

*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 4<sup>th</sup> Street  
Ocean City, New Jersey 08226

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

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September 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, September 21, 2021 at 4:30 pm at Administrative Offices – 204 4<sup>th</sup> 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, September 21, 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 August 17, 2021
6. Fee Accountant's Report (**updated**)
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:

# 2021-47	Approval of Monthly Expenses ( <b>updated</b> )
# 2021-48	Adopt State Budget
# 2021-49	Change Order #2, #3 and #4 for Bayview Manor Exterior and HVAC Renovations Project
# 2021-50	Shared Services Agreement with Vineland Housing Authority
# 2021-51	Award Fee Accounting Services Contract ( <b>updated</b> )
# 2021-52	Award Auditing Services Contract ( <b>updated</b> )
# 2021-53	Award Legal Services Contract ( <b>updated</b> )
# 2021-54	Award Consulting Services Contract ( <b>updated</b> )
# 2021-55	Resolution Authorizing Payments of Draw 17
- 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**

**August 17, 2021 – 4:30 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held July 20, 2021, at 4:30 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	(absent)
Commissioner Patricia Jackson	
Commissioner Brian Broadley	
Chairman Robert Barr	

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Charles W. Gabage, Esquire – Solicitor and Linda Cavallo – Accountant.

#### **Minutes**

Chairman Barr requested a motion to approve the Regular Meeting minutes from July 20, 2021. A motion was made by Commissioner McCall and seconded by Commissioner Halliday. The following vote was taken:

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

Chairman Barr requested a motion to approve the Executive Session minutes from July 20, 2021. A motion was made by Commissioner McCall and seconded by Commissioner Jackson. The following vote was taken:

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

#### **Treasurer's Report**

Ms. Cavallo reviewed the Financial Report for the ten months ended July 31, 2021. Commissioner Broadley asked for an explanation of the HUD Operating Subsidy on the financial report. Mrs. Jones explained the HUD Operating Subsidy, the HUD Asset Repositioning Fee-Operating Subsidy, the PBV HAP Subsidy, and the HUD Capital Funds-Operations line items.

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

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

#### **Executive Director's Report**

Mrs. Jones provided an updated on the Speitel moves. All moves are complete with the exception of one a Peck's Beach Senior and two at Bayview 1<sup>st</sup> floor. These moves are expected to be completed by the end of the month.

Mrs. Jones discussed the roof matter. Things are moving along and there is communication with the roofer's project manager which has contributed to the progress on this project.. The roof is apparently complete and there is a scheduled inspection with the manufacturer. The manufacturer will inspect the roof with an anticipated warranty. The other issue is the capping around the top of the building. It was incorrectly installed and had to be removed. The manufacturer of the capping material will be on site soon to measure for the capping order. Commissioner Halliday asked if the capping is a warranty item with the roof. Mrs. Jones is not sure who provides the warranty on that, but believes it is the manufacturer. The lightning protection has been delayed until Winchester removed the old capping. Once everything is finished there will be a final punchout list.

Mrs. Jones discussed the renovations for Bayview. There are issues with obtaining the PTAC units, which provide heating and air conditioning to the apartments.. It will probably take a couple of months to begin this project. . Mrs. Jones discussed the change order resolution for a handrail on the inner ramp at Bayview Manor

Mrs. Jones stated an update on the Scattered Sites project will be given in the Ocean City Community Development Corporation Meeting.

Mrs. Jones is happy to report the residents are acclimating to the Speitel building. There have been a few minor issues, but nothing major and the residents seem very happy. The move was not as planned due issues with the mover's staff leaving the job site prior to the moves being completed.

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	(Absent)
Commissioner Patricia Jackson	(Absent – call dropped at 4:41 p.m.)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

**Old Business** – None.

**New Business** – None.

## **Committee Reports –**

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

### **Resolution #2021-43** **Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$565,260.94. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones briefly discussed the monthly expenses. Specifically, the flood insurance as well as reimbursement to residents at Spietel for utility deposit transfer costs. 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)

### **Resolution #2021-44** **Award Resident Wellness Services**

Chairman Barr called for a motion to approve Resolution #2021-44. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones explained this is for behavioral health services for the residents. There was only one response to the proposal. This service is being reimbursed by the City through the Community Development Block Grant. The services have been successful. The process of the services was briefly discussed. 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)

### **Resolution #2021-45** **Approving Change Order #1 Bayview Manor and HVAC Renovations (inner ramp handrail)**

Chairman Barr called for a motion to approve Resolution #2021-45. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Mrs. Jones stated this will be new handicap ramp rail as discussed in her report. 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)

**Resolution #2021-46**  
**Authorizing Payments of Draw 14, 15, and 16**

Chairman Barr called for a motion to approve Resolution #2021-46. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Mrs. Jones explained these draws are for Speitel. A resolution is to be made for each draw. The Authority realized resolutions were not made for Draw #14 & #15 so this resolution is a combination of Draws, 14, 15 and 16 to document them properly. 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)

No public comments. Chairman Barr requested comments from Board Members. Commissioner McCall thanked the Administration for all their hard work. Commissioner Halliday asked about the direction of remote meetings. Chairman Barr asked Mr. Gabage for an update on what we can and cannot do. Mr. Gabage did some research and he spoke to several people that he respects regarding this topic. They agree with his interpretation that because the State of Emergency is over the meetings have to be public. As long as there are four commissioners present, three of the commissioners can appear virtually. The meetings must have four commissioners present and the meeting has to be open to the public for the public to appear.

