

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



204 4th Street
Ocean City, New Jersey 08226

Phone: 609-399-1062
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Jacqueline S. Jones, Executive Director

July 15, 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, July 20, 2021 at 3:00 pm at Administrative Offices – 204 4th Street, Ocean City, NJ 08226.**

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, July 20, 2021
3:00 p.m.

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 June 15, 2021
 - b. **Executive Session on June 15, 2021**
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:

# 2021-36	Approval of Monthly Expenses (updated)
# 2021-37	Budget 2021-2022 (Annual – State and Capital Budget)
# 2021-38	Award Exterminating Services
# 2021-39	Approving Change Order for Construction of Speitel Commons at Bayview Manor (Irrigation System)
- 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

June 15, 2021 – 3:03 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held June 15, 2021, at 3:03 p.m. via teleconference from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, NJ 08360.

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

Chairman Barr read the Sunshine Law.

Upon roll call those present were:

Commissioner Robert Halliday	
Commissioner Patrick Mumman	
Commissioner Beverly McCall	
Commissioner Robert Henry	(arrived 3:09 p.m.)
Commissioner Patricia Jackson	(absent)
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, Samantha Kurtz-Seif – Director of Social Services of City of Ocean City and Gloria Pomales, Executive Assistant.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from May 18, 2021. A motion was made by Commissioner McCall and seconded by Commissioner Mumman. The following vote was taken:

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

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the eight months ended May 31, 2021.

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

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

Executive Director's Report

Mrs. Jones stated Rick Ginnetti, The Brooke Group, will provide the status of all the construction and renovation projects in the Old Business portion of the meeting. The construction related work opportunities at Speitel is going to switch to Bayview and the Authority will continue to send out post cards to the residents about possible work opportunities at Bayview. This outreach will continue the next year or so. This is important for HUD Section 3 requirements.

The Authority is working on the Year-End 2022 budget. A meeting will be set up with the Finance Committee prior to the July board meeting to review the budget. The budget will need to be passed in July to be able to get it to the State for approval before beginning of the fiscal year.

Mrs. Jones stated the Chairman asked if this meeting would be the last virtual meeting. Mrs. Jones turned the meeting over to Mr. Gabage to explain what is anticipated. Mr. Gabage stated up until COVID all meetings had to be face to face. You can have less than a quorum virtually but the quorum of four people must be face to face. This is required to be able to have the general public be able to attend to ask questions face to face. During COVID, legislation passed a statute which said that as long as there is an emergency by a Governor or the President there can be virtual meetings. It was specific when it was passed with an exception it was created because of COVID and the emergency. It is Chairman Barr's understanding that the State of Emergency is going to be over in a week or so. If this is the case and there is not another exception created to the Open Public Meetings Act then meetings will revert back to the Open Public Meetings Act and we will attend meetings face to face and at least the majority of the board can attend virtually, but there has to be at least four people at the meeting place and be open to the public.

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

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

Committee Reports – None.

Old Business – Rick Ginnetti reported Speitel is in the final stages. The architect is going to start the punch out inspection on June 24th. They will begin from the top floor down. The City's electrical/mechanical finals start tomorrow on the top floor. The Energy Star is scheduled for June 23rd. The CO's should be completed the last week of the month into the first week of July. The elevator company is finished with all their testing and the inspection will be scheduled. Relocation into the building for all the residents of Peck's Beach North and the 1st floor of Bayview have been scheduled to begin July 26th. Over the next couple of weeks, the OCHA will enter into a HAP agreement with the Vineland Housing Authority. This agreement has been drafted although the rents may be modified based on budgetary items. There is also an addendum to the RAD HAP agreement to include the new units in Speitel. The HAP agreement is for 20 units at Speitel that are full market rent or higher voucher units, which currently are now in Pecks Beach North as tenant-based vouchers. These will be transferred over to Speitel. There are no change orders on the agenda this month. The only possible change order would be irrigation. The City is looking to irrigate the front of the building. This was not in the plans. Access panels have already been installed. The Authority asked for modification to the generator room. The Authority is looking for furniture, fixture and equipment through the architect to furnish the lobby, laundry room and the courtyard between the two buildings. We are under budget so there is room to make these additional upgrades.

Bayview alarm system is complete. The electrical panels are in process with the 1st riser to start tomorrow. There have been a lot of issues getting the materials. The rest of building should begin next week with the goal of finishing in 2 ½ weeks. There is a change order for extension of time until August 31st. The exterior windows once ordered will take about 4-5 months. There is a delay in the air conditioning units. Two units will be moved to the 5th floor. There will be 2

efficiency apartments where the laundry room and public bathrooms are currently located. There will be a public bathroom in the community. The laundry room will be moved to the 1st floor and the OCHA future office space, painting and flooring package is being put together by the architect for review to finalize to put out for bid by the end of July. Bayview roof will be discussed in closed session.

The Authority is working to try to get to the planning board in July for the 10 unit Scattered Site Project. This is a City application and the OCHA is assisting in the project. If the planning board does not approve this may be delayed into August. Once approved it can go out to bid and hopefully start construction in September or October. It would be a 12-month build.

In regard to the Peck's Beach Family Project, the City Council has approved the Shared Services agreement with the Housing Authority. The Housing Authority approved it at last month's meeting. This agreement includes about \$9.3 in funding from the City, but it also includes \$1.3 in predevelopment money to plan this project and get the approvals needed. Today on the agenda are resolutions to approve the special architect and engineer and special engineer for the project. The first item for the engineer is the demolition specifications of Pecks Beach North. The money to do the demolition is in the current Speitel/Bayview budget. It is the desire to start the demolition in September and can be completed in October. The Peck's Beach Family project will be significantly more complicated than Speitel. The Board will need to consider obtaining a mix finance attorney to assist Mr. Gabage because it is a tax credit transaction. Site plans will hopefully get to the planning board by December or January. The Authority will need to create a for profit owner entity and a for profit managing member, which will be the Ocean City Housing Authority. A declaration of intent will need to be submitted to the HMFA for tax bond sales, which generates the 4% tax credits needed for financing. The declaration of intent should be submitted in August. All OCHA board members and the Executive Director will need to get a background check for the HMFA. The HMFA will provide the tax credits, the permanent first mortgage and will provide the construction loan. The HMFA provides the OCHA the ability to sell the tax credits. The Authority will need to locate an entity to buy the tax credits. The entity that purchases the tax credits is the 99% owner of the project. The Housing Authority will do a ground lease to the owner entity created and form a partnership with the tax credit investors. The Housing Authority will be part of the ownership and the Authority will be responsible for the management of the day-to-day activities and also the management of the tax matters. The possible start date for this construction would be the 1st quarter of 2023.

Commissioner Halliday asked when going through the preliminary set up/structuring for financing for establishing the entities and going through the design - Will pre-liminary engineering on the site done as well as improvements that need to be done, since essentially, a city block is being created? If the Board awards the contract to the engineering contract today, the engineering will begin including the loading of that site. Discussion on actual site and how many units can actually fit. Commissioner Broadley asked what kind of entity purchases these tax credits. Rick stated there are two types of investors. Investors who are purely at the rate of return which are private equity groups or very high-income individuals. They are not in the market that much right now. There are banks and insurance companies that having banking entities who are required under federal regulation to invest in affordable housing and get the tax benefit. The biggest buyer in NJ is TD Bank as well as Bank of America and Wells Fargo who are the 2nd and 3rd biggest buyers in NJ. If the Authority was doing this project on its own it may get some community banks interested, but on this size project that may not be possible unless they put a couple community banks together to make sure there is enough money available. Commissioner Henry stated financing is complicated and requested a written paper with step by step of this process. Chairman Barr asked if it would be a 4 or 9 percent tax credits or a mix. Rick stated it would be 4 percent tax credits. Chairman Barr asked how banks are aware of this project. The Authority would directly contact the banks.

New Business – None.

