

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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Ocean City, New Jersey 08226

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Jacqueline S. Jones, Executive Director

August 11, 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, August 17, 2021 at 4:30 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, August 17, 2021
4:30 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 July 20, 2021
 - b. Executive Session on July 20, 2021
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:
 - # 2021-43 Approval of Monthly Expenses **(UPDATED)**
 - # 2021-44 Award Resident Wellness Services
 - # 2021-45 Approving Change Order #1 Bayview Manor and HVAC Renovations (inner ramp handrail)
 - # 2021-46 Resolution Authorizing Payments of Draw 14, 15 and 16

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

July 20, 2021 – 3:13 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held July 20, 2021, at 3:13 p.m. via teleconference from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, NJ 08360.

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

Chairman Barr read the Sunshine Law.

Upon roll call those present were:

Commissioner Robert Halliday	
Commissioner Patrick Mumman	
Commissioner Beverly McCall	
Commissioner Robert Henry	
Commissioner Patricia Jackson	
Commissioner Brian Broadley	<i>(excused at 4 p.m.)</i>
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 and Linda Cavallo – Accountant.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from June 15, 2021. A motion was made by Commissioner McCall and seconded by Commissioner Broadley. The following vote was taken:

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

Chairman Barr requested a motion to approve the Executive Session minutes from June 15, 2021. A motion was made by Commissioner McCall and seconded by Commissioner Broadley. The following vote was taken:

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

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the nine months ended June 30, 2021. Commissioner Henry questioned the \$214,000 variance. Mrs. Jones stated most of this profit is coming from the HUD Operating Subsidy on the first page of the report. This is unanticipated funding.. Mrs. Jones commented on the asset repositioning fee. This is because of the disposition of Peck's Senior. HUD gives Housing Authorities a period of 3 years to assist with demolition. Mrs. Jones

stated there are renovations to be done at Bayview and the City is going to fund most of that. The OCHA also has some cash and some of this is budgeted for next year in the operating budget as well as a reserve.

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	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Executive Director's Report

Mrs. Jones mentioned Rick Ginnetti will update the Board on all of the Authority's projects. She stated the budget will be discussed at the end of her report. The budget resolution would follow.

There is a new application process for the waiting list. It is an online application process. This will be a much more efficient way to maintain the waiting list and much easier way for applicants to apply for housing as well. It will be implemented soon. The waiting list will be opening in September. There a few vacancies and the list has been purged and has gotten smaller. It is an online process but if there is a need for a paper application the Authority will accommodate those requests.

On the Cash Report the Board will notice the receivable amounts of the current residents and past residents. The current amount balance is about \$38,000 as of June 30, 2021. Mrs. Jones ran a report right before meeting to check the balance as of today and the balance is about \$22,000. Pecks Senior's balance is only \$380, Bayview's balance is \$13,000 and \$5,300 of that is from one individual who has not paid rent and the family development balance is \$9,000. The highest balance at the family development is \$1,600. Most of these are 30-day rents which means they have not paid July rent. Tenants were in the habit of paying late because the Authority was not charging late fees. All of these are curable especially when you think about the stimulus that is coming for children from now until the end of the year. This stimulus would not raise anyone's rent. The only area where the balance is over 90 days is the one individual at Bayview Manor. There may be 2-3 families on a payment plan.

Mrs. Jones discussed the Budget for next year. This budget is a little bit different because the Authority now has Speitel. The budget will be effective October 1st and run through September 30, 2022. Mrs. Jones explained the various columns. Bayview and Speitel are considered one project. Mrs. Jones stated the budget was a group effort consisting of Ron Miller, Wendy Hughes, Mike Dever and herself. Mike Dever is an analyst hired last year. Wendy was in charge of the income section; Ron was in charge of the maintenance section and Mike was in charge of the administrative section. Mrs. Jones discussed each line item of the budget.

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	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Old Business – Commissioner Henry asked if there was going to be meeting regarding the CO status on Speitel. Mrs. Jones stated the consultant will update the Board

New Business – Chairman Barr would like to discuss the time of the Board Meetings. Chairman Barr suggested possibly 4:30 p.m. The Board agreed with a 4:30 p.m. board meeting time. Zoom meetings can be made available as long as there are 4 commissioners in person present at the meeting, zoom meetings are available or via conference call. Mrs. Jones stated these zoom meeting/conference call can be difficult due to hearing in large spaces and background noise. This is a state statute and was passed in a resolution several years ago. If anyone needs to take the meeting remotely, they need to check with Mrs. Jones to make sure there are 4 confirmed commissioners that will be in attendance at the meeting. Mr. Gabage stated Executive Sessions would be a minor problem because if someone is taking the meeting remotely, there is no way of controlling who else could be listening. He stated it could be overlooked because there should be trust with the serving Commissioner.

Committee Reports – Rick Ginnetti provided an update on Bayview. The electric is substantially complete. A close out packet will be provided stating electric is complete and CO from City that it meets requirements. In reference to the work being done the exterior windows and HVAC submittals are being done now so that the contractor can order the materials. The windows are about 15 weeks out from when order is placed. There is no date on the HVAC yet. The start schedule will not be available until date on windows is received. All of the interior renovations are being worked on by the architects and the Authority has provided comments. This should be placed out for bid the end of August or beginning of September with an award in October or November. With respect to Phase II there was a kick-off meeting held with the professionals that were awarded last month. The engineers are working on the specs for tearing down Pecks North. Bid to hopefully be out on the street in October/November. The City has a goal and the City is a big funder in this project. The engineers are looking to be able to fit 40 units on the Pecks North site. This is an ambitious goal. Phase II is a total of 60 units.

There have been a series of meetings in regard to Speitel regarding building, site, electrical and plumbing inspections as well as pass Energy Star and Cape Atlantic Soils. Of most importance is the elevator inspection. Everything has been inspected. Everything is in administrative mode. The final elevator inspection from the State is scheduled for Friday morning. The elevator works fine. Under State statute an elevator generator is not required, but the HMFA required it. Punch out list is being worked out. After residents move in there will be some additional punch out items. CO should be obtained Monday/Tuesday.

In regard to the Scattered Site project, there two minor subdivisions (Bay Avenue and Haven Avenue). The Bay Avenue lot has been approved, but the Haven Avenue lot has not been approved. The City wants to go back in on that lot at the September planning board meeting. The City wanted to face the houses toward 3rd on that lot to enable larger back yards. A bid package cannot be done for the scattered sites until this is approved. Hopefully by the end of September.