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 Halliday. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:56 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Commissioner's Report

Month Ending: Aug 2021



	TOTAL				BAYVIEW				PECK'S FAMILY				SPEITEL			
	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	August	August	August	BUDGET	August	August	August	BUDGET	August	August	August	BUDGET	August	August	August
<b>INCOME</b>																
DWELLING RENTAL	\$ 540,060	\$ 495,055	\$ 477,217	\$ (17,837)	\$ 229,840	\$ 210,687	\$ 188,490	\$ (22,197)	\$ 220,000	\$ 201,667	\$ 209,023	\$ 7,356	\$ 90,220	\$ 82,702	\$ 79,704	\$ (2,997)
OTHER TENANT-EXCESS UTILITIES	6,810	5,696	2,221	(3,475)	6,810	5,696	2,221	(3,475)	-	-	-	-	-	-	-	-
TOTAL TENANT REVENUE	\$ 546,870	\$ 500,751	\$ 479,439	\$ (21,312)	\$ 236,650	\$ 216,383	\$ 190,711	\$ (25,671)	\$ 220,000	\$ 201,667	\$ 209,023	\$ 7,356	\$ 90,220	\$ 82,702	\$ 79,704	\$ (2,997)
HUD OPERATING SUBSIDY	\$ 98,160	\$ 89,980	\$ 373,128	\$ 283,148	\$ -	\$ -	\$ 47,442	\$ 47,442	\$ 98,160	\$ 89,980	\$ 325,686	\$ 235,706	\$ -	\$ -	\$ -	\$ -
HUD Asset Repositioning Fee -	-	-	62,073	62,073	-	-	-	-	-	-	62,073	62,073	-	-	-	-
PEV HAP SUBSIDY	342,240	313,720	236,966	(76,754)	196,240	179,887	121,429	(58,458)	-	-	-	-	146,000	133,833	115,538	(18,295)
HUD CAPITAL FUNDS-OPERATIONS	50,260	44,676	1,128	(43,548)	-	-	-	-	50,260	44,676	1,128	(43,548)	-	-	-	-
CDBG INCOME	40,000	36,667	28,885	(7,782)	20,000	18,333	14,443	(3,891)	10,000	9,167	9,533	366	10,000	9,167	4,910	(4,257)
TOTAL HUD FUNDING	\$ 530,660	\$ 485,043	\$ 702,181	\$ 217,138	\$ 216,240	\$ 198,220	\$ 183,313	\$ (14,907)	\$ 158,420	\$ 143,822	\$ 398,420	\$ 254,597	\$ 156,000	\$ 143,000	\$ 120,448	\$ (22,552)
INVESTMENT INCOME-	\$ 100	\$ 92	\$ 109	\$ 17	\$ -	\$ -	\$ 39	\$ 39	\$ -	\$ -	\$ 57	\$ 57	\$ 100	\$ 92	\$ 13	\$ (79)
OTHER INCOME-LAUNDRY	6,890	6,316	6,753	437	3,880	3,557	3,141	(416)	2,010	1,843	3,612	1,770	1,000	917	-	(917)
OTHER INCOME-FRAUD RECOVERY	500	458	-	(458)	-	-	-	-	-	-	-	-	500	458	-	(458)
OTHER INCOME-MISCELLANEOUS	12,640	11,587	2,035	(9,552)	2,320	2,127	1,577	(550)	9,280	8,507	213	(8,294)	1,040	953	245	(709)
TOTAL INCOME	\$ 1,097,660	\$ 1,004,246	\$ 1,190,516	\$ 186,271	\$ 459,090	\$ 420,286	\$ 378,782	\$ (41,504)	\$ 389,710	\$ 355,838	\$ 611,325	\$ 255,487	\$ 248,860	\$ 228,122	\$ 200,410	\$ (27,712)
<b>EXPENSES</b>																
AUDIT FEES	\$ 9,000	\$ 8,250	\$ 8,250	\$ -	\$ 900	\$ 825	\$ 825	\$ -	\$ 2,250	\$ 2,063	\$ 2,063	\$ -	\$ 5,850	\$ 5,363	\$ 5,363	\$ -
ADVERTISING	1,200	1,100	1,474	374	120	110	724	614	300	275	532	257	780	715	218	(497)
<b>OFFICE EXPENSES</b>																
COMPUTER SERVICES	\$ 7,700	\$ 7,058	\$ 7,345	\$ 287	\$ 770	\$ 706	\$ 3,301	\$ 2,595	\$ 1,930	\$ 1,769	\$ 3,092	\$ 1,323	\$ 5,000	\$ 4,583	\$ 952	\$ (3,631)
CONSULTANTS-RAD CONVERSION	18,000	16,500	6,915	(9,585)	1,800	1,650	2,677	1,027	2,300	2,108	3,327	1,219	13,900	12,742	910	(11,831)
COPIER	3,500	3,208	2,364	(845)	350	321	1,138	817	880	807	822	15	2,270	2,081	404	(1,677)
DUES & PUBLICATIONS	800	733	526	(207)	80	73	263	190	200	183	174	(10)	520	477	89	(387)
OFFICE SUPPLIES	1,000	917	788	(129)	100	92	369	277	250	229	211	(18)	650	596	208	(388)
PHONE & INTERNET	8,610	7,892	9,210	1,318	860	788	4,493	3,705	2,150	1,971	2,359	388	5,600	5,133	2,358	(2,775)
POSTAGE	2,100	1,925	2,813	888	210	193	1,365	1,172	530	486	966	480	1,360	1,247	482	(765)
LEGAL	14,000	12,833	8,030	(4,803)	1,400	1,283	3,183	1,900	3,500	3,208	3,702	494	9,100	8,342	1,145	(7,197)
CRIMINAL BACKGROUND CHECKS	400	367	-	(367)	40	37	-	(37)	100	92	-	(92)	260	238	-	(238)
LEGAL-RAD	4,000	3,667	-	(3,667)	-	-	-	-	4,000	3,667	-	(3,667)	-	-	-	-
TRAVEL	200	183	-	(183)	20	18	-	(18)	50	46	-	(46)	130	119	-	(119)
TRAINING	1,000	917	380	(537)	100	92	190	98	250	229	125	(104)	650	596	65	(531)
ACCOUNTING	18,500	16,958	16,958	-	1,850	1,696	8,140	6,444	4,620	4,235	5,920	1,685	12,030	11,028	2,898	(8,129)
MANAGEMENT FEES	165,000	151,250	179,438	28,188	81,250	74,479	89,986	15,507	56,000	51,333	59,252	7,919	27,750	25,438	30,200	4,763