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

Resolution #2021-30
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$1,126,643.39. Mrs. Jones stated the bill list was a little bit higher this month because the second installment payment for the NJ JIF, which includes \$10,000 for the construction builders risk policy for Speitel. . The invoices for Speitel are flowing relatively quickly with the City. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

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

Resolution #2021-31

Resolution of Compliance (Board of Commissioners and Executive Director)

Chairman Barr called for a motion to approve Resolution #2021-31. Mrs. Jones stated this is an annual resolution that signifies that all Commissioners and the Executive Director have completed their training through the State of NJ DCA Rutgers Training Program. A motion was made by Commissioner McCall; 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	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2021-32

Approving Change Order #4 for Electrical Panels Renovations at Bayview Manor (extend contract time)

Chairman Barr called for a motion to approve Resolution #2021-32. Mrs. Jones explained this is for an extension of time on this project mostly due to a delay in materials. No increase in cost. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. The following vote was taken:

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

Resolution #2021-33

Award Special Architectural and Engineering Services – Pecks Family Redevelopment

Chairman Barr called for a motion to approve Resolution #2021-33. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated Resolution 33 and 34 are for Peck's Family Redevelopment. Ron Miller stated both RFP's were advertised through a fair and open process, reviewed and ranked by the staff and presented

to the Board for review. There was only one proposal received for Engineering and two proposals received for Architectural and Engineers received. The recommendations were reviewed with Rick from the Brooke Group and both are within budget. The following vote was taken:

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

Resolution #2021-34

Award Special \Engineering Services – Pecks Family Redevelopment

Chairman Barr called for a motion to approve Resolution #2021-34. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Ron Miller discussed this resolution in the previous resolution. The following vote was taken:

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

Resolution #2021-35

Executive Session

Chairman Barr called for a motion to approve Resolution #2021-35. This is a resolution authorizing executive session for any pending or anticipated litigation. The Board would like to discuss with the Solicitor possible litigation and/or negotiations relating to Winchester Roofing's failure to perform its obligations under its roofing contract for Bayview Manor. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

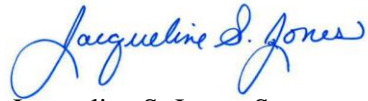
Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Regular Meeting closed for Executive Session at 3:48 p.m.
Regular Meeting re-opened at 4:17 p.m.

No public comments. Commissioner Halliday stated how great how Speitel looks and what a terrific job being done. No further comments from Board Members

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:19 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jacqueline S. Jones". The signature is written in a cursive style with a large initial 'J'.

Jacqueline S. Jones, Secretary/Treasurer

Commissioner's Report
Month Ending: Jun 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	June	June		June	BUDGET	June		June	June	BUDGET		June	June	June		BUDGET	June	June	June
<u>INCOME</u>																				
DWELLING RENTAL	\$ 540,060	\$ 405,045	\$ 391,647	\$ (13,398)	\$ 229,840	\$ 172,380	\$ 162,636	\$ (9,744)	\$ 220,000	\$ 165,000	\$ 167,081	\$ 2,081	\$ 90,220	\$ 67,665	\$ 61,930	\$ (5,735)				
OTHER TENANT-EXCESS UTILITIES	6,810	3,467	2,238	(1,229)	6,810	3,467	2,238	(1,229)	-	-	-	-	-	-	-	-				
TOTAL TENANT REVENUE	\$ 546,870	\$ 408,512	\$ 393,885	\$ (14,627)	\$ 236,650	\$ 175,847	\$ 164,874	\$ (10,973)	\$ 220,000	\$ 165,000	\$ 167,081	\$ 2,081	\$ 90,220	\$ 67,665	\$ 61,930	\$ (5,735)				
HUD OPERATING SUBSIDY	\$ 98,160	\$ 73,620	\$ 313,648	\$ 240,028	\$ -	\$ -	\$ 47,442	\$ 47,442	\$ 98,160	\$ 73,620	\$ 266,206	\$ 192,586	\$ -	\$ -	\$ -	\$ -				
HUD Asset Repositioning Fee - Operating Grant	-	-	46,554	46,554	-	-	-	-	-	-	46,554	46,554	-	-	-	-				
PBV HAP SUBSIDY	342,240	256,680	187,473	(69,207)	196,240	147,180	92,914	(54,266)	-	-	-	-	146,000	109,500	94,559	(14,941)				
HUD CAPITAL FUNDS-OPERATIONS	50,260	33,507	1,128	(32,379)	-	-	-	-	50,260	33,507	1,128	(32,379)	-	-	-	-				
CDBG INCOME	40,000	30,000	17,846	(12,154)	20,000	15,000	8,923	(6,077)	10,000	7,500	5,889	(1,611)	10,000	7,500	3,034	(4,466)				
TOTAL HUD FUNDING	\$ 530,660	\$ 393,807	\$ 566,649	\$ 172,843	\$ 216,240	\$ 162,180	\$ 149,279	\$ (12,901)	\$ 158,420	\$ 114,627	\$ 319,777	\$ 205,151	\$ 156,000	\$ 117,000	\$ 97,593	\$ (19,407)				
INVESTMENT INCOME-UNRESTRICTED	\$ 100	\$ 75	\$ 95	\$ 20	\$ -	\$ -	\$ 35	\$ 35	\$ -	\$ -	\$ 49	\$ 49	\$ 100	\$ 75	\$ 12	\$ (63)				
OTHER INCOME-LAUNDRY	6,890	5,167	5,501	334	3,880	2,910	2,757	(153)	2,010	1,508	2,744	1,237	1,000	750	-	(750)				
OTHER INCOME-FRAUD RECOVERY	500	375	-	(375)	-	-	-	-	-	-	-	-	500	375	-	(375)				
OTHER INCOME-MISCELLANEOUS	12,640	9,480	1,902	(7,578)	2,320	1,740	1,504	(236)	9,280	6,960	213	(6,747)	1,040	780	185	(595)				
TOTAL INCOME	\$ 1,097,660	\$ 817,416	\$ 968,032	\$ 150,616	\$ 459,090	\$ 342,677	\$ 318,448	\$ (24,229)	\$ 389,710	\$ 288,094	\$ 489,865	\$ 201,771	\$ 248,860	\$ 186,645	\$ 159,720	\$ (26,925)				
<u>EXPENSES</u>																				
AUDIT FEES	\$ 9,000	\$ 6,750	\$ 6,750	\$ -	\$ 900	\$ 675	\$ 675	\$ -	\$ 2,250	\$ 1,688	\$ 1,688	\$ -	\$ 5,850	\$ 4,388	\$ 4,388	\$ -				
ADVERTISING	1,200	900	1,253	353	120	90	632	542	300	225	442	217	780	585	180	(405)				
OFFICE EXPENSES																				
COMPUTER SERVICES	\$ 7,700	\$ 5,775	\$ 6,366	\$ 591	\$ 770	\$ 578	\$ 2,811	\$ 2,234	\$ 1,930	\$ 1,447	\$ 2,769	\$ 1,322	\$ 5,000	\$ 3,750	\$ 786	\$ (2,964)				
CONSULTANTS-RAD CONVERSION	18,000	13,500	6,460	(7,040)	1,800	1,350	2,450	1,100	2,300	1,725	3,177	1,452	13,900	10,425	833	(9,592)				
COPIER	3,500	2,625	1,938	(687)	350	263	969	706	880	660	640	(20)	2,270	1,703	330	(1,373)				