As soon as the elevator is a go at Speitel and the CO is obtained residents will begin to move in. Lynn Hoban is the relocation specialist and she is communication with the residents regarding the moves.

Commissioner Broadly excused – 4 p.m.

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

Resolution #2021-36
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$915,794.40. A motion was made by Commissioner Mumman; seconded by Commissioner McCall. Mrs. Jones briefly discussed the bill list. The following vote was taken:

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

Resolution #2021-37
2021 Housing Authority Budget Resolution 10/1/2021-9/30/2022

Chairman Barr called for a motion to approve Resolution #2021-37. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated the budget will be forwarded to the State for approval and then the budget will return to the Board for adoption. 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	(Absent)
Chairman Robert Barr	(Yes)

Resolution #2021-38
Resolution Awarding Exterminating Services Contract

Chairman Barr called for a motion to approve Resolution #2021-38. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Mrs. Jones stated extermination has been a project for past four years now due to bed bugs, but it has been maintained. Ron Miller stated the Authority solicited quotes for the extermination contract. It is recommended the Board award to Omega Pest Management. Brief discussion on extermination schedule as well as tenant compliance. 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	(Absent)
Chairman Robert Barr	(Yes)

Resolution #2021-39

Resolution Approving Change Order for Construction of Speitel Commons at Bayview Manor

Chairman Barr called for a motion to approve Resolution #2021-39. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Mrs. Jones stated this change order is a requirement from the City of Ocean City for a landscaping lawn sprinkler system that was not in the construction specifications. 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	(Absent)
Chairman Robert Barr	(Yes)

Resolution #2021-40

Executive Session

Chairman Barr called for a motion to approve Resolution #2021-40. 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	(Yes)
Commissioner Brian Broadley	(Absent)
Chairman Robert Barr	(Yes)

The Board is going into Executive Session to discuss contract with Winchester Roofing.

Regular Meeting closed for Executive Session at 4:10 p.m.

Regular Meeting re-opened at 4:56 p.m.

Resolution #2021-41

Winchester Action

Chairman Barr called for a motion to approve Resolution #2021-41. 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	(Absent)
Chairman Robert Barr	(Yes)

Resolution #2021-42
Emergency Purchase of Lightning Replacement System

Chairman Barr called for a motion to approve Resolution #2021-42. 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	(Yes)
Commissioner Brian Broadley	(Absent)
Chairman Robert Barr	(Yes)

No public comments. 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 Halliday; seconded by Commissioner McCall. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:58 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Commissioner's Report

Month Ending: Jul 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	July	July	July	BUDGET	July	July	July	BUDGET	July	July	July	BUDGET	July	July	July
\$ 540,060	\$ 450,050	\$ 435,058	\$ (14,991)	\$ 229,840	\$ 191,533	\$ 178,263	\$ (13,270)	\$ 220,000	\$ 183,333	\$ 188,070	\$ 4,737	\$ 90,220	\$ 75,183	\$ 68,725	\$ (6,458)
6,810	4,582	2,221	(2,361)	6,810	4,582	2,221	(2,361)	-	-	-	-	-	-	-	-
\$ 546,870	\$ 454,632	\$ 437,280	\$ (17,352)	\$ 236,650	\$ 196,115	\$ 180,484	\$ (15,631)	\$ 220,000	\$ 183,333	\$ 188,070	\$ 4,737	\$ 90,220	\$ 75,183	\$ 68,725	\$ (6,458)
\$ 98,160	\$ 81,800	\$ 343,423	\$ 261,623	\$ -	\$ -	\$ 47,442	\$ 47,442	\$ 98,160	\$ 81,800	\$ 295,981	\$ 214,181	\$ -	\$ -	\$ -	\$ -
-	-	54,313	54,313	-	-	-	-	-	-	54,313	54,313	-	-	-	-
342,240	285,200	212,534	(72,666)	196,240	163,533	108,144	(55,389)	-	-	-	-	146,000	121,667	104,390	(17,277)
50,260	39,091	1,128	(37,963)	-	-	-	-	50,260	39,091	1,128	(37,963)	-	-	-	-
40,000	33,333	25,165	(8,168)	20,000	16,667	12,583	(4,084)	10,000	8,333	8,305	(29)	10,000	8,333	4,278	(4,055)
\$ 530,660	\$ 439,424	\$ 636,564	\$ 197,140	\$ 216,240	\$ 180,200	\$ 168,169	\$ (12,031)	\$ 158,420	\$ 129,224	\$ 359,727	\$ 230,502	\$ 156,000	\$ 130,000	\$ 108,668	\$ (21,332)
\$ 100	\$ 83	\$ 95	\$ 12	\$ -	\$ -	\$ 35	\$ 35	\$ -	\$ -	\$ 49	\$ 49	\$ 100	\$ 83	\$ 12	\$ (72)
6,890	5,742	6,753	1,011	3,880	3,233	3,141	(92)	2,010	1,675	3,612	1,937	1,000	833	-	(833)
500	417	-	(417)	-	-	-	-	-	-	-	-	500	417	-	(417)
12,640	10,533	2,012	(8,521)	2,320	1,933	1,569	(364)	9,280	7,733	213	(7,520)	1,040	867	230	(637)
\$ 1,097,660	\$ 910,831	\$ 1,082,704	\$ 171,873	\$ 459,090	\$ 381,482	\$ 353,398	\$ (28,084)	\$ 389,710	\$ 321,966	\$ 551,671	\$ 229,705	\$ 248,860	\$ 207,383	\$ 177,635	\$ (29,748)
\$ 9,000	\$ 7,500	\$ 7,500	\$ -	\$ 900	\$ 750	\$ 750	\$ -	\$ 2,250	\$ 1,875	\$ 1,875	\$ -	\$ 5,850	\$ 4,875	\$ 4,875	\$ -
1,200	1,000	1,297	297	120	100	653	553	300	250	456	206	780	650	187	(463)
\$ 7,700	\$ 6,417	\$ 7,345	\$ 928	\$ 770	\$ 642	\$ 3,301	\$ 2,659	\$ 1,930	\$ 1,608	\$ 3,092	\$ 1,484	\$ 5,000	\$ 4,167	\$ 952	\$ (3,214)