Commissioner's Report

Month Ending: Aug 2021



	TOTAL				BAYVIEW				PECK'S FAMILY				SPEITEL			
	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	August	August	August	BUDGET	August	August	August	BUDGET	August	August	August	BUDGET	August	August	August
MISCELLANEOUS-SUNDRY	10,180	9,332	19,630	10,298	1,020	935	9,984	9,049	2,560	2,347	6,446	4,099	6,600	6,050	3,200	(2,850)
TOTAL ADMINISTRATIVE EXPENSES	\$ 265,190	\$ 243,091	\$ 264,121	\$ 21,030	\$ 90,870	\$ 83,298	\$ 126,638	\$ 43,340	\$ 81,870	\$ 75,048	\$ 88,990	\$ 13,943	\$ 92,450	\$ 84,746	\$ 48,492	\$ (36,254)
OTHER TENANT SERVICES	\$ 9,700	\$ 8,892	\$ 17,242	\$ 8,350	\$ 970	\$ 889	\$ 8,180	\$ 7,291	\$ 2,430	\$ 2,228	\$ 5,318	\$ 3,090	\$ 6,300	\$ 5,775	\$ 3,744	\$ (2,031)
TENANT SVCS – BEHAVIORAL	40,000	36,667	17,846	(18,821)	20,000	18,333	8,923	(9,410)	10,000	9,167	5,889	(3,277)	10,000	9,167	3,034	(6,133)
TOTAL OTHER TENANT SERVICES	\$ 49,700	\$ 45,559	\$ 35,088	\$ (10,471)	\$ 20,970	\$ 19,223	\$ 17,103	\$ (2,120)	\$ 12,430	\$ 11,394	\$ 11,207	\$ (187)	\$ 16,300	\$ 14,942	\$ 6,778	\$ (8,164)
WATER/SEWER	\$ 88,300	\$ 81,429	\$ 85,524	\$ 4,095	\$ 19,100	\$ 17,538	\$ 18,448	\$ 910	\$ 60,700	\$ 56,174	\$ 58,972	\$ 2,798	\$ 8,500	\$ 7,717	\$ 8,104	\$ 387
ELECTRIC	109,400	103,236	93,273	(9,963)	96,000	90,656	81,754	(8,902)	9,200	8,767	7,436	(1,331)	4,200	3,813	4,083	270
GAS	49,800	48,814	40,770	(8,044)	-	-	-	-	40,800	40,018	27,415	(12,603)	9,000	8,796	13,355	4,559
TOTAL UTILITY EXPENSES	\$ 247,500	\$ 233,479	\$ 219,567	\$ (13,912)	\$ 115,100	\$ 108,194	\$ 100,202	\$ (7,992)	\$ 110,700	\$ 104,959	\$ 93,823	\$ (11,136)	\$ 21,700	\$ 20,326	\$ 25,542	\$ 5,216
MAINTENANCE LABOR	\$ 57,000	\$ 52,250	\$ 43,568	\$ (8,682)	\$ 28,500	\$ 26,125	\$ 21,784	\$ (4,341)	\$ 18,810	\$ 17,243	\$ 14,377	\$ (2,865)	\$ 9,690	\$ 8,883	\$ 7,406	\$ (1,476)
MAINT. MATERIALS	55,210	49,743	18,207	(31,535)	25,320	23,210	10,483	(12,727)	18,920	17,343	5,503	(11,840)	10,970	9,189	2,220	(6,969)
MAINT. CONTRACT COSTS	159,500	142,196	121,845	(20,351)	91,100	83,007	77,401	(5,606)	53,000	46,448	30,106	(16,342)	15,400	12,741	14,337	1,596
EMPLOYEE BENEFITS	35,230	32,294	33,923	1,629	17,610	16,143	16,919	777	11,630	10,661	11,235	574	5,990	5,491	5,769	278
TOTAL MAINTENANCE	\$ 306,940	\$ 276,483	\$ 217,543	\$ (58,940)	\$ 162,530	\$ 148,484	\$ 126,588	\$ (21,897)	\$ 102,360	\$ 91,695	\$ 61,222	\$ (30,473)	\$ 42,050	\$ 36,303	\$ 29,733	\$ (6,570)
INSURANCE	\$ 65,440	\$ 59,987	\$ 61,340	\$ 1,353	\$ 6,550	\$ 6,004	\$ 24,713	\$ 18,709	\$ 24,750	\$ 22,688	\$ 18,763	\$ (3,925)	\$ 34,140	\$ 31,295	\$ 17,864	\$ (13,431)
FLOOD INSURANCE	39,760	37,563	40,695	3,132	3,500	3,208	2,920	(288)	19,260	17,655	16,050	(1,605)	17,000	16,700	21,725	5,025
BAD DEBTS	5,000	4,583	4,584	0	500	458	462	4	4,000	3,667	3,660	(7)	500	458	462	4
COMPENSATED ABSENCES	5,000	4,583	4,583	-	500	458	462	4	1,250	1,146	1,144	(2)	3,250	2,979	2,977	(2)
PAYMENT IN LIEU OF TAXES	29,260	26,822	26,819	(3)	11,480	10,523	10,522	(2)	10,930	10,019	10,016	(3)	6,850	6,279	6,281	2
PENSION	11,000	10,083	6,426	(3,657)	5,600	5,133	3,213	(1,920)	5,000	4,583	2,121	(2,462)	400	367	1,092	725
RETIREE BENEFITS	31,230	28,628	23,107	(5,520)	7,000	6,417	11,439	5,023	13,730	12,586	7,734	(4,852)	10,500	9,625	3,934	(5,691)
TOTAL OTHER EXPENSES	\$ 186,690	\$ 172,249	\$ 167,554	\$ (4,696)	\$ 35,130	\$ 32,203	\$ 53,731	\$ 21,528	\$ 78,920	\$ 72,343	\$ 59,488	\$ (12,856)	\$ 72,640	\$ 67,703	\$ 54,335	\$ (13,368)
TOTAL EXPENDITURES	\$ 1,056,020	\$ 970,860	\$ 903,872	\$ (66,989)	\$ 424,600	\$ 391,401	\$ 424,262	\$ 32,860	\$ 386,280	\$ 355,439	\$ 314,730	\$ (40,709)	\$ 245,140	\$ 224,021	\$ 164,880	\$ (59,140)
PROFIT	\$ 41,640	\$ 33,385	\$ 286,645	\$ 253,259	\$ 34,490	\$ 28,885	\$ (45,480)	\$ (74,365)	\$ 3,430	\$ 399	\$ 296,595	\$ 296,196	\$ 3,720	\$ 4,101	\$ 35,530	\$ 31,428