Commissioner's Report

Month Ending: Jun 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	June	June	June	BUDGET	June	June	June	BUDGET	June	June	June	BUDGET	June	June	June
DUES & PUBLICATIONS	800	600	526	(74)	80	60	263	203	200	150	174	24	520	390	89	(300)
OFFICE SUPPLIES	1,000	750	733	(17)	100	75	369	294	250	187	211	24	650	488	153	(334)
PHONE & INTERNET	8,610	6,457	6,602	145	860	645	3,773	3,128	2,150	1,612	1,867	255	5,600	4,200	962	(3,238)
POSTAGE	2,100	1,575	2,214	639	210	158	1,112	954	530	398	724	327	1,360	1,020	378	(642)
LEGAL	14,000	10,500	5,565	(4,935)	1,400	1,050	2,433	1,382	3,500	2,625	2,278	(347)	9,100	6,825	855	(5,970)
CRIMINAL BACKGROUND CHECKS	400	300	-	(300)	40	30	-	(30)	100	75	-	(75)	260	195	-	(195)
LEGAL-RAD	4,000	3,000	-	(3,000)	-	-	-	-	4,000	3,000	-	(3,000)	-	-	-	-
TRAVEL	200	150	-	(150)	20	15	-	(15)	50	38	-	(38)	130	97	-	(97)
TRAINING	1,000	750	380	(370)	100	75	190	115	250	187	125	(62)	650	488	65	(423)
ACCOUNTING	18,500	13,875	13,875	-	1,850	1,388	6,937	5,550	4,620	3,465	4,579	1,114	12,030	9,023	2,359	(6,664)
MANAGEMENT FEES	165,000	123,750	144,362	20,612	81,250	60,937	72,355	11,417	56,000	42,000	47,664	5,664	27,750	20,813	24,343	3,531
MISCELLANEOUS-SUNDRY	10,180	7,635	17,502	9,867	1,020	765	9,022	8,257	2,560	1,920	5,622	3,702	6,600	4,950	2,858	(2,092)
TOTAL ADMINISTRATIVE EXPENSES	\$ 265,190	\$ 198,893	\$ 214,527	\$ 15,635	\$ 90,870	\$ 68,153	\$ 103,990	\$ 35,837	\$ 81,870	\$ 61,403	\$ 71,959	\$ 10,556	\$ 92,450	\$ 69,337	\$ 38,578	\$ (30,759)
OTHER TENANT SERVICES	\$ 9,700	\$ 7,275	\$ 5,370	\$ (1,905)	\$ 970	\$ 727	\$ 2,260	\$ 1,533	\$ 2,430	\$ 1,823	\$ 1,675	\$ (148)	\$ 6,300	\$ 4,725	\$ 1,435	\$ (3,290)
TENANT SVCS - BEHAVIORAL HEALTH	40,000	30,000	17,846	(12,154)	20,000	15,000	8,923	(6,077)	10,000	7,500	5,889	(1,611)	10,000	7,500	3,034	(4,466)
TOTAL OTHER TENANT SERVICES	\$ 49,700	\$ 37,275	\$ 23,216	\$ (14,059)	\$ 20,970	\$ 15,728	\$ 11,183	\$ (4,544)	\$ 12,430	\$ 9,322	\$ 7,564	\$ (1,758)	\$ 16,300	\$ 12,225	\$ 4,469	\$ (7,756)
WATER/SEWER	\$ 88,300	\$ 68,552	\$ 68,268	\$ (284)	\$ 19,100	\$ 14,479	\$ 15,947	\$ 1,468	\$ 60,700	\$ 47,822	\$ 46,132	\$ (1,690)	\$ 8,500	\$ 6,251	\$ 6,189	\$ (62)
ELECTRIC	109,400	88,820	81,150	(7,670)	96,000	78,126	72,137	(5,989)	9,200	7,742	5,980	(1,762)	4,200	2,952	3,034	82
GAS	49,800	46,737	39,017	(7,720)	-	-	-	-	40,800	38,372	25,971	(12,401)	9,000	8,365	13,046	4,681
TOTAL UTILITY EXPENSES	\$ 247,500	\$ 204,109	\$ 188,435	\$ (15,674)	\$ 115,100	\$ 92,605	\$ 88,083	\$ (4,522)	\$ 110,700	\$ 93,936	\$ 78,083	\$ (15,853)	\$ 21,700	\$ 17,568	\$ 22,268	\$ 4,700
MAINTENANCE LABOR	\$ 57,000	\$ 42,750	\$ 35,923	\$ (6,827)	\$ 28,500	\$ 21,375	\$ 17,961	\$ (3,414)	\$ 18,810	\$ 14,108	\$ 11,854	\$ (2,253)	\$ 9,690	\$ 7,268	\$ 6,107	\$ (1,161)
MAINT. MATERIALS	55,210	38,808	15,971	(22,837)	25,320	18,990	9,606	(9,384)	18,920	14,190	5,308	(8,882)	10,970	5,628	1,057	(4,571)
MAINT. CONTRACT COSTS	159,500	107,587	87,570	(20,017)	91,100	66,820	56,676	(10,144)	53,000	33,345	20,807	(12,538)	15,400	7,423	10,087	2,665
EMPLOYEE BENEFITS	35,230	26,423	27,942	1,519	17,610	13,208	13,971	764	11,630	8,723	9,220	497	5,990	4,493	4,750	258
TOTAL MAINTENANCE	\$ 306,940	\$ 215,568	\$ 167,406	\$ (48,162)	\$ 162,530	\$ 120,393	\$ 98,215	\$ (22,178)	\$ 102,360	\$ 70,365	\$ 47,189	\$ (23,175)	\$ 42,050	\$ 24,810	\$ 22,002	\$ (2,809)
INSURANCE	\$ 65,440	\$ 49,080	\$ 50,094	\$ 1,014	\$ 6,550	\$ 4,913	\$ 18,944	\$ 14,032	\$ 24,750	\$ 18,563	\$ 15,618	\$ (2,944)	\$ 34,140	\$ 25,605	\$ 15,532	\$ (10,073)

Commissioner's Report

Month Ending: Jun 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	June	June	June	BUDGET	June	June	June	BUDGET	June	June	June	BUDGET	June	June	June
FLOOD INSURANCE	39,760	33,170	34,848	1,678	3,500	2,625	2,628	3	19,260	14,445	14,445	-	17,000	16,100	17,775	1,675
BAD DEBTS	5,000	3,750	3,750	0	500	375	378	3	4,000	3,000	2,994	(6)	500	375	378	3
COMPENSATED ABSENCES	5,000	3,750	3,750	-	500	375	378	3	1,250	938	936	(2)	3,250	2,437	2,436	(1)
PAYMENT IN LIEU OF TAXES	29,260	21,945	21,943	(2)	11,480	8,610	8,609	(2)	10,930	8,197	8,195	(2)	6,850	5,137	5,139	2
PENSION	11,000	8,250	6,426	(1,824)	5,600	4,200	3,213	(987)	5,000	3,750	2,121	(1,629)	400	300	1,092	792
RETIREE BENEFITS	31,230	23,423	21,032	(2,390)	7,000	5,250	10,516	5,266	13,730	10,298	6,940	(3,357)	10,500	7,875	3,576	(4,299)
TOTAL OTHER EXPENSES	\$ 186,690	\$ 143,368	\$ 141,844	\$ (1,524)	\$ 35,130	\$ 26,348	\$ 44,666	\$ 18,318	\$ 78,920	\$ 59,190	\$ 51,250	\$ (7,940)	\$ 72,640	\$ 57,830	\$ 45,928	\$ (11,902)
TOTAL EXPENDITURES	\$ 1,056,020	\$ 799,212	\$ 735,428	\$ (63,784)	\$ 424,600	\$ 323,225	\$ 346,137	\$ 22,912	\$ 386,280	\$ 294,216	\$ 256,046	\$ (38,170)	\$ 245,140	\$ 181,771	\$ 133,245	\$ (48,526)
PROFIT	\$ 41,640	\$ 18,204	\$ 232,605	\$ 214,400	\$ 34,490	\$ 19,452	\$ (27,689)	\$ (47,141)	\$ 3,430	\$ (6,122)	\$ 233,819	\$ 239,941	\$ 3,720	\$ 4,874	\$ 26,475	\$ 21,601

Ocean City Housing Authority

Administrative Report

DATE: July 10, 2021

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for June 2021)

PERIOD: June 8, 2021 to July 10, 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 this report:

<i>- Draw Schedule</i>	<i>Included</i>
<i>- Meeting Minutes with Photos</i>	<i>Included</i>
<i>- Construction Schedule-Extended to 6/30/21</i>	<i>Not -Included</i>

COVID-19 Pandemic – Operating Status

The Authority is implementing a process to “return to normal” Operating Status. The Community Room at Bayview Manor has been opened. This status will remain in effect for the foreseeable future as we continue to monitor information from the Governor’s updates and recommendations from the CDC. Wearing masks by staff in the office, shop, common spaces and resident apartments will remain in effect.