Commissioner's Report

Month Ending: Jul 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	July	July	July	BUDGET	July	July	July	BUDGET	July	July	July	BUDGET	July	July	July
CONSULTANTS-RAD CONVERSION	18,000	15,000	6,915	(8,085)	1,800	1,500	2,677	1,177	2,300	1,917	3,327	1,410	13,900	11,583	910	(10,673)
COPIER	3,500	2,917	2,143	(774)	350	292	1,072	780	880	733	707	(26)	2,270	1,892	364	(1,527)
DUES & PUBLICATIONS	800	667	526	(140)	80	67	263	196	200	167	174	7	520	433	89	(344)
OFFICE SUPPLIES	1,000	833	733	(100)	100	83	369	285	250	208	211	3	650	542	153	(388)
PHONE & INTERNET	8,610	7,175	7,330	155	860	717	4,196	3,479	2,150	1,792	2,069	277	5,600	4,667	1,066	(3,601)
POSTAGE	2,100	1,750	2,424	674	210	175	1,217	1,042	530	442	793	352	1,360	1,133	414	(720)
LEGAL	14,000	11,667	6,840	(4,827)	1,400	1,167	3,070	1,903	3,500	2,917	2,698	(218)	9,100	7,583	1,072	(6,512)
CRIMINAL BACKGROUND CHECKS	400	333	-	(333)	40	33	-	(33)	100	83	-	(83)	260	217	-	(217)
LEGAL-RAD	4,000	3,333	-	(3,333)	-	-	-	-	4,000	3,333	-	(3,333)	-	-	-	-
TRAVEL	200	167	-	(167)	20	17	-	(17)	50	42	-	(42)	130	108	-	(108)
TRAINING	1,000	833	380	(453)	100	83	190	107	250	208	125	(83)	650	542	65	(477)
ACCOUNTING	18,500	15,417	15,417	-	1,850	1,542	7,708	6,167	4,620	3,850	5,088	1,238	12,030	10,025	2,621	(7,404)
MANAGEMENT FEES	165,000	137,500	173,188	35,688	81,250	67,708	86,861	19,153	56,000	46,667	57,189	10,523	27,750	23,125	29,138	6,013
MISCELLANEOUS-SUNDRY	10,180	8,483	18,397	9,914	1,020	850	9,470	8,620	2,560	2,133	5,917	3,784	6,600	5,500	3,010	(2,490)
TOTAL ADMINISTRATIVE EXPENSES	265,190	220,992	250,435	29,444	90,870	75,725	121,796	46,071	81,870	68,225	83,723	15,498	92,450	77,042	44,916	(32,125)
OTHER TENANT SERVICES	9,700	8,083	12,889	4,806	970	808	6,120	5,311	2,430	2,025	4,090	2,065	6,300	5,250	2,679	(2,571)
TENANT SVCS – BEHAVIORAL HEALTH	40,000	33,333	17,846	(15,487)	20,000	16,667	8,923	(7,744)	10,000	8,333	5,889	(2,444)	10,000	8,333	3,034	(5,299)
TOTAL OTHER TENANT SERVICES	49,700	41,416	30,735	(10,681)	20,970	17,475	15,043	(2,432)	12,430	10,358	9,980	(379)	16,300	13,583	5,713	(7,870)
WATER/SEWER	88,300	74,950	73,903	(1,047)	19,100	15,984	16,027	43	60,700	51,976	51,303	(673)	8,500	6,990	6,574	(416)
ELECTRIC	109,400	96,126	88,046	(8,080)	96,000	84,424	78,530	(5,894)	9,200	8,292	6,312	(1,980)	4,200	3,410	3,204	(206)
GAS	49,800	47,853	40,373	(7,480)	-	-	-	-	40,800	39,256	26,897	(12,359)	9,000	8,597	13,476	4,879
TOTAL UTILITY EXPENSES	247,500	218,929	202,322	(16,607)	115,100	100,408	94,557	(5,851)	110,700	99,524	84,511	(15,013)	21,700	18,997	23,253	4,256
MAINTENANCE LABOR	57,000	47,500	39,523	(7,977)	28,500	23,750	19,762	(3,988)	18,810	15,675	13,043	(2,632)	9,690	8,075	6,719	(1,356)
MAINT. MATERIALS	55,210	44,275	17,021	(27,254)	25,320	21,100	10,433	(10,667)	18,920	15,767	5,495	(10,272)	10,970	7,408	1,093	(6,315)
MAINT. CONTRACT COSTS	159,500	124,892	114,579	(10,313)	91,100	74,913	73,384	(1,529)	53,000	39,897	27,267	(12,630)	15,400	10,082	13,927	3,846

Commissioner's Report
Month Ending: Jul 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	July	July		BUDGET	July	July		BUDGET	July	July		BUDGET	July	July	
EMPLOYEE BENEFITS	35,230	29,358	30,914	1,555	17,610	14,675	15,457	782	11,630	9,692	10,201	509	5,990	4,992	5,256	264
TOTAL MAINTENANCE	306,940	246,025	202,037	(43,988)	162,530	134,438	119,036	(15,402)	102,360	81,030	56,005	(25,025)	42,050	30,557	26,995	(3,562)
INSURANCE	65,440	54,533	55,717	1,184	6,550	5,458	21,829	16,370	24,750	20,625	17,190	(3,435)	34,140	28,450	16,698	(11,752)
FLOOD INSURANCE	39,760	35,367	38,720	3,353	3,500	2,917	2,920	3	19,260	16,050	16,050	-	17,000	16,400	19,750	3,350
BAD DEBTS	5,000	4,167	4,167	0	500	417	420	3	4,000	3,333	3,327	(6)	500	417	420	3
COMPENSATED ABSENCES	5,000	4,167	4,167	-	500	417	420	3	1,250	1,042	1,040	(2)	3,250	2,708	2,707	(2)
PAYMENT IN LIEU OF TAXES	29,260	24,383	24,381	(3)	11,480	9,567	9,565	(2)	10,930	9,108	9,106	(3)	6,850	5,708	5,710	2
PENSION	11,000	9,167	6,426	(2,741)	5,600	4,667	3,213	(1,454)	5,000	4,167	2,121	(2,046)	400	333	1,092	759
RETIREE BENEFITS	31,230	26,025	21,925	(4,100)	7,000	5,833	10,957	5,123	13,730	11,442	7,241	(4,201)	10,500	8,750	3,728	(5,022)
TOTAL OTHER EXPENSES	186,690	157,809	155,503	(2,305)	35,130	29,275	49,323	20,048	78,920	65,767	56,075	(9,691)	72,640	62,767	50,104	(12,662)
TOTAL EXPENDITURES	1,056,020	885,171	841,032	(44,138)	424,600	357,322	399,756	42,434	386,280	324,904	290,294	(34,610)	245,140	202,945	150,982	(51,963)
PROFIT	41,640	25,660	241,671	216,011	34,490	24,160	(46,358)	(70,518)	3,430	(2,938)	261,377	264,315	3,720	4,438	26,653	22,215

Ocean City Housing Authority

Administrative Report

DATE: August 10, 2021
TO: Board of Commissioners, Ocean City Housing Authority
FROM: Jacqueline S. Jones, Executive Director
SUBJECT: Monthly Report (Stats for July 2021)
PERIOD: July 11, 2021 to August 10, 2021

Speitel Commons at Bayview Manor

The building is complete and the Certificate of Occupancy has been received. The residents from Peck's Beach Senior began to move in the week of July 23rd with the assistance of a staff and a moving company. The residents from the 1st floor of Bayview Manor began to move in on August 2nd and August 3rd. The majority of the moves were completed by August 3rd. There are three residents from Peck's Senior (1) and Bayview Manor (2) that are to be scheduled to move in as of the date of this report.