# **Ocean City Housing Authority**

## **Administrative Report**

**DATE:** September 14, 2021

**TO:** Board of Commissioners, Ocean City Housing Authority

**FROM:** Jacqueline S. Jones, Executive Director

**SUBJECT:** Monthly Report (Stats for August 2021)

**PERIOD:** August 11, 2021 to September 14, 2021

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### **Speitel Commons at Bayview Manor**

The Construction Meeting Minutes from September 7, 2021 are included in this report. Draw Schedule #17 is also included.

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

### **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 has been approved by the NJ Department of Community Affairs (DCA). The budget is being presented to the board for adoption.

### **Bayview – Renovation Projects**

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

<b>Scope of Work</b>	<b>Work Status</b>	<b>Comments</b>
<b>Replacement of Roof System &amp; Painting of Roof Capping</b>	<b>Contract Awarded to Winchester Roofing/In Progress/</b>	<b>Two extensions for time for completion; Job not completed; Contract expired; Based on Architect &amp; 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 &amp; agreed upon; A new foreman for Winchester has been assigned to this project &amp; 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; Satisfactory work continues on the roof project, new metal capping is being ordered and should be installed within the next 6-weeks. The manufacturer representative inspected the roof, an updated punch list was provided to the contractor and there are currently no roof leaks.</b>

## **Bayview – Renovation Projects (continued)**

<p><b>Exterior Renovations &amp; HVAC Replacement</b></p> <ul style="list-style-type: none"> <li>a. Replacement of façade metal spandrel to compliment Speitel;</li> <li>b. Install exterior ADA compliant handrail;</li> <li>c. Replace approx 150 windows;</li> <li>d. Replacement of AC vents;</li> <li>e. Installation of new heating &amp; AC systems in all units;</li> <li>f. Unit renovation based on need and budget;</li> </ul>	<p><b>Contract Award to Levy Construction Co, Inc. – May 2021</b></p>	<p>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; Materials have been ordered, window and PTAC delivery is expected in November/December. The project team is coordinating with Levy Construction to ensure that all materials are on-site prior to the work starting; this will alleviate disruptions to the tenants and expedite the completion of the project;</p>
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## **Peck’s Beach Family Redevelopment Project**