Budget for the Year-Ending 9/30/2022

The budget for the year-ending 9/30/2022 will be presented to the board for approval at the meeting. Once the board approves the budget, it will be sent to the NJ Department of Community Affairs for approval and the final step is adoption of the budget by the board.

Waiting Lists – New Application Process

About the middle of July there will be a new Waiting List application process implemented. The process will move the applications to an electronic format with the intent to be able to manage the waiting list more efficiently. This new module is known as “Rent Café” and is an add-on to the Authority’s industry software – Yardi Systems.

Rent Café includes a portal with features for accepting on-line waiting list applications and documents for all Authority waiting lists and the ability for residents to participate in their annual or interim recertifications electronically. Paper applications will continue to be accepted as needed.

All waiting lists were recently purged, which has reduced the number of applicants on the waiting list. A plan is in place to open all waiting lists sometime in September.

Bayview – Renovation Projects

The following renovation projects are part of the improvements as a result of the RAD conversion:

Scope of Work	Work Status	Comments
Replacement of Roof System & Painting of Roof Capping	Contract Awarded to Winchester Roofing/In Progress/	Two extensions for time for completion; Job not completed; Contract expired; Based on Architect & Manufacturer Representatives review-work required to complete the project has been determined; Attorneys for Authority and Contractor are working on a solution to finish this project;
Replacement of Electrical Panels in Apartments;	Contract Award to Electric-Tech, Inc.-November 2020	Change Order for alternate replacement strategy resulting in lower contract amount; Change Order for time extension; Work Scheduled to begin on or about June 16, 2021, project is currently on-track for early July completion; Project is complete, pending final inspections by the City code official;
Exterior Renovations & HVAC Replacement <ul style="list-style-type: none"> a. Replacement of façade metal spandrel to compliment Speitel; b. Install exterior ADA compliant handrail; c. Replace approx 150 windows; d. Replacement of AC vents; e. Installation of new heating & AC systems in all units; f. Unit renovation based on need and budget; 	Contract Award to Levy Construction Co, Inc. – May 2021	Working with vendor to order materials, due to availability expected construction start date is a minimum of 16-weeks after materials are ordered; Submittals, field measurements, and ordering of materials is in progress. Start date is a minimum of 16-weeks after materials are ordered;

Peck's Beach Family Redevelopment Project

Scope of Work	Work Status	Comments
Design Phase of the Redevelopment of Peck's Beach Family	<ul style="list-style-type: none">• June 2021- Award Special Architectural and Engineering (Electrical & Mechanical) Services• Award Special Engineering (Civil) Services	Project kick-off meeting with Professional Team has been completed;

Construction Related Work Opportunities at Bayview Manor

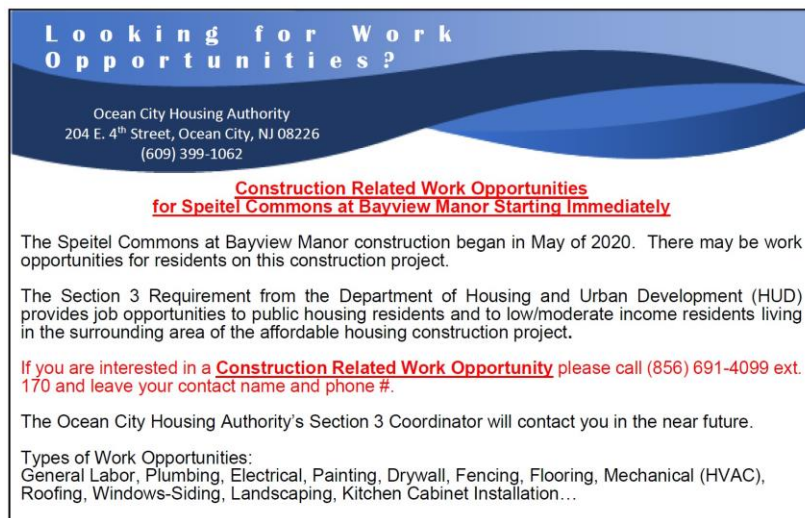
Update: The Section 3 postcard (next page) seeking employees for work opportunities at Bayview Manor is being mailed to OCHA residents through December 2021.

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 of 2020.

Since very few responses were received, the below postcard has been mailed to the Peck's Family residents starting in August 2020. The postcards are being mailed twice per month until the end of December 2020 for work opportunities at Speitel Commons.

The below postcard has continued to be sent to residents at Peck's Family for work opportunities at Bayview Manor. The postcards will be sent through December 2021 and possibly beyond depending on potential work opportunities.



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

Closing Date: 4/1/20				Check which applies & List \$ Amt. For HMFA Mtg.				Check that which applies:																	
				Financing		Dollar				Financing		Dollar													
				Type		Amount				Type		Amount													
Project Name: Speitel Commons and Bayview Manor Roll Up				<input checked="" type="checkbox"/> Construction and Permanent:		\$11,309,156				<input type="checkbox"/> Home Express Only:															
Address:				<input type="checkbox"/> Construction Only:						<input type="checkbox"/> Special Needs Only:		<input checked="" type="checkbox"/>													
City, Zip Code: Ocean City, NJ				<input type="checkbox"/> Permanent Only:						<input type="checkbox"/> Balanced Housing Only:		<input type="checkbox"/>													
HMFA#: 2986 SNHTF#:										<input checked="" type="checkbox"/> Home Express/Bal Hous*:		<input type="checkbox"/>													
										<input type="checkbox"/> Special Needs*:		<input checked="" type="checkbox"/>													
				CONSTRUCTION DRAWS FOR THE FIRST 12 MONTHS								* During Construction		<input checked="" type="checkbox"/> TOTAL											
				DRAWS		Draw Month		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				\$455.00		\$1,917.50		\$3,355.00		\$130.00						5,858		54,143	
d) Demolition				200,000		200,000																			
B.CONSTRUCTION COSTS																									
a) SPEITEL				\$ -																					
b) Off-Site Improvement																									
c) Speitel Res Structures				6,006,440		\$ 6,006,440.00		\$2,930,190.74		\$334,612.93		\$482,198.58		\$399,190.08		\$463,141.03		\$346,389.27		\$276,909.40		5,232,632		773,808	
d) Speitel Gen Req				360,386		\$ 360,386.00		\$ 194,659.94		\$16,217.00		\$29,191.00		\$19,461.00		\$29,192.00		\$19,461.00		\$12,973.00		321,155		39,231	
e) Speitel Overhead/Prof				480,515		\$ 480,515.00		\$ 256,829.50		\$21,623.00		\$38,922.00		\$25,949.00		\$38,923.00		\$25,948.00		\$17,297.00		425,492		55,024	
f) Surety & Bonding				69,165		\$ 69,165.00		\$62,248.50																	
g) BAYVIE' 141																									
h) Bayview Res. Structures				1,962,120		\$ 1,962,120.00		\$172,796.77		\$70,087.23		\$46,212.39		\$4,250.00		\$48,313.91				\$77,101.33		418,762		1,543,358	
i) Construction mang./ Gen Req./overhead & Profit				269,045		\$ 269,045.00																			
j)																									
k) Overhead & Profit																									
l)																									
m) Overhead site work																									
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				\$11,390.00		\$4,690.00				\$5,025.00				245,304		2,196	
c) Engineer				98,000		\$ 98,000.00		\$68,974.82						\$948.00								69,923		28,077	
d) Attorney				67,500		\$ 67,500.00		\$27,945.67																	
e) Cost Certification/Audit				20,500		\$ 20,500.00																			
f) Environmental Consultant				17,973		\$ 17,973.00		\$14,478.75																	
g) Energy Star Consultant				24,000		\$ 24,000.00		\$4,025.00				\$10,400.00										14,425		9,575	