There are some "punch list" items the Authority is working with the builder to complete.

The Construction Meeting Minutes from August 3, 2021 are included in this report. The next Draw Schedule will be included in the updated board packet.

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. Wearing masks by residents in common spaces is requested.

Budget for the Year-Ending 9/30/2022

The budget for the year-ending 9/30/2022 approved by the board at the July board meeting. The Authority's Fee Accountant has forwarded the budget to NJ Department of Community Affairs (DCA) for approval. Once the approved budget is returned to the Authority from the DCA, the budget will be presented again to the board for adoption.

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; Agreement on a Project Checklist with Milestones and completion dates has been developed & agreed upon; A new foreman for Winchester has been assigned to this project & is communicating with The Brooke Group Project Manager; Milestones to date have been reached; The roof is ready for an inspection by manufacturer to secure the warranty; metal capping is in process with assistance of manufacturer for proper installation; Lightening protection system scheduled to be completed by 8/11/21 – procured by the Authority;
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; Final inspections have been completed by City Code Official; Project Complete;

Bayview – Renovation Projects (continued)

Exterior Renovations & HVAC Replacement 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; Construction meeting held 8/3/2021;
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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; Subdivision plan approval in process;

Construction Related Work Opportunities at Bayview Manor

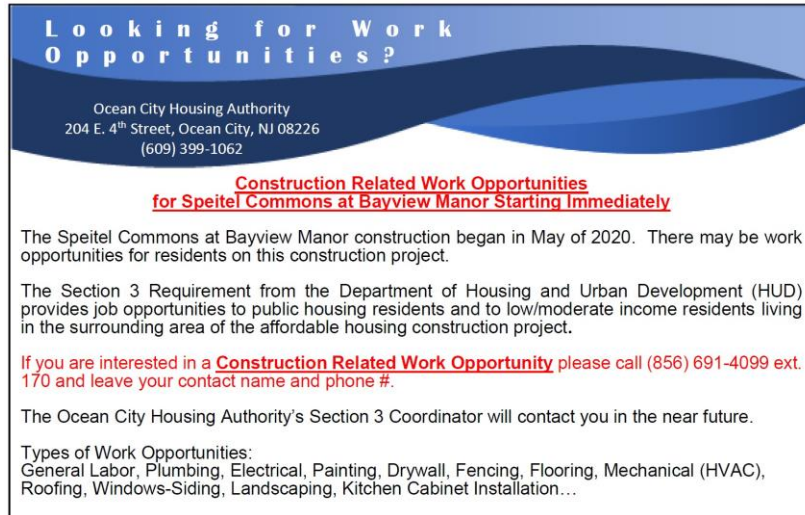
[Update: The Section 3 postcard \(next page\) seeking employees for work opportunities at Bayview Manor is being mailed to OCHA residents through December 2021.](#)

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

Meeting Minutes - Construction	
Project:	Speitel Commons
HD Project No.:	17-020
NJHMFA No.:	2986
Contractor:	Gary F. Gardner, Inc
Meeting No.:	Meeting #16
Meeting Date:	08/03/21
Meeting Time	10:30 AM
Weather Conditions:	73 degrees, clear
Issue Date:	08/10/21
Revision Date:	
Reported By:	Ana Ferreira

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	460
% of Contract Time / Elapsed % Construction Schedule Elapsed	116.45%
% of Work Complete per AIA G702	100%
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

16.1 HMFA closeout: **MS** needs to get releases from all. HD has to review some documents.

Old 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. **08/03/21**: Sign has been delivered and is going to be installed this week.

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). **08/03/21**: **MS** will distribute copies of the test.

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. **08/03/21**: Completed.

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. **08/03/21: ITEM COSED**

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 08/03/21:** Item was not included on punchlist but is concluded now.

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. **08/03/21:** Corridor thermostats are now locked.

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. **08/03/21:** Blower door test completed and fans test completed except 2 units where the fans test failed and is being analyzed why.

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. **08/03/21: RM** will find out.

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. **08/03/21:** Unit punch list is done; exterior is completed; buckling will not be possible to fix during summer time, to be done early fall.

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's 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. **08/03/21:** Last moving day is today.

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. **08/03/21: CLOSED ITEM.**

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. **08/03/21: OPEN ITEM.**

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. **08/03/21:** Kept 3 extra countertops for future use.

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. **08/03/21: CLOSED ITEM.**

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. **08/03/21**: 2 Fans failed the test.

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. **08/03/21**: A few still to review.

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. **08/03/21**: Window contractor didn't correct wage reports, **MS** has to follow up.

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:

- Elevator State Inspection 7/12. Schindler will be on site 7/8 in preparation for the State Inspection. - Passed the test
- Landscaping is done
- Fire extinguisher to be installed this week of 08/03
- All valves and valves tags are done.

Remaining Punch List Items:

- Fix apartment AC units
- Correct Lobby AC unit
- Fix warped siding
- Correct cameras at garage
- Install attic access
- Install bird spikes.
- Install Lobby flood vent
- Missing tile cove nearest main front door
- Install missing brick face near mailboxes
- Install Fence at Parking Area
- Paint curb
- Replace cracked window glass in 4001
- Patch siding around generator exhaust
- Deliver attic stock sashes
- replace mislabeled mailbox door.
- Install insert in key cabinet for 90 key capacity
- post move-in paint touch in common areas

Program Statistics Report 10/2020 - 9/2021
**2021
JUL**
**2021
JUN**
**2021
MAY**