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

## **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**

<b>Commissioner</b>	<b>Training Program Status</b>
<b>Robert Barr, Chairman</b>	Completed
<b>Robert Scott Halliday, Vice Chairman</b>	Completed
<b>Brian Broadley</b>	Completed
<b>Robert Henry</b>	Completed
<b>Beverly McCall</b>	Completed
<b>Patricia Miles-Jackson</b>	Completed
<b>Patrick Mumman</b>	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																	
Project Name: Speitel Commons and Bayview Manor Roll Up				Type		Amount				Type		Amount																	
Address:				Construction and Permanent: <input checked="" type="checkbox"/>		\$11,309,156				Home Express Only: <input type="checkbox"/>																			
City, Zip Code: Ocean City, NJ				Construction Only: <input type="checkbox"/>						Special Needs Only: <input type="checkbox"/>		<input checked="" type="checkbox"/>																	
HMFA#: 2986 SNHTF#:				Permanent Only: <input type="checkbox"/>						Balanced Housing Only: <input type="checkbox"/>		<input type="checkbox"/>																	
										Home Express/Bal Hous*: <input checked="" type="checkbox"/>		<input type="checkbox"/>																	
										Special Needs*: <input type="checkbox"/>		<input checked="" type="checkbox"/>																	
				CONSTRUCTION DRAWS FOR THE FIRST 12 MONTHS								* During Construction		<input checked="" type="checkbox"/>															
				DRAWS		Draw Month		Draw Month		Draw Month		Draw Month		Draw Month		Draw Month		Draw Month		TOTAL									
				1 to 9		10		11		12		13		14		15		16		17		Expended		Balance					
																								Remaining					
<b>A. ACQUISITION COSTS</b>				Original Budget		Adjustments		Revised																					
a) Land																						0		0					
b) Acquisition																						0		0					
c) Relocation				60,000		\$ 60,000.00				\$455.00		\$1,917.50		\$3,355.00		\$130.00		\$1,775.00		\$28,851.25		36,484		23,516					
d) Demolition				200,000		200,000																0		200,000					
<b>B. CONSTRUCTION COSTS</b>																													
a) SPEITEL						\$ -																							
b) Off-Site Improvement																						0		0					
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		\$11,885.75		5,244,518		761,922			
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		\$3,244.00		324,399		35,987			
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		\$4,325.00		429,817		50,699			
f) Surety & Bonding				69,165		\$ 69,165.00		\$62,248.50																62,249		6,917			
g) BAYVIE' 141																								0		0			
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		\$13,411.67		\$5,325.00		437,498		1,524,622	
i) Construction mang./ Gen Req./overhead & Profit				269,045		\$ 269,045.00																		0		269,045			
j)						\$ -																		0		0			
k) Overhead & Profit																								0		0			
l)																								0		0			
m) Overhead site work																								0		0			
<b>C. Development Fee</b>																													
						\$0.00																		0		0			
						\$ -																		0		0			
						\$ -																		0		0			
<b>D. CONTINGENCY</b>																													
a) Hard Costs				457,384.00		\$ 457,384.00		\$172,796.77																172,797		284,587			
b) Soft Costs				60,987		\$ 60,987.00																		0		60,987			
<b>E. PROFESSIONAL SERVICES</b>																													
a) Additional Bayview Hard Cos				80,665		\$ 80,665.00																		0		80,665			
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								\$7,740.00		77,663		20,337			
d) Attorney				67,500		\$ 67,500.00		\$27,945.67										\$2,970.00		\$3,450.00				34,366		33,134			
e) Cost Certification/Audit				20,500		\$ 20,500.00																		0		20,500			
f) Environmental Consultant				17,973		\$ 17,973.00		\$14,478.75																14,479		3,494			
g) Energy Star Consultant				24,000		\$ 24,000.00		\$4,025.00				\$10,400.00												14,425		9,575			

**OCEAN CITY HOUSING AUTHORITY CONSTRUCTION DRAW SCHEDULE**

h)	Geotechnical Engineering Report	18,287		\$	18,287.00	\$18,287.00									18,287	0
I)	Surveyor	25,600		\$	25,600.00	\$8,370.00									8,370	17,230
j)	Consult/HUD Approvals/Relo	400,600		\$	400,600.00	\$204,913.79	\$11,613.35	\$13,755.00	\$9,807.50	\$9,785.00	\$7,582.50	\$8,122.50	\$11,260.00	\$13,890.00	290,730	109,870
k)	Permits, Fees, CAFRA	35,648		\$	35,648.00	\$34,805.00									34,805	843
<b>F. PRE-OPERATIONAL EXPENSES</b>																
a)	Oper Fees (pre-const. compl)	25,592		\$	25,592.00							\$2,580.82			2,581	23,011
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. Acct	60,750		\$	60,750.00										0	60,750
<b>G. CARRYING AND FINANCING COSTS</b>															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
I)	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												
			<b>TOTALS:</b>			<b>\$4,428,393.89</b>	\$454,153.51	\$632,068.97	\$465,750.58	\$591,272.44	\$422,127.27	\$420,474.13	\$51,452.24	\$59,256.25	\$7,524,949.28	3,784,208
																<b>11,309,157</b>
<b>SOURCES AVAILABLE DURING CONSTRUCTION:</b>						<b>DRAW</b>	<b>Draw Month</b>	<b>Draw Month</b>	<b>Draw Month</b>	<b>Draw Month</b>	<b>Draw Month</b>	<b>Draw Month</b>	<b>Draw Month</b>	<b>Draw Month</b>	<b>FINAL</b>	
						<b>to Present</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>TOTAL</b>	<b>Balance (+or-)</b>
		<b>OCHA</b>	200,000												0	200,000
		<b>City of Ocean City</b>	6,603,943			\$231,296.77	\$146,038.13	\$632,068.97	\$465,750.58	\$591,272.44	\$422,127.27	\$420,474.13	\$51,452.24	\$59,256.25	3,019,737	3,584,206
		<b>HMFA CDBG-FRM:</b>	4,505,213			\$4,197,097.12	\$308,115.38								4,505,213	1
	<b>TOT. SOURCES DURING CONSTRUCTION:</b>		11,309,156			\$4,428,393.89	\$454,153.51	\$632,068.97	\$465,750.58	\$591,272.44	\$422,127.27	\$420,474.13	\$51,452.24	\$59,256.25	7,524,949	3,784,207