OCEAN CITY HOUSING AUTHORITY CONSTRUCTION DRAW SCHEDULE

h)	Geotechnical Engineering Repor	18,287		\$	18,287.00	\$18,287.00									18,287	0
l)	Surveyor	25,600		\$	25,600.00	\$8,370.00									8,370	17,230
j)	Consult/HUD Approvals/Relo	400,600		\$	400,600.00	\$204,913.79	\$11,613.35	\$13,755.00	\$9,807.50	\$9,785.00	\$7,582.50	\$8,122.50			265,580	135,020
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										0	25,592
b)	Advert&Promo(pre-const compl.)	4,000		\$	4,000.00										0	4,000
c) Debt Service & Operating Expenses															0	0
d)	Other: Title	21,500		\$	21,500.00	\$13,814.60									13,815	7,685
e)	Other: Oper. Acet	60,750		\$	60,750.00										0	60,750
G. CARRYING AND FINANCING COSTS															0	0
a)	Interest														0	0
b)	R.E. Tax														0	0
c)	Insurance	90,000		\$	90,000.00	\$19,058.00					\$13,541.50				32,600	57,401
Title Ins and Recording Expenses															0	0
e)	Utility Con/Testing Fees	95,000		\$	95,000.00			1,000			\$5,850.00	\$22,915.90			29,766	65,234
f)	Indem fee														0	0
g)	Other Lender Const Financing Fee														0	0
h)	Replacement Reserves	50,000		\$	50,000.00										0	50,000
l)	neg arb														0	0
j)	Cost of Issuance														0	0
k)	Mort Insurance(MIP)														0	0
		\$11,309,157.00	0	\$11,309,157.00												
			TOTALS:			\$4,428,393.89	\$454,153.51	\$632,068.97	\$465,750.58	\$591,272.44	\$422,127.27	\$420,474.13	\$0.00	\$0.00	\$7,414,240.79	3,894,916
																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	Balance (+or-)
		OCHA	200,000												0	200,000
		City of Ocean City	6,603,943		\$231,296.77		\$146,038.13	\$632,068.97	\$465,750.58	\$591,272.44	\$422,127.27	\$420,474.13			2,909,028	3,694,915
		HMFA CDBG-FRM:	4,505,213		\$4,197,097.12		\$308,115.38								4,505,213	1
TOT. SOURCES DURING CONSTRUCTION:							\$454,153.51	\$632,068.97	\$465,750.58	\$591,272.44	\$422,127.27	\$420,474.13	\$0.00	\$0.00	7,414,241	3,894,915

Meeting Minutes - Construction	
Project:	Speitel Commons
HD Project No.:	17-020
NJHMFA No.:	2986
Contractor:	Gary F. Gardner, Inc
Meeting No.:	Meeting #15
Meeting Date:	07/06/21
Meeting Time	10:30 AM
Weather Conditions:	90 degrees, clear
Issue Date:	07/8/21
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
*	Andrew Dickson	AD	NJHMFA	adickson@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	05/31/2021
Construction Schedule Finish Date	05/31/2021
*Total Contract Days / * Total Construction Days	395
Days Elapsed	430
% of Contract Time / Elapsed % Construction Schedule Elapsed	108.86%
% of Work Complete per AIA G702	99.84%
Reported Weather Days	27
	05/6/20, 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+ 9 ADDITIONAL DAYS

*Calendar days

New Business

15.1 Interior signage: **DS** is checking sign delivery. **MS** will find out if braille signage needs to be up for State elevator inspection.

15.2 Water Testing: Town requires that water be tested for bacteria. Samples will be taken on each floor and at hose bib. Inspector gave names of two firms that do testing. It may be possible to use them of Section 3 if they are Cape May County. Per OCHA, hot water temperature is set at 130 degrees at kitchen sinks and laundry. (It is lower in baths)

Old Business

14.1 Irrigation: Zoning officer emailed **MS** that irrigation is required for landscaping. **DS** will contact the Civil Engineer, Jay Sciuillo, about it. Housing agency prefers not to have irrigation. Discussed changing grass to stone but town will probably insist on grass. Jay to confirm whether the new system can be tied in with the existing system. **07/06/21**: Two systems were installed. Installer was able to mole under paved areas.

14.2 Traffic Signs at Driveway: **DS** to confirm with Jay sign locations at the striped areas next to the driveway. The plans shown them located in the asphalt where they might be hit by vehicles. **07/06/21**: Signs were relocated.

14.3 Exterior Lights: Azek trim was installed behind exterior lights at vinyl siding. A J-trim will be added around the Azek. Azek will be left unpainted. **07/06/21: ITEM CLOSED**

14.4 Trash Chute Wash Down: **RM** asked for confirmation that the chute would include a wash down access. **MS** confirmed that it does. Access panel will go in. **07/06/21: ITEM CLOSED**

14.5 Common Area Thermostats: **RM** asked HD to confirm that locking guards are spec'd for the corridor thermostats. **[Post Meeting Note: Locking guards are specified] 07/06/21**: Locking guards will be installed.

14.6 Testing Reports: **DS** to send **RG** concrete and asphalt testing reports. **07/06/21**: **DS** to provide print outs and electronic copy. They will be included in Owner's Manual. Tests will be billed as reimbursables. Blower door test will be included.

14.7 Building Signage: HD to provide details for address signage: 308 6th Street. **07/06/21**: Board will confirm building name to be used on sign.

14.8 Punch List: Some units will be ready for Punch Listing at mid-month job meeting. **07/06/21**: 2nd, 3rd and 4th floor units were reviewed. Punchlist issued for 4th floor. **[Post Meeting Note: 2nd & 3rd floor punch lists were sent out 7/7/21]** Some exterior items were discussed: Vertical siding is buckling. 6th Street downspout is out of plumb.

13.1 Schedule: Contractor will need a couple more weeks added to construction schedule. **DS** will update weather days and send formal request to extend Contract Time. Finishing of the corridors around elevator may be an issue for an end of May completion. Construction might be done but will still need inspections. **06/01/21**: Change Order for time extension was submitted to NJHMFA. **RG** needs to make a decision by June 12th on whether move-ins can be scheduled for the following month. **MS** has criteria and paperwork from the town for the C.O. A courtesy C.O. inspection will be done once units are powered up. Schindler rep said State Elevator Inspection takes one or two weeks to schedule. **DP** mentioned that town will scrutinize flood vents. As-Built are being done as work is completed. **RG** to email certs for Housing Authority and HUD. **07/06/21**: Move in are scheduled to begin July 27th and continue through Aug 2nd.

13.2 Utilities: Electric meters have been set. Permanent electric is not on but is ready. Gas meter installed. Water company's portion is complete, needs to be tied into the building. **RG** contacted Verizon, sent copy of paperwork and check. They are waiting for another check for design. Copy **RG** on emails. **RM** will call inspector to see if cellular communication is allowed. **06/01/21**: Verizon line was run from pole to building. Termination box to be installed. **07/06/21**: Verizon should be on site today to connect 5 lines.

13.3 Materials yet to be delivered: Some doors, fire rated glass, exterior railings (railings in fabrication, due end of May). Refrigerators are in stock. **06/01/21**: Glass is here. will be installed after frames are painted; **07/06/21**: Insulated elbows are on order for garage plumbing. Interior signage.

13.5 Accessible Unit Counters: Post formed countertops were not installed in the accessible units because the counter thickness would set the height to the sink rim above the maximum. Thinner countertops with a separate backsplash were installed. **DS** is meeting with supplier to discuss options, The countertops will remain in place until after the CO inspection. If they are replaced OCHA will use them elsewhere. **06/01/21**: Post formed counters were delivered. **07/06/21**: Post formed counters were installed in 2nd floor accessible units. They will be furnished for future use in accessible units on the upper floors.

13.8 Patio Furniture: Outdoor furniture is in the budget. HD to check scope of work and send proposal. **06/01/21**: HD to resend to proposal to **RG**. **DS** will need furniture plan for installation of patio furniture. Furniture will be bolted down. **07/06/21**: Jackie will purchase furniture.

13.9 NJHMFA: Andy Dickson will be taking over the project from **DP**. **07/06/21**: **ITEM CLOSED**

12.6 Energy Star: **MS** confirmed that pre-rock inspections were done. **05/04/21**: **MS** discussed blower door testing with rater. One floor can be done per day. **07/06/21**: All blower door tests passed. Diffusers needed to be switched to provide correct air flow and fans will be retested.