<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	94	12	202
Total number of units inspected year-to-date - all sites	494	400	388
<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%	98.80%	97.44%
<u>Vacancies - At end of Month</u>			
Bay View Manor	8	6	5
Peck's Beach Senior	0	0	0
Peck's Beach Family	1	1	1
Total	9	7	6
Occupancy Rate	92.44%	94.12%	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	\$ 14,435	\$ 17,123	\$ 17,479
Peck's Beach - Elderly/Disabled	\$ 7,373	\$ 7,373	\$ 7,366
Peck's Beach - Family	\$ 19,320	\$ 18,679	\$ 19,320
Total Rent Roll	\$ 41,128	\$ 43,175	\$ 44,165
<u>Public Housing Waiting List Applicants - All Waiting Lists are Closed as of 1/31/20</u>			
Families - Ocean City Preference	5	5	5
Families - No Ocean City Preference	42	42	41
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	16	16	16
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	70	70	70
<u>Maintenance Department</u>			
Average work order turnaround time in days - Tenant Generated	0.04	0.11	0.08
Total Tenant Generated Work Orders	3	20	11
Number of routine work orders written this month	97	84	87
Number of outstanding work orders from previous month	14	14	33
Total number of work orders to be addressed this month	114	118	131
Total number of work orders completed this month	97	104	117
Total number of work orders left outstanding	17	14	14
Number of emergency work orders written this month	0	0	0
Total number of work orders written year-to-date	1,056	956	852
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 July 31, 2021**

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 07/31/2021	\$778,612.11
2021 Capital Fund Balance for PH (pbfamily)	\$121,578.00
Add: A/R-Tenants 07/2021	Current \$17,983.50
	Past \$2,662.32

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	\$472,058.85

Less: Bill List payments -Aug 2021 (\$565,260.94)

Accrued Expenses - Total from detail below (\$29,288.33)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	105,200.00	10	(3,428.33)
Bad Debt	5,000.00	10	4,166.67
Comp Absences	5,000.00	10	4,166.67
P.I.L.O.T.	29,260.00	10	24,383.33
Net Accrual	144,460.00		29,288.33

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

Net Cash Balance \$617,475.65

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 84,103	9.26	Months
Per Day	\$ 2,803	220	Days

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

**RESOLUTION NO. 2021-43
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 \$565,260.94.

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: August 17, 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

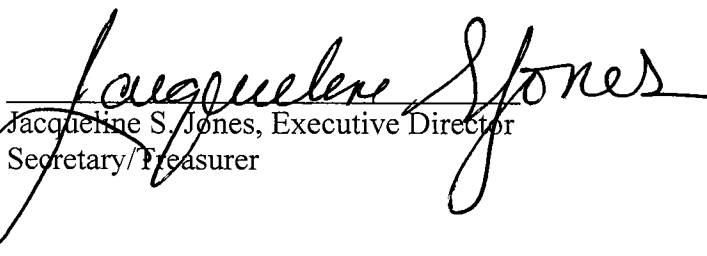
BY: _____


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 August 17, 2021 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

BANK OF AMERICA			
BANK OF AMERICA			
BANK OF AMERICA			
652	AGNES WILLIAMS	Reimb dry cleaning - Speitel move	\$ 143.50
653	ATLANTIC CITY ELECTRIC	July 2021 electric	\$ 5,573.69
654	ATLANTIC COAST ALARM, INC.	Fire alarm monitoring - Speitel	\$ 480.00
655	AT&T	August 2021 BVM elevator phone	\$ 118.27
656	LINDA AVENA	August 2021 accounting svcs	\$ 1,541.67
657	BOYAR'S FOOD MARKET	July 2021 BVM elevator phone svc	\$ 288.82
658	BROOKE GROUP, LLC.	June 2021 - Bd mtg prep/attendance	\$ 455.00
659	CALL EXPERTS	August 2021 answering svc	\$ 94.72
660	CLEAN SWEEP SERVICES	July 2021 BVM cleaning	\$ 1,850.00
661	CAPE MAY MUA	Bulk trash	\$ 58.90
662	COMCAST	August 2021 Internet Svc	\$ 244.57
663	COPIER PLUS	August 2021 copier contract	\$ 20.00
664	DELTA DENTAL	September 2021 dental coverage	\$ 174.02
665	DRAIN DOCTOR	Plumbing svc	\$ 1,410.00
666	FLORENCE DRISCOLL	Tenant Services -August 2021	\$ 200.00
667	FEDERAL EXPRESS	Overnight delivery	\$ 47.31
668	EISENSTAT, GABAGE & FURMAN	July 2021 legal svcs	\$ 1,490.00
669	GENSERVE	Generator svcs	\$ 890.00
670	GLEN O. STULL	Prescrip reimb - June 2021; Medicare copay reimb - August 2021	\$ 356.80
671	ASHLEY HARRIS	BVM Cleaning - August 2021	\$ 200.00
672	ROBERT HARRIS	Recyclables removal & trash room cleaning - August 2021	\$ 200.00
673	HD SUPPLY	Maint Supplies	\$ 276.85
674	HOME DEPOT CREDIT SVC	Outdoor Furniture - Speitel	\$ 349.00
675	HUMANA INSURANCE	September 2021 prescription - retiree	\$ 66.50
676	JOHN SPITZ	August 2021 Medicare/prescrip copay reimb	\$ 786.42
677	NFIP DIRECT SERVICING	Flood Insurance - 9/1/21-8/31/22	\$ 23,624.00
678	NJ AMERICAN WATER	July 2021 water/sewer	\$ 9,558.12
679	OMEGA PEST MANAGEMENT	Jul/Aug 2021 Pest Control/Vegetation Mgmt	\$ 4,121.75
680	THE PRESS OF ATLANTIC CITY	Ads for Resident Wellness RFP & 7/2021 Bd Mtg	\$ 95.20
681	ROBERT L. ROWELL	Maintenance Labor-Grounds - August 2021	\$ 200.00
682	SOUTH JERSEY GAS	July 2021 gas	\$ 997.30
683	SUPERIOR VISION	September 2021 vision	\$ 19.71
684	US BANK EQUIPMENT FINANCE	July/Aug 2021 copier contract	\$ 200.51
685	VERIZON DSL	July 2021 DSL/Fax line	\$ 152.46
686	VERIZON WIRELESS	Aug 2021 Maint cell phone	\$ 51.09
687	VINELAND HOUSING AUTHORITY	August 2021 Mgmt Svcs; July 2021 Office/Maint/Grounds coverage; expense reimb	\$ 28,392.53
688	WALLACE HARDWARE	Maint Supplies	\$ 44.98
689	t0000076 - ORBAN	Comcast Prof Install reimb - Speitel move	\$ 50.00
690	t0000908 - WILLIAMS	Comcast Prof Install/AC Elec transfer fee reimb - Speitel move	\$ 65.00
691	t0000909 - GANGI	Comcast Prof Install reimb - Speitel move	\$ 50.00
692	t0000912 - AUBLE	Comcast Prof Install reimb - Speitel move	\$ 50.00
693	t0000919 - ROWELL	Comcast Prof Install/AC Elec /deposit transfer fee reimb - Speitel move	\$ 265.00
694	t0000921 - MCRAE	Comcast Prof Install reimb - Speitel move	\$ 50.00
695	t0000922 - STOCKLEY	AC Elec transfer fee reimb - Speitel move	\$ 15.00
696	t0000928 - NACLERIO	Comcast Prof Install/AC Elec transfer fee reimb - Speitel move	\$ 65.00
697	t0000930 - PARKER	Comcast Prof Install/AC Elec transfer fee reimb - Speitel move	\$ 65.00
698	t0000935 - DELAURENTIS	Comcast Prof Install reimb - Speitel move	\$ 50.00
699	t0000936 - COOK	Comcast Prof Install/AC Elec transfer fee reimb - Speitel move	\$ 65.00
700	t0000937 - SURGENT	Comcast Prof Install reimb - Speitel move	\$ 50.00
701	t0000938 - CONSTABLE	Comcast Prof Install reimb - Speitel move	\$ 50.00

