Authority solicited an Invitation for Bids for construction of a four-story residential apartment building consisting of three stories of wood frame residential over one-story of reinforced concrete frame parking/utility to be known as Speitel Commons at Bayview Manor; and

WHEREAS, bids were advertised pursuant to section 4 of P.L.1971, c.198 (C.40A:11-4); and

WHEREAS, the lowest responsible bidder for this project is **Gary F. Gardner, Inc. - 624 Gravelly Hollow Road; Medford, New Jersey 08055** with a bid amount of **\$6,916,506**; and

WHEREAS, the contract for construction was awarded to **Gary F. Gardner, Inc. - 624 Gravelly Hollow Road; Medford, New Jersey 08055** with **Resolution 2019-26** at the **June 25, 2019 board meeting**; and

WHEREAS, change orders are necessary to provide value engineering efficiencies, support changes that provide betterments realized during construction and to provide continuity of products for operational purpose; and

WHEREAS, a change order is necessary to provide parking bollards at each parking spot and bathtub grab bars in accessible units; and

WHEREAS, the aforementioned change order shall not exceed **\$23,784** and are described and attached herein; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners hereby accepts the not to exceed change order of **\$23,784** for the construction of **Speitel Commons at Bayview Manor**.

ADOPTED: April 20, 2021

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 April 20, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____

Jacqueline S. Jones, Executive Director
Secretary/Treasurer

THE BROOKE GROUP, LLC

Jacqueline S. Jones
Executive Director
Ocean City Housing Authority

April 15, 2021

Re: Speitel Commons Change Orders

Dear Ms. Jones:

The development team has reviewed two issues that have come up with the development of the project: 1) residents relocating to non-assessable units have been requesting grab bars in the bathroom tub area for safety reasons, and 2) the OCHA management team believes that the exterior walls of the parking garage need to be protected from cars accidentally running into them when people are parking their vehicles. Two change orders are required:

1.	Parking Bollards	Purchase and install 4" x 36" steel bollard at each parking spot (19) total labor material Layout	\$9,853.00
2.	Bath tub grab bars	Grab bars in all tubs not in already assessable units, purchase and install. 4 at each tub at 26 units	\$13,931.00
	TOTAL NOT TO EXCEED AMOUNT		\$23,784

The Brooke Group with the assistance of the Project Engineer and Architect have reviewed the above items and costs and in our professional opinion the cost is reasonable and the requested scope of work is reasonable for the Project.

We will request from Gary Gardner Inc., the General Contractor, that it submits a formal change order that covers the above captioned items.

If you have any questions please feel free to contact me.

Sincerely,



Richard Ginnetti

Cc: Ron Miller
Dan Pelouze

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

**RESOLUTION NO. 2021-20
Resolution Authorizing Payment of Draw 12**

WHEREAS, the Ocean City Housing Authority solicited an Invitation for Bids for construction of four-story residential apartment building consisting of three stories of wood frame residential over one-story of reinforced concrete frame parking/utility to be known as Speitel Commons at Bayview Manor; and

WHEREAS, the Ocean City Housing Authority is committed to renovations at Bayview Manor, which is located next to Speitel Commons;

WHEREAS, the funding for the construction of Speitel Commons at Bayview Manor is partly through the New Jersey Housing and Mortgage Finance Agency and partly through the City of Ocean City;

WHEREAS, the funding for the renovations at Bayview Manor is through the City of Ocean City; and

WHEREAS, the funding through the City of Ocean City is via a partnership established through a Shared Services Agreement with the Ocean City Housing Authority; and

WHEREAS, the payments to the vendors for the construction of Speitel Commons at Bayview Manor and the renovations at Bayview Manor will be paid by the Ocean City Housing Authority through "Project Draws" funded by the City of Ocean City; and

WHEREAS, the attached Project Draws will be processed and the vendors paid upon receipt of the funds from the City of Ocean City; and

WHEREAS, Project Draw #12 in the amount of \$465,750.58 is attached for approval of this payment process;

THEREFORE, the Ocean City Housing Authority Board of Commissioners authorizes the payment of the above mentioned and attached draws upon receipt of the funds through the Shared Services Agreement with the City of Ocean City.

ADOPTED: April 20, 2021

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 April 20, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____

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

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones
Executive Director
Ocean City Housing Authority

April 14, 2021

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #12

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$465,750.58. Once the City has approved the request it will send the funds to the Housing Authority. Once those funds have been obtained, the Housing Authority will pay the project contractors as follows:

Contractor	Address	Draw Amount
Electri-Tech	1334 Mays Landing Rd, Folsom, NJ 08037	\$4,250.00
Gary F Gardner Inc.	624 Gravelly Hollow RD, PO Box 599, Medford, NJ 08055	\$444,600.08
Marathon Engineering	3 Killdeer Ct, Ste #302, Swedesboro, NJ 08085	\$948.00
Haley Donovan	9 Tanner St., Suite 201, Haddonfield, NJ 08033	\$4,690.00
The Brooke Group LLC	209 E Egnor Dr, Galloway, NJ 08205	\$11,262.00
	TOTAL	\$465,750.58

Attached are the following items to back up this disbursement:

- W9s for Contractors Listed Above
- Bank Wire Instructions for Each Contractor
- Copy of Draw #12 Submission to Ocean City

If you have any questions please feel free to contact Holly Ginnetti of The Brooke Group, LLC at (609) 652-7788 or by email at hollyf@brookegroupllc.com.