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. **06/01/21:** There will not be a change order submitted for the collars. **07/06/21: ITEM CLOSED**

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 **05/04/21:** Discussed in New Business **06/01/21: OPEN FOR REFERENCE**

9.2 Change Orders: **05/04/21:** RG requested Change Orders, not PCO to save time. **06/01/21: AD** will check on status of Change Orders at NJHMFA. **07/06/21:** NJHMFA is still reviewing them. A change order will be submitted for irrigation. Knox Box is in contract.

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. **05/04/21: DS** will check on glazer's rate. **06/01/21: DS** will follow up. **07/06/21:** Paperwork will be redone and glazing sub changed to carpenters.

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. **06/01/21:** Cleaning sub may be a good option for hiring local workers. **DS** will look into it. **07/06/21: RG** said justification statement will be need from Contractor on why compliance was not met. Letter will explain outreach that was made.

Work Completed/ In Progress:

- Inspection Status:

3rd and 4th Floors Building Inspection completed

2nd 3rd and 4th Floors Final Electrical Inspection completed

Final Fire scheduled for 7/8/21

2nd floor and common area Building Scheduled next week

Plumbing finals completed for 3rd and 4th. 2nd Floor and common areas scheduled for 7/9.

Elevator State Inspection 7/12. Schindler will be on site 7/8 in preparation for the State Inspection.

Zoning inspection will be done as soon as landscaping is complete.

Soil Conservation sign-off complete.

- Fence brackets ordered; they take 6-8 weeks. Town will issue CO with a letter guaranteeing that the fence is going back up.
- Irrigation completed
- Landscaping will be done today.
- Verizon is coming to connect lines today.
- Stairwells painted
- Common areas will be ready for punchlist later this week

Attached

- Photos





Program Statistics Report 10/2020 - 9/2021

2021
JUN

2021
MAY

2021
APR

<u>Tenant Accounts Receivable</u>			
Number of “non-payment of rent” cases referred to the solicitor	0	0	0
<u>Tenant Relations</u>			
Total number of units to be inspected in fiscal year	121	121	121
Number of inspections completed this mo. - all sites (include BB	12	202	0
Total number of units inspected year-to-date - all sites	400	388	186
<u>Occupancy</u>			
Monthly Unit Turnaround Time (Avg) (Down,Prep & Lease-up Time)	n/a	n/a	n/a
Annual Unit Turnaround Time (For Fiscal Year)	635	635	635
Monthly - Number of Vacancies Filled (this month)	0	0	0
Monthly - Average unit turnaround time in days for Lease up	0	0	0
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	0	0	0
PIC Score	98.80%	97.44%	97.44%
<u>Vacancies - At end of Month</u>			
Bay View Manor	6	5	5
Peck's Beach Senior	0	0	0
Peck's Beach Family	1	1	1
Total	7	6	6
Occupancy Rate	94.12%	94.96%	94.96%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>			
Total Hours (Summarized Quarterly)	15	15	15
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	2.5	2.5	2.5
<u>Rent Roll</u>			
Bay View Manor - Elderly/Disabled	\$ 17,123	\$ 17,479	\$ 17,041
Peck's Beach - Elderly/Disabled	\$ 7,373	\$ 7,366	\$ 7,506
Peck's Beach - Family	\$ 18,679	\$ 19,320	\$ 17,760
Total Rent Roll	\$ 43,175	\$ 44,165	\$ 42,307
<u>Public Housing Waiting List Applicants - All Waiting Lists are Closed as of 1/31/20</u>			
Families - Ocean City Preference	5	5	7
Families - No Ocean City Preference	42	41	43
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	16	16	18
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	70	70	74
<u>Maintenance Department</u>			
Average work order turnaround time in days - Tenant Generated	0.11	0.08	0.14
Total Tenant Generated Work Orders	20	11	13
Number of routine work orders written this month	84	87	68
Number of outstanding work orders from previous month	14	33	8
Total number of work orders to be addressed this month	118	131	92
Total number of work orders completed this month	104	117	92
Total number of work orders left outstanding	14	14	0
Number of emergency work orders written this month	0	0	3
Total number of work orders written year-to-date	956	852	754
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up,	0	0	0
<u>Real Estate Assessment Center (REAC) Scores</u>			
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68

**Ocean City Housing Authority
Cash Report
As of June 30, 2021**

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 06/30/2021			\$726,348.04
<i>2021 Capital Fund Balance for PH (pbfamily)</i>			\$121,578.00
Add: A/R-Tenants 06/2021	Current		\$38,732.04
	Past		\$4,698.98

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Jan - Jun 2021 - City of OC - Acenda	\$19,130.14
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$843,858.78

Less: Bill List payments -July 2021 (S915,794.40)

Accrued Expenses - Total from detail below (\$40,874.00)

<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	9	11,429.00
Bad Debt	5,000.00	9	3,750.00
Comp Absences	5,000.00	9	3,750.00
P.I.L.O.T.	29,260.00	9	21,945.00
Net Accrual	144,460.00		40,874.00

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

Net Cash Balance \$597,677.58

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 81,714	8.89	Months
Per Day	\$ 2,724	219	Days

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

**RESOLUTION NO. 2021-36
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 **\$915,794.40**.

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: July 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 Board of Commissioners held on July 20, 2021 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

**OCEAN CITY HOUSING AUTHORITY
BILL LIST - JULY 2021**

BANK: COCC

Check #	Vendor	Invoice Notes	Total Amount
613	ACENDA	May - Jun 2021 Resident Wellness Svcs	\$ 7,319.15
614	ACE PLUMBING	Maint Supplies	\$ 389.59
615	ATLANTIC CITY ELECTRIC	June 2021 electric	\$ 5,770.99
616	AT&T	July 2021 BVM elevator phone svc	\$ 118.01
617	LINDA AVENA	July 2021 accounting svcs	\$ 1,541.67
618	CALL EXPERTS	July 2021 answering svc	\$ 61.63
619	CLEAN SWEEP SERVICES	June 2021 BVM cleaning	\$ 1,975.00
620	COMCAST	Aug 2021 internet svc	\$ 244.57
621	CONVEXSERV TECHNOLOGY	VPN support & equipment	\$ 3,448.48
622	COPIER PLUS	July 2021 copier contract	\$ 20.00
623	THE DAILY JOURNAL	Ads - Mtg notice/RFPs	\$ 179.94
624	DELTA DENTAL	Aug 2021 dental premium	\$ 174.02
625	DRAIN DOCTOR	Plumbing svc	\$ 465.00
626	FLORENCE DRISCOLL	Tenant Services -July 2021	\$ 200.00
627	ERNIE'S MAGIC CARPETS	Carpet installation	\$ 1,610.51
628	FEDERAL EXPRESS	Overnight delivery	\$ 96.37
629	EISENSTAT, GABAGE & FURMAN	June 2021 legal svcs	\$ 570.00
630	GENSERVE	Generator svcs	\$ 375.00
631	GLEN O. STULL	Prescrip reimb - June 2021; Medicare copay reimb - July 2021	\$ 591.89
632	ASHLEY HARRIS	BVM Cleaning - July 2021	\$ 200.00
633	ROBERT HARRIS	Recyclables removal & trash room cleaning - July 2021	\$ 200.00
634	HD SUPPLY	Maint Supplies	\$ 2,115.63
635	THE HOME DEPOT PRO	Maint Supplies	\$ 356.72
636	HUMANA INSURANCE	Aug 2021 prescription - retiree	\$ 66.50
637	JOHN SPITZ	July 2021 Medicare copay reimb & perscrip reimb	\$ 469.77
638	LENEGAN PLUMBING & HEATING	Plumbing service	\$ 135.00
639	MAX COMMUNICATIONS	VPN repair	\$ 99.95
640	NJ AMERICAN WATER	June 2021 water	\$ 7,731.69
641	OMEGA PEST MANAGEMENT	Jun/Jul 2021 Pest Control/Vegetation Mgmt	\$ 1,387.00
642	ROBERT L. ROWELL	Maintenance Labor-Grounds - July 2021	\$ 200.00
643	SHERWIN WILLIAMS	Painting supplies	\$ 251.74
644	SOUTH JERSEY GAS	June 2021 gas svc	\$ 1,455.67
645	SUPERIOR VISION	July 2021 Vision insurance	\$ 19.71
646	TREASURER, STATE OF NJ	BFCE Registration Renewal	\$ 191.00
647	US BANK EQUIPMENT	June/July 2021 Copier contract	\$ 385.52
648	VERIZON DSL	June 2021 DSL/Fax line	\$ 149.29
649	VERIZON WIRELESS	June 2021 maint cell phone svc	\$ 51.09
650	VINELAND HOUSING AUTHORITY	July 2021 Mgmt Svcs; June 2021 Office/Maint/Grounds coverage	\$ 23,177.16
651	WALLACE HARDWARE	Maint Supplies	\$ 15.59
	HORIZON BCBS OF NJ	June 2021 Health Benefits	\$ 2,649.10
	TOTAL JULY DISBURSEMENTS (sturcocc)		\$ 66,459.95
	PAYROLL & TAXES		\$ 4,946.08
	ADP PAYROLL PROCESSING FEES		\$ 139.36
	PENSION		\$ 320.96
	PNC BANK FEE		\$ 69.27
	TOTAL JULY DISBURSEMENTS (sturcons)		\$ 843,858.78
	TOTAL BILL LIST -JULY 2021		\$ 915,794.40