CCLD CITY HOUSING AUTHORITY BILL STATEMENT			
702	t0000939 - RAMAGLIA	Comcast Prof Install reimb - Speitel move	\$ 50.00
703	t0000940 - WATTS	AC Elec transfer fee reimb - Speitel move	\$ 15.00
704	t0000941 - POWELL	Comcast Prof Install/AC Elec transfer fee reimb - Speitel move	\$ 65.00
705	t0000942 - CARLSEN	Comcast Prof Install/AC Elec /deposit transfer fee reimb - Speitel move	\$ 265.00
706	t0000943 - HARRIS	Comcast Prof Install/AC Elec /deposit transfer fee reimb - Speitel move	\$ 265.00
707	t0000944 - MCCORMAC	Comcast Prof Install reimb - Speitel move	\$ 50.00
20210811	HORIZON BCBS OF NJ	August 2021 Health Benefits	\$ 2,649.10
	TOTAL AUGUST DISBURSEMENTS (sturcocc)		\$ 89,022.79
	ADP PAYROLL & TAXES		\$ 3,716.68
	ADP PAYROLL PROCESSING FEES		\$ 142.84
	PENSION		\$ 256.80
	PNC BANK FEE		\$ 62.98
	TOTAL AUGUST DISBURSEMENTS (sturcons)		\$ 472,058.85
	TOTAL BILL LIST -AUGUST 2021		\$ 565,260.94

CCLD CITY HOUSING AUTHORITY BILL STATEMENT			
	ELECTRI-TECH	BVM electrical renovations	77,101.33
	GARY F GARDNER INC.	Speitel construction pymt #15	330,095.30
	HALEY DONOVAN	A/E - Speitel construction	5,025.00
	THE BROOKE GROUP LLC	May 2021 Consulting BVM/Speitel	8,252.50
138	ATLANTIC CITY ELECTRIC	May/June 2021 Speitel electric	931.53
139	SOUTH JERSEY GAS	May/June 2021 Speitel gas	30.84
140	VERIZON	Phone lines/equipment install	295.01
	GARY F GARDNER INC.	Speitel construction pymt #16	19,454.75
	ELECTRI-TECH	BVM electrical renovations	13,411.67
	THE BROOKE GROUP LLC	June 2021 Consulting BVM/Speitel	13,035.00
	EISENSTAT, GABAGE & FURMAN	Legal - BVM/Speitel	2,970.00
141	ATLANTIC CITY ELECTRIC	May/June 2021 Speitel electric	1,455.92
	TOTAL AUGUST DISBURSEMENTS (sturcons)		\$ 472,058.85

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

**RESOLUTION NO. 2021-44
Resolution Awarding Resident Wellness Program Services Contract**

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Resident Wellness Program Services to offer mental health wellness and education services for residents of the Ocean City Housing Authority to be funded by the City of Ocean City – Community Development Block Grant; and

WHEREAS, one proposal for Resident Wellness Services was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners to award contract to **Acenda, Inc. – 42 S. Delsea Drive, Glassboro, NJ 08028** to provide the Ocean City Housing Authority with Resident Wellness Services commencing September 1, 2021 through August 30, 2022 per the rates attached hereunto.

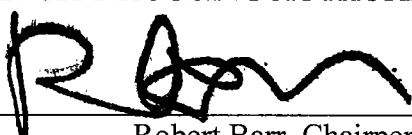
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Resident Wellness Program Services contract to **Acenda, Inc.** for the term indicated above.

ADOPTED: August 17, 2020

VOTE:

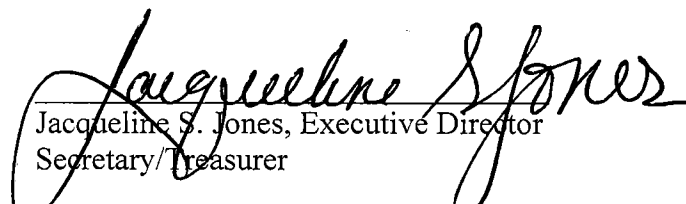
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday						
Commissioner McCall						
Commissioner Jackson						
Commissioner Henry						
Commissioner Mumman						
Commissioner Broadley						
Chairman Barr						

OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on August 17, 2021 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

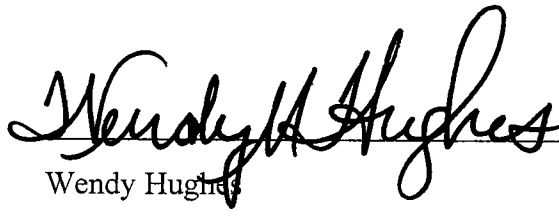
By: 
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

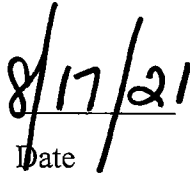
Resident Wellness Program Services Contract

from the Operating Budget. The line item to be charged for the above expenditure is Account #4220-02.

A handwritten signature in black ink, appearing to read "Wendy Hughes", written over a horizontal line.

Wendy Hughes

Certifying Financial Officer

A handwritten date "8/17/21" in black ink, written over a horizontal line.