<b>Meeting Minutes - Construction</b>	
<b>Project:</b>	Speitel Commons
<b>HD Project No.:</b>	17-020
<b>NJHMFA No.:</b>	2986
<b>Contractor:</b>	Gary F. Gardner, Inc
<b>Meeting No.:</b>	Meeting #17
<b>Meeting Date:</b>	09/07/21
<b>Meeting Time</b>	10:30 AM
<b>Weather Conditions:</b>	75 degrees, clear
<b>Issue Date:</b>	09/14/21
<b>Revision Date:</b>	
<b>Reported By:</b>	Dan Magno

Distribution (\*indicates attended)

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

## Construction Schedule Tracking

<b>Start Date</b>	05/01/2020
<b>Contract Finish Date</b>	05/31/2021
<b>Construction Schedule Finish Date</b>	05/31/2021
<b>*Total Contract Days / * Total Construction Days</b>	395
<b>Days Elapsed</b>	495
<b>% of Contract Time / Elapsed % Construction Schedule Elapsed</b>	125% (Building is complete except for Punchlist)
<b>% of Work Complete per AIA G702</b>	100%
<b>Reported Weather Days</b>	<b>27</b>
	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

17.1 Payment 16: **AD** to approve payment request. **DM** to email **AD** [Post meeting note: Payment was approved and signed]

## Old Business

16.1 HMFA closeout: **MS** needs to get releases from all. HD has to review some documents. **09/07/21**:

Reviewed HMFA forms:

- Architects Certificate of Substantial Completion
- Architects Certificate Regarding Warranties and Maintenance Manuals
- Consent of Surety to Final Payment
- General Contractor Release and Affidavit of General Contractor (Release of Liens)
- Subcontractor Release and Waiver of Liens
- Project Cost Certification - Final Mortgage Closeout

**DS** to send:

- Manual
- As-Built Survey,
- Mechanical Engineer's certification for equipment in compliance with specs
- Proof that CAFRA requirement was met
- Final Davis Bacon Wage Reports; classification from Dept of Labor in email.
- HUD form
- Marked-up plans for valve schedule and As-Built

Termite Cert was waived on this project.

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. **09/07/21**: Temporary signage installed at fire extinguishers. Permanent signs on order

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. **09/07/21**: **DS** will send disk containing all testing.

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. **09/07/21**: **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. **08/03/21**: Corridor thermostats are now locked. **09/07/21**: **ITEM CLOSED**

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. **09/07/21**: **ITEM CLOSED**

14.7 Building Signage: HD to provide details for address signage: 308 6<sup>th</sup> Street. **07/06/21**: Board will confirm building name to be used on sign. **08/03/21**: **RM** will find out. **09/07/21**: **OPEN ITEM**

14.8 Punch List: Some units will be ready for Punch Listing at mid-month job meeting. **07/06/21**: 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floor units were reviewed. Punchlist issued for 4<sup>th</sup> floor. **[Post Meeting Note: 2<sup>nd</sup> & 3<sup>rd</sup> floor punch lists were sent out 7/7/21]** Some exterior items were discussed: Vertical siding is buckling. 6<sup>th</sup> 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. **09/07/21**: Siding is being fixed this week. It was nailed too tightly. Any damaged Tyvek is to be replaced/ taped. Unit entry door closers added; Cable box covers added; checking cabinets in all units added. Updated Punchlist attached. **DS** will talk to manufacturer's rep about adjusting door closers.

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 12<sup>th</sup> 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-Builts 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 27<sup>th</sup> and continue through Aug 2<sup>nd</sup>. **08/03/21**: Last moving day is today. **09/07/21**: **ITEM CLOSED**

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**. **09/07/21**: elbows delivered and installed; signage on order.

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 2<sup>nd</sup> 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. **09/07/21: 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. **09/07/21: 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. **09/07/21:** Corrected backup material was sent for CO 14. All others are approved.

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. **09/07/21:** Quick response had union rate.

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. **09/07/21:** Justification should include stating that Housing Authority sent out weekly notices. 2 hires were made.