BANK: BAYVIEW/SPEITEL CONSTRUCTION (RAD bayview)

Check #	Vendor	Invoice Notes	Total Amount
16545	GARY F GARDNER INC.	Speitel construction pymt #14	391,798.27
16546	THE BROOKE GROUP LLC	Apr 2021 Consulting BVM/Speitel Rehab/Construction	14,187.50
138	ATLANTIC CITY ELECTRIC	May/June 2021 Speitel electric	931.53

**OCEAN CITY HOUSING AUTHORITY
BILL LIST - JULY 2021**

139	SOUTH JERSEY GAS	Apr-Jun 2021 Speitel gas	30.84
140	VERIZON	July 2021 phone	295.01
	OCHA	Builder's Risk/Flood Ins reimbursement	13,541.50
	OCHA	Relocation pymts to residents	2,600.00
	GARY F GARDNER INC.	Speitel construction pymt #15	330,095.30
	ELECTRI-TECH	BVM electrical renovations	77,101.33
	THE BROOKE GROUP LLC	May 2021 Consulting BVM/Speitel	8,252.50
	HALEY DONOVAN	A/E - Speitel construction	5,025.00
	TOTAL JULY DISBURSEMENTS (sturcons)		\$ 843,858.78

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

**RESOLUTION NO. 2021-37
2021 HOUSING AUTHORITY BUDGET RESOLUTION
FISCAL YEAR: FROM OCTOBER 1, 2021 TO SEPTEMBER 30, 2022**

WHEREAS, the Annual Budget and Capital Budget for the Ocean City Housing Authority for the fiscal year beginning October 1, 2021 and ending September 30, 2022 has been presented before the Members of the Ocean City Housing Authority at its open public meeting of July 20, 2021; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$_____, Total Appropriations, including any Accumulated Deficit if any, of \$_____ and Total Unrestricted Net Position utilized of \$_____; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$_____ and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$_____; and

WHEREAS, the schedule of rents, fees and other user charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the Members of the Ocean City Housing Authority, at an open public meeting held on July 20, 2021 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning October 1, 2021 and ending September 30, 2022 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Ocean City Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on September 21, 2021.

DATED: July 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 Board of Commissioners held on July 21, 2021 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

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

**RESOLUTION NO. 2021-38
Resolution Awarding Exterminating Services Contract**

WHEREAS, the Ocean City Housing Authority has solicited Requests for Quotes for Extermination 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, two Extermination companies submitted quotes; and

WHEREAS, Omega Pest Management LLC provided the lowest qualified submission; and

WHEREAS, Omega Pest Management LLC – 838 Willow Grove Road – Pittsgrove, NJ 08318 has completed and submitted a Political Contributions Disclosure form which certifies that Omega Pest Management LLC 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 Omega Pest Management LLC from making any reportable contributions through the term of the contract, and

WHEREAS, it is recommended to the Board of Commissioners to contract Omega Pest Management LLC to provide the Ocean City Housing Authority with its extermination services for a 12-month period commencing August 1, 2021 through July 31, 2022 in an amount not to exceed \$44,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Extermination Services contract Omega Pest Management LLC for the term indicated above.

ADOPTED: July 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 Board of Commissioners held on July 20, 2021 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

CERTIFICATION

Funding is available for:

EXTERMINATION SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-07-000.

Wendy Hughes
Certifying Financial Officer

Date

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

UNIT PRICING - CONTRACTOR MUST FILL IN ALL FIELDS - **DO NOT ALTER FORM**
EXTERMINATING SERVICES
UNIT PRICING TABLE PAGE 1 OF 2

CODE	DESCRIPTION	UNIT PRICE (TREATMENT FOR 1 MONTH)	# OF TIMES SERVICES ARE RENDERED	TOTAL PRICE
EXT-BAYVIEW	Provide price to exterminate at Bayview Manor (Defined in specification above, service all units 1 time)	172.75	12	\$2073 -
EXT-SPEITEL	Provide price to exterminate at Speitel Commons (Defined in specification above, service all units 1 time)	117.50	12	\$1410 -
EXT-PECKS-FAMILY	Provide price to exterminate at Pecks Beach Family (Defined in specification above, service all units 1 time)	147.00	12	\$1764 -
BB-INSPECTION-BAYVIEW	Provide price to complete K-9 Bed Bug inspection at Bayview Manor (inspect all units 1 time)	1053.25	6	\$6319.50

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

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

Total Price of all rows \$11,566.50

Eleven thousand five hundred sixty six and fifty cents

TOTAL PRICE IN WRITTEN WORD FORM

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

Omega Pest Management *Dennis Mayhew*
Firm Name

887 Willow Grove Rd, Pittsgrove, NJ 08318
Street, Town, State, Zip Code

856-692-5150
Telephone

856-839-0220
Fax

Sworn to and subscribed
before me on *22*
this

Signature of proposer if the proposer is an individual

day of *June* *2021*
Melissa FLEM
Notary Public

Signature of partner if proposer is a partnership

(SEAL)

Signature of officer if the proposer is a corporation

Owner
Title

MELISSA FLEM
Notary Public - State of New Jersey
My Commission Expires Nov 15, 2021

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

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

EXTERMINATING SERVICES

UNIT PRICING TABLE PAGE 2 OF 2

CODE	DESCRIPTION	UNIT PRICE	# of Times Services are Rendered	Total
EXT-BED-0BR	Provide Price for treatment of Bed Bugs in an efficiency apartment.	288.00		
EXT-BED-1BR	Provide Price for treatment of Bed Bugs in a one (1) bedroom apartment.	315.00		
EXT-BED-2BR	Provide Price for treatment of Bed Bugs in a two (2) bedroom apartment.	367.50		
EXT-BED-3BR	Provide Price for treatment of Bed Bugs in a three (3) bedroom apartment.	420.00		
EXT-BED-4BR	Provide Price for treatment of Bed Bugs in a four (4) bedroom apartment.	472.00		
EXT- HOURS	Provide Price for 1 exterminator per hour. (Unit costed for hourly wage rate)	100.00		
VEG-SPEITEL	Procide a price to complete vegetation control (Defined in specification above)	75.00	6	450.00
VEG-PCKSFAMILY	Procide a price to complete vegetation control (Defined in specification above)	364.25	6	2185.50
VEG-BAYVIEW	Procide a price to complete vegetation control (Defined in specification above)	95.00	6	570.00

Apartment Size by "Average Total Square Footage"

370	Average Square footage for an EFFICIENCY apartment
704	Average Square footage for a ONE BEDROOM apartment
722	Average Square footage for a TWO BEDROOM apartment
756	Average Square footage for a THREE BEDROOM apartment
1008	Average Square footage for a FOUR BEDROOM apartment

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

**RESOLUTION NO. 2021-39
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 install one (1) fully automatic lawn sprinkler with a full two (2) years guarantee on the entire system; and

WHEREAS, the aforementioned change order shall not exceed **\$10,702.73** 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 **\$10,702.73** for the construction of **Speitel Commons at Bayview Manor**.