Date

Comparison of Resident Wellness Firms submitting 2021 Proposals

Evaluation Factors	Vendor Name										
	Possible Points		Acenda, Inc.								
1. General Experience; Summary of experience of firm performing similar work	20										
2. Experience with Resident Health; Conflict Resolution; Housing Issues; Health and Welfare	30										
3. Specialized experience of key personnel in resident programs; submission of key personnel resumes	20										
4. Firm's Equal Opportunity Policy. Each proposer must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, or national origin	10										
5. Fee structure as shown in the RFP unit pricing document	20										
Total Average Score	100	0	0.00	0.00							
Cost Breakdown											
Price per hour for a Resident Services Coordinator			\$ 65.50								
Price per hour for a Resident Services Case Worker			\$ 65.50								
Price per hour for a Resident Services - Social Worker			\$ 65.50								

No other RFP's received.

THE OCEAN CITY HOUSING AUTHORITY
UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM
RESIDENT WELLNESS PROGRAM
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
WELL-CORD	Provide a price per hour for a Resident Services Coordinator	65.50	200	\$13,100
WELL-CASE	Provide a price per hour for a Resident Services Case Worker	65.50	200	\$13,100
WELL-MSW	Provide a price per hour for a Resident Services - Social Worker	65.50	200	\$13,100

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 \$ 39,300

Thirty - nine thousand and three-hundred
TOTAL PRICE IN WRITTEN WORD FORM
dollars.

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

Acorda, Inc. BY: _____
Firm Name

47 South Delsea Drive Glassboro, NJ 08028
Street, Town, State, Zip Code

844-422-3632 856-881-5508
Telephone Fax

Sworn to and subscribed before me on this 21st day of July 2021

Signature of proposer if the proposer is an individual _____

Signature of partner if proposer is a partnership _____

Signature of officer if the proposer is a corporation [Signature]
Signature of officer if the proposer is a corporation

President & CEO
Title

[Signature]
Notary Public

(SEAL)

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

**RESOLUTION NO. 2021-45
Resolution Approving Change Order #1 for
Bayview Manor and HVAC Renovations Project**

WHEREAS, the Ocean City Housing Authority solicited an Invitation for Bids for the exterior and HVAC renovations project 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 **Levy Construction Company, Inc. – 134 Cuthbert Boulevard; Audubon, New Jersey 08106** with a bid amount of \$878,600; and

WHEREAS, the contract was awarded to **Levy Construction Company, Inc. – 134 Cuthbert Boulevard; Audubon, New Jersey 08106 with Resolution 2021-23 at the May 18, 2021 board meeting**; and

WHEREAS, Change Order #1 is necessary to install new accessible railing at the interior side of the ramp at the front of the building; and

WHEREAS, the aforementioned change order shall not exceed \$6,421.58 and is described and attached herein; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners hereby accepts the change order of \$6,421.58 for the Bayview Manor and HVAC Renovations Project.

ADOPTED: August 17, 2021

VOTE:

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

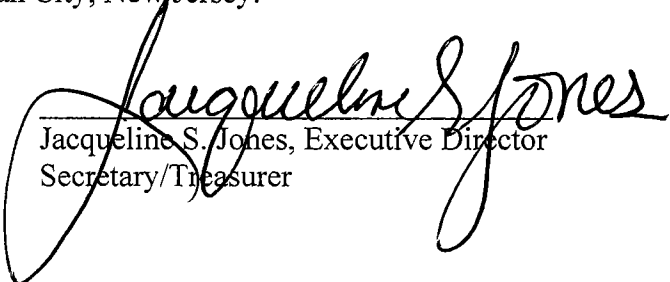
OCEAN CITY HOUSING AUTHORITY

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 August 17, 2021 at the 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)*
19-037 Bayview Manor Exterior and
HVAC Renovations
635 West Ave & Sixth St.
Ocean City, NJ 08226

CONTRACT INFORMATION:
Contract For: General Construction

Date: 07/27/2021

CHANGE ORDER INFORMATION:
Change Order Number: 001

Date: 07/27/2021

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

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

CONTRACTOR: *(Name and address)*
Levy Construction Company, Inc.
134 Cuthbert Boulevard
Audubon, NJ 08106

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.)

07/26/2021 - New accessible railing at the interior side of the ramp at the front of the building.

The original Contract Sum was	\$	878,600.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	878,600.00
The Contract Sum will be increased by this Change Order in the amount of	\$	6,421.58
The new Contract Sum including this Change Order will be	\$	885,021.58

The Contract Time will be unchanged 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, LLC
ARCHITECT *(Firm name)*

SIGNATURE

Michael Donovan, Principal
PRINTED NAME AND TITLE

07/27/2021
DATE

Levy Construction Company, Inc.
CONTRACTOR *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

Ocean City Housing Authority
OWNER *(Firm name)*

SIGNATURE

Jacqueline S. Jones
PRINTED NAME AND TITLE

8/17/21
DATE

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

**RESOLUTION NO. 2021-46
Resolution Authorizing Payment of Draw 14, 15 & 16**

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 #14 in the amount of \$422,127.27
Project Draw #15 in the amount of \$420,474.13
Project Draw #16 in the amount of \$51,452.24**
are 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.

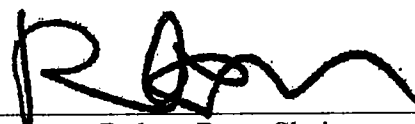
ADOPTED: August 17, 2020

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

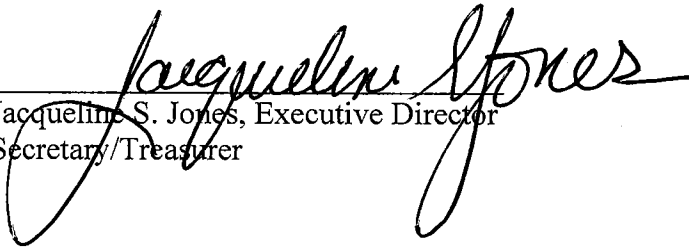
BY: _____


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on August 17, 2021 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By:


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Ms. Dorothy F. McCrosson, Esq.
City Solicitor
City of Ocean City
861 Asbury Avenue
Ocean City, NJ 08226

June 8, 2021

Re: City Funding for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #14

Dear Ms. McCrosson:

On behalf of the Ocean City Housing Authority, we are requesting a draw of City funds for the above captioned project. Going forward we will reference the overall project draw number. The total amount of this draw is **\$422,127.27**. This payment will be disbursed by the Ocean City Housing Authority to the following contractors on this project:

Contractor (Payee)	Address	Draw Amount
Gary F Gardner Inc.	624 Gravelly Hollow RD, PO Box 599, Medford, NJ 08055	\$391,798.27
The Brooke Group LLC	209 E Egnor Dr, Galloway, NJ 08205	\$14,187.50
Ocean City Housing Authority (Insurance)	204 4 th Street, Ocean City, NJ 08226	\$13,541.50
Ocean City Housing Authority (Relocation – payments to residents)	204 4 th Street, Ocean City, NJ 08226	\$2,600.00
	TOTAL	\$422,127.27

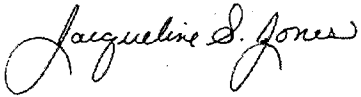
Enclosed herein is a Hard and Soft Cost Expense Summary Form for all City funded draws. It details the specific project activity(s) being funded; all previous City draw amounts. In addition, attached is an overall project rolled-up budget/draw schedule for Speitel Commons & Bayview Manor which includes all sources of funds and all budget line items. Also enclosed is the backup documentation for all activities being funded in this draw, (i.e., invoices, certificate of payments, etc.) showing work completed and approved by the appropriate party.