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

<b><u>Tenant Accounts Receivable</u></b>			
Number of “non-payment of rent” cases referred to the solicitor	0	0	0
<b><u>Tenant Relations</u></b>			
Total number of units to be inspected in fiscal year	121	121	121
Number of inspections completed this mo. - all sites (include BB	0	94	12
Total number of units inspected year-to-date - all sites	494	494	400
<b><u>Occupancy</u></b>			
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	94.87%	98.80%	98.80%
<b><u>Vacancies - At end of Month</u></b>			
Bay View Manor	8	8	6
Peck's Beach Senior / Speitel Commons	2	0	0
Peck's Beach Family	1	1	1
Total	11	9	7
Occupancy Rate	90.91%	92.44%	94.12%
<b><u>Vacancy Turnovers by VHA Maintenance Staff</u></b>			
Total Hours (Summarized Quarterly)	15	15	15
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	2.5	2.5	2.5
<b><u>Rent Roll</u></b>			
Bay View Manor - Elderly/Disabled	\$ 12,240	\$ 14,435	\$ 17,123
Peck's Beach / Speitel Commons - Elderly/Disabled	\$ 10,438	\$ 7,373	\$ 7,373
Peck's Beach - Family	\$ 19,284	\$ 19,320	\$ 18,679
Total Rent Roll	\$ 41,962	\$ 41,128	\$ 43,175
<b><u>Public Housing Waiting List Applicants - All Waiting Lists are Closed as of 1/31/20</u></b>			
Families - Ocean City Preference	5	5	5
Families - No Ocean City Preference	42	42	42
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	16	16	16
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	70	70	70
<b><u>Maintenance Department</u></b>			
Average work order turnaround time in days - Tenant Generated	0.07	0.04	0.11
Total Tenant Generated Work Orders	48	3	20
Number of routine work orders written this month	163	97	84
Number of outstanding work orders from previous month	17	14	14
Total number of work orders to be addressed this month	180	114	118
Total number of work orders completed this month	163	97	104
Total number of work orders left outstanding	17	17	14
Number of emergency work orders written this month	5	0	0
Total number of work orders written year-to-date	1272	1,056	956
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up,	0	0	0
<b><u>Real Estate Assessment Center (REAC) Scores</u></b>			
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68

**Ocean City Housing Authority  
Cash Report  
As of August 31, 2021**

**Net Cash Position:**

Cash Balance per Reconciled Bank Statements at 08/31/2021	\$1,230,858.23
<b>2021 Capital Fund Balance for PH (pbfamily)</b>	<b>\$121,578.00</b>
Add: A/R-Tenants 08/2021	
Current	\$34,483.99
Past	\$5,013.20

**Reimbursements Due From The City**

Reimbursement for Behavioral Health Svcs - CDBG Grant - Aug 2021 - City of OC - Acenda	\$4,011.61
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$110,840.91

Less: Bill List payments -Sept 2021 (\$596,485.69)

Accrued Expenses - Total from detail below (\$41,326.67)

<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	11	5,338.33
Bad Debt	5,000.00	11	4,583.33
Comp Absences	5,000.00	11	4,583.33
P.I.L.O.T.	29,260.00	11	26,821.67
Net Accrual	144,460.00		41,326.67

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

Net Cash Balance \$668,973.58

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 82,170	14.98	Months
Per Day	\$ 2,739	244	Days

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

**RESOLUTION NO. 2021-47  
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 \$596,485.69.

**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:** September 21, 2021

***VOTE:***

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X
Commissioner McCall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	
Commissioner Jackson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Commissioner Henry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Commissioner Mumman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Commissioner Broadley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Chairman Barr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

OCEAN CITY HOUSING AUTHORITY

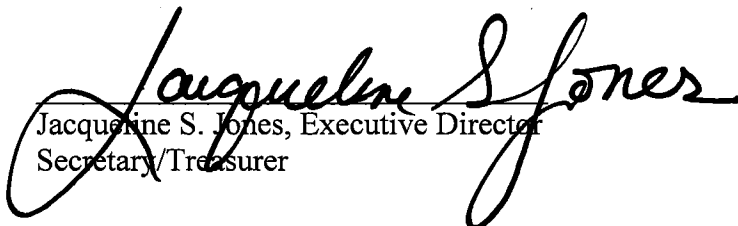
BY: \_\_\_\_\_

  
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 September 21, 2021 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By: \_\_\_\_\_