ADOPTED: July 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 Board of Commissioners held on July 20, 2021 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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



AIA[®] Document G701[™] – 2017

Change Order

PROJECT: *(Name and address)*
Speitel Commons at Bayview Manor
West Avenue + East 6th Street, Ocean
City, NJ 08226

CONTRACT INFORMATION:
Contract For: General Construction
Date: 02/18/2020

CHANGE ORDER INFORMATION:
Change Order Number: 016
Date: 7/6/2021

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

ARCHITECT: *(Name and address)*
Haley Donovan
400 S. Broadway, Suite 101
Camden, NJ 08103

CONTRACTOR: *(Name and address)*
Gary F. Gardner, Inc.
624 Gravelly Hollow Road
P.O. Box 599
Medford, NJ 08055

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.)

Addition of one (1) fully automatic lawn sprinkler system with a full two (2) year guarantee on the entire system.

The original Guaranteed Maximum Price was	\$	6,916,506.00
The net change by previously authorized Change Orders	\$	-899.17
The Guaranteed Maximum Price prior to this Change Order was	\$	6,915,606.83
The Guaranteed Maximum Price will be increased by this Change Order in the amount of	\$	10,702.73
The new Guaranteed Maximum Price including this Change Order will be	\$	6,926,309.56

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be

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.

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

Haley Donovan

ARCHITECT *(Firm name)*

Gary F. Gardner, Inc.

CONTRACTOR *(Firm name)*

Ocean City Housing Authority

OWNER *(Firm name)*

SIGNATURE

SIGNATURE

SIGNATURE

PRINTED NAME AND TITLE

Doug Shendock, Vice President

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

DATE

7/6/2021

DATE

DATE



Gary F. Gardner, Inc.

P.O. Box 599
Medford, NJ 08055

P: (609) 654-5312 | F: (609) 654-1890
Business License #: 22-2188914
Contractor License #: 01028

PCO

Project Name: Speitel Commons

Owner : Ocean City Housing Authority
Jacqueline Jones
204 4th Street
Ocean City, NJ 08226

PCO # 17
Printed On: 07/06/2021
Created On: 07/06/2021
Job Number # 400
Architect # :

Architect:

Description	Bid Amount	Status	Change Date
1 One fully automatic lawn sprinkler system with a full two year guarantee on the entire system. The system will consist of the following materials. <ul style="list-style-type: none">• 2 - Rain Bird ESP 4ME Controller• 2 - Rain Bird RSD Rain Sensor• 60 - Rain Bird 1800 Series Spray Heads• 9 - Rain Bird Electric Valves & Boxes DV Type 100 Size• 2 - 1" Pressure Vacuum Breaker• 2 - 3/4" Blowout Valve• All SDR 21 200 PSI Pipe• Wire to be direct burial 18 Gauge UF• All water tight connections• All heads mounted on swing joints• 9 zones• Run conduit for wires through garage	\$10,702.73	Pending	
Total: \$10,702.73			

Please find above pricing as you requested. If this is acceptable, please confirm so we may proceed with a change order.

Thank You,

Douglas Shendock
Project Manager



Gary F. Gardner, Inc.

P.O. Box 599
Medford, NJ 08055

P: (609) 654-5312 | F: (609) 654-1890
Business License #: 22-2188914
Contractor License #: 01028

PCO Pricing Worksheet Report

Project: Speitel Commons

PCO No: 17

Job Number: 400

Architect No:

Printed: 7/6/21

Division	Description	Amount
Item # 1	One fully automatic lawn sprinkler system with a full two year guarantee on the entire system. The system will consist of the following materials. <ul style="list-style-type: none">• 2 - Rain Bird ESP 4ME Controller• 2 - Rain Bird RSD Rain Sensor• 60 - Rain Bird 1800 Series Spray Heads• 9 - Rain Bird Electric Valves & Boxes DV Type 100 Size• 2 - 1" Pressure Vacuum Breaker• 2 - 3/4" Blowout Valve• All SDR 21 200 PSI Pipe• Wire to be direct burial 18 Gauge UF• All water tight connections• All heads mounted on swing joints• 9 zones• Run conduit for wires through garage	
22 00 00.S Plumbing	One fully automatic lawn sprinkler system with a full two year guarantee on the entire system. The system will consist of the following materials. <ul style="list-style-type: none">• 2 - Rain Bird ESP 4ME Controller• 2 - Rain Bird RSD Rain Sensor• 60 - Rain Bird 1800 Series Spray Heads• 9 - Rain Bird Electric Valves & Boxes DV Type 100 Size• 2 - 1" Pressure Vacuum Breaker• 2 - 3/4" Blowout Valve• All SDR 21 200 PSI Pipe• Wire to be direct burial 18 Gauge UF• All water tight connections• All heads mounted on swing joints• 9 zones• Run conduit for wires through garage	\$1,294.00
Burden: 0.00	S Tax: 0.00 Gen Liab: 0.00 OH: 103.52 Prof: 83.85 Tot: \$1,481.37	
32 80 00.S Irrigation	One fully automatic lawn sprinkler system with a full two year guarantee on the entire system. The system will consist of the following materials. <ul style="list-style-type: none">• 2 - Rain Bird ESP 4ME Controller• 2 - Rain Bird RSD Rain Sensor• 60 - Rain Bird 1800 Series Spray Heads• 9 - Rain Bird Electric Valves & Boxes DV Type 100 Size• 2 - 1" Pressure Vacuum Breaker• 2 - 3/4" Blowout Valve• All SDR 21 200 PSI Pipe• Wire to be direct burial 18 Gauge UF	\$8,055.00

- All water tight connections
- All heads mounted on swing joints
- 9 zones
- Run conduit for wires through garage

Burden: 0.00

S Tax: 0.00

Gen Liab: 0.00

OH: 644.40

Prof: 521.96

Tot: \$9,221.36

Grand Total \$10,702.73

T.J. FALVO MECHANICAL, INC.
17 MOUNT VERNON AVE
NORTHFIELD, NJ 08225
LICENSE # 10050

CO#03

Telephone 609-926-4936

07 - 06 - 21

To: Gary F Gardner Inc
Job : Speitel Commons
Ocean City , NJ

Change Order Plumbing For Adding Sprinkler Lines

1) Labor:

1 Man One Day Total 8hrs @\$75.00 per hr

Cost:\$ 600.00

2) Material:

All ¾" & 1" pipe & fittings & valves & hangers & all thread
to complete .

Cost:\$ 694.00

Total Cost:\$ 1,294.00

Approved By: _____



Date: 7-6-21

Accepted By: _____

Date: _____



126 W. Centennial Dr
Medford, NJ 08055

609-654-1241

Invoice

273135

7/1/2021

Gary Gardner Inc.
PO Box 599
Medford, N.J. 08055

Job Location
Speitel Commons

mhaley@garygardner.com

609-654-5312

Due on receipt

Qty	Description	Amount
	One fully Automatic Lawn Sprinkler System with a Full Two-Year Guarantee on the Entire System. This System Will Consist of the Following Materials: 2 - Rain Bird ESP 4ME Controller 2 - Rain Bird RSD Rain Sensor 60- Rain Bird 1800 Series Spray Heads 9- Rain Bird Electric Valves & Boxes DV Type 100 Size 2 - 1" Pressure Vacuum Breaker 2 - 3/4 Blowout Valve Design of the System: All SDR 21 200 PSI pipe Wire to be Direct Burial 18 Gauge UF All Water-Tight Connections All Heads Mounted on Swing Joints This System Will Consist of 9 Zones PERMITS: Yes Run Conduit For Wires Through Garage EXTRA: Bore Under Driveway And Road Sleeves By Others Water Supply By Others Electric for Controller By Others	8,055.00

Subtotal \$8,055.00

Sales Tax (6.625%) \$0.00

Total \$8,055.00

Payments/Credits \$0.00

Balance Due \$8,055.00

starsprinkler@comcast.net

To make your payment using our online
quick-pay link, please send your email
address to starsprinkler@comcast.net