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

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

Thank you for your time and consideration in this matter.

Sincerely,



Jacqueline Jones
Executive Director

Cc: Rick Ginnetti, Project Manager
Frank Donato, Ocean City Finance Director

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Hard and Soft Cost Expense Summary (city funds)
Redevelopment of Speitel Commons and Bayview Manor
Overall Project Draw #14

HARD COSTS PER PROJECT	Previously Dispersed	Current Draw	Total expended to date:	Notes:
Building wide alarm system replacement	\$148,960.00	\$0.00	\$148,960.00	This sub-project is complete
Roof Replacement Bayview	\$188,450.30	\$0.00	\$188,450.30	
Speitel Commons Construction	\$1,602,119.09	\$391,798.27	\$1,993,917.36	GC's Draw #14
Bayview Electrical	\$4,250.00	\$0.00	\$4,250.00	
SOFT COSTS				
Architectural construction management & Energy Star	\$84,980.00	\$0.00	\$84,980.00	
Engineering	\$948.00	\$0.00	948.00	
Consulting Fees	\$33,347.50	\$7,582.50	\$40,930.00	
Relocation	\$2,372.50	\$3,355.00	\$5,727.50	
Utility Connection Fees	\$1,000.00	\$5,850.00	\$6,850.00	
Totals	\$2,066,427.39	\$422,127.27	\$2,488,554.66	

TOTAL CITY PROJECT FUNDS	TOTAL EXPENDED TO DATE	BALANCE
\$6,603,943	\$2,488,554.66	\$4,115,389

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones
Executive Director
Ocean City Housing Authority

July 12, 2021

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #15

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$420,474.13. 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
Gary F Gardner Inc.	624 Gravelly Hollow Rd, PO Box 599 Medford, NJ 08055	330,095.30
Electri-Tech	1334 Mays Landing Rd, Folsom, NJ 08037	\$77,101.33
The Brooke Group LLC	209 E Egnor Dr, Galloway, NJ 08205	\$8,252.50
Haley Donovan	9 Tanner St., Ste #201, Haddonfield, NJ 08033	\$5,025.00
	TOTAL	\$420,474.13

Attached are the following items to back up this disbursement:

- W9s for Contractors Listed Above
- Bank Wire Instructions for Each Contractor
- Copy of Draw #15 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.

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Ms. Dorothy F. McCrosson, Esq.
City Solicitor
City of Ocean City
861 Asbury Avenue
Ocean City, NJ 08226

August 11, 2021

Re: City Funding for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #16

Dear Ms. McCrosson:

On behalf of the Ocean City Housing Authority, we are requesting a draw of City funds for the above captioned project. Going forward we will reference the overall project draw number. The total amount of this draw is **\$51,452.82**. This payment will be disbursed by the Ocean City Housing Authority to the following contractors on this project:

Contractor (Payee)	Address	Draw Amount
Gary F Gardner Inc.	624 Gravelly Hollow RD, PO Box 599, Medford, NJ 08055	\$19,454.75
Electri-Tech Inc.	1334 Mays Landing Rd., Folsom, NJ 08037	\$13,411.67
The Brooke Group LLC	209 E Egnor Dr., Galloway, NJ 08205	\$13,035.00
Eisenstat Gabage & Furman	1179 East Landis Ave., Vineland, NJ 08360	\$2,970.00
Ocean City Housing Authority	204 4 th Street, Ocean City, NJ 08360	\$2,580.82
	TOTAL	\$51,452.24

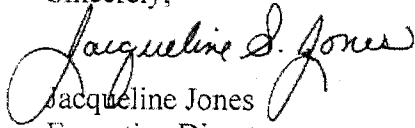
Enclosed herein is a Hard and Soft Cost Expense Summary Form for all City funded draws. It details the specific project activity(s) being funded; all previous City draw amounts. In addition, attached is an overall project rolled-up budget/draw schedule for Speitel Commons & Bayview Manor which includes all sources of funds and all budget line items. Also enclosed is the backup documentation for all activities being funded in this draw, (i.e., invoices, certificate of payments, etc.) showing work completed and approved by the appropriate party.

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

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

Thank you for your time and consideration in this matter.

Sincerely,


Jacqueline Jones
Executive Director

Cc: Rick Ginnetti, Project Manager
Frank Donato, Ocean City Finance Director

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Hard and Soft Cost Expense Summary (city funds) Redevelopment of Speitel Commons and Bayview Manor Overall Project Draw #16

HARD COSTS PER PROJECT	Previously Dispersed	Current Draw	Total expended to date:	Notes:
Building wide alarm system replacement	\$148,960.00	\$0.00	\$148,960.00	This sub-project is complete
Roof Replacement Bayview	\$188,450.30	\$0.00	\$188,450.30	
Speitel Commons Construction	\$2,301,096.76	\$19,454.75	\$2,320,551.46	GC's Draw #16
Bayview Electrical	\$81,351.33	\$13,411.67	\$94,763.00	
SOFT COSTS				
Architectural construction management & Energy Star	\$90,005.00	\$0.00	\$90,005.00	
Engineering	\$948.00	\$0.00	948.00	
Consulting Fees	\$49,052.50	\$11,260.00	\$60,312.50	
Relocation	\$5,857.50	\$1,775.00	\$7,632.50	
Utility Con/Testing Fees	\$29,765.90	\$0.00	\$29,765.90	
Operational Fees	\$0.00	\$2,580.82	\$2,580.82	
Totals	\$2,909,028.00	\$52,584.01	\$2,960,481	

TOTAL CITY PROJECT FUNDS	TOTAL EXPENDED TO DATE	BALANCE
\$6,603,943	\$2,960,481	\$3,643,462