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

708	ACENDA	July & August 2021 Resident Wellness Svcs	\$ 7,731.76
709	ATLANTIC CITY ELECTRIC	August 2021 electric & PBSr vacant units	\$ 5,828.23
710	AT&T	September 2021 phone	\$ 117.71
711	LINDA AVENA	Sept 2021 accounting svcs	\$ 1,541.63
712	CALL EXPERTS	Sept 2021 answering svc	\$ 168.66
713	CLEAN SWEEP SERVICES	August 2021 BVM cleaning	\$ 1,975.00
714	COMCAST	Sept 2021 Internet Svc	\$ 244.57
715	COPIER PLUS	Sept 2021 copier contract	\$ 20.00
716	DAILY JOURNAL	Ads for Resident Wellness RFP & Bd Mtg schedule	\$ 81.78
717	DELTA DENTAL	October 2021 dental coverage	\$ 174.02
718	DRAIN DOCTOR	Plumbing svcs - pbfamily	\$ 145.00
719	FLORENCE DRISCOLL	Sept 2021 Tenant Services	\$ 200.00
720	FEDERAL EXPRESS	Overnight delivery	\$ 32.71
721	EISENSTAT, GABAGE & FURMAN	August 2021 legal svcs	\$ 405.00
722	GLEN O. STULL	Medicare copay & orescription reimb - Sept 2021	\$ 348.91
723	ASHLEY HARRIS	Sept 2021 - BVM & Speitel Cleaning	\$ 200.00
724	ROBERT HARRIS	Sept 2021 - BVM & Speitel recyclables removal & trash room cleaning	\$ 200.00
725	HD SUPPLY	Maint Supplies	\$ 476.32
726	HOME DEPOT CREDIT	Outdoor furniture - Speitel	\$ 2,224.00
727	THE HOME DEPOT PRO	Maint Supplies	\$ 171.37
728	HUBER LOCKSMITHS	Replacmt cylinders fire stairwell doors - BVM	\$ 785.00
729	HUMANA INSURANCE	Oct 2021 prescription - retiree	\$ 66.50
730	JOHN SPITZ	Sept 2021 Medicare/prescrip copay reimb	\$ 468.30
731	LINWOOD GULF	Maint vehicle repair	\$ 334.27
732	NJ AMERICAN WATER	Aug 2021 water/sewer	\$ 8,563.11
733	OMEGA PEST MANAGEMENT	Aug/Sept 2021 Pest Control/Vegetation Mgmt	\$ 1,276.50
734	THE PRESS OF ATLANTIC CITY	Professional RFP ads; bd mtg ads; audit expenses	\$ 404.36
735	ROBERT M. BROWNE	Surveillance svcs.	\$ 1,605.75
736	ROBERT L. ROWELL	Sept 2021 - Maintenance Labor-Grounds	\$ 200.00
737	SERVICE MASTER TO THE RESCUE	Mold remediation - pbfamily	\$ 350.00
738	SOUTH JERSEY WEB DESIGN	Website changes	\$ 75.00
739	SOUTH JERSEY GAS	Aug 2021 gas	\$ 939.97
740	SUPERIOR VISION	October 2021 vision	\$ 19.71
741	TK ELEVATOR	Qtrly maint - BVM 9/1-11/30/2021; sensor replcmt	\$ 10,456.70
742	TREASURER, STATE OF NJ/DCA ELSA	Elevator registration fee - Speitel	\$ 76.00
743	VECTOR SECURITY	Fire sys insp & monitoring 9/1-11/30/2021	\$ 340.20
744	VERIZON DSL	August 2021 DSL/Fax line & Speitel equip	\$ 792.60
745	VINELAND HOUSING AUTHORITY	Sept 2021 Mgmt Fee; Expense reimb	\$ 6,933.60
746	WALLACE HARDWARE	Maint Supplies	\$ 11.30
747	W.B. MASON CO., INC	Copy paper	\$ 30.35
204510508	AETNA	Aug & Sept 2021 premium - G Stull	\$ 461.32
204510608	AETNA	Aug & Sept 2021 premium - J Spitz	\$ 622.85
204510708	AETNA	Aug & Sept 2021 premium - P Spitz	\$ 409.49
20210914	HORIZON BCBS OF NJ	August 2021 Health Benefits	\$ 2,649.10
	<b>TOTAL SEPT DISBURSEMENTS (sturcocc)</b>		<b>\$ 60,158.65</b>
	<b>ADP PAYROLL &amp; TAXES - AUG</b>		<b>\$ 3,641.31</b>
	<b>ADP PAYROLL PROCESSING FEES - AUG</b>		<b>\$ 146.32</b>
	<b>PENSION -SEPT</b>		<b>\$ 256.80</b>
	<b>PNC BANK FEE - AUG</b>		<b>\$ 62.97</b>
	<b>TOTAL SEPT DISBURSEMENTS (sturcons)</b>		<b>\$ 532,219.64</b>
	<b>TOTAL BILL LIST -SEPT 2021</b>		<b>\$ 596,485.69</b>

17215	GARY F GARDNER INC.	Speitel construction pymt #15	330,095.30
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17216	ELECTRI-TECH	BVM electrical renovations	77,101.33
17217	THE BROOKE GROUP LLC	May 2021 Consulting BVM/Speitel	8,252.50
17218	HALEY DONOVAN	A/E - Speitel construction	5,025.00
17395	GARY F GARDNER INC.	Speitel construction pymt #16	19,454.75
17396	ELECTRI-TECH	BVM electrical renovations	13,411.67
17397	THE BROOKE GROUP LLC	June 2021 Consulting BVM/Speitel	13,035.00
17398	EISENSTAT GABAGE & FURMAN	BVM roof - Legal	2,970.00
	OCHA	Reimb of utility expenses paid previously (Verizon, SJ Gas, AC Elec)	2,580.82
142	ATLANTIC CITY ELECTRIC	July - Aug 2021 Speitel electric	904.60
143	ATLANTIC COAST MOVING & STORAGE	Speitel moving contractor	26,400.00
	ATLANTIC CITY ELECTRIC	May/June 2021 Speitel electric	132.42
	B&B LIGHTNING PROTECTION LLC	BVM roof - lightning protection install	5,325.00
	THE BROOKE GROUP LLC	July 2021 Consulting BVM/Speitel	16,341.25
	EISENSTAT GABAGE & FURMAN	BVM roof - Legal	3,450.00
	SCIULLO ENGINEERING SVCS LLC	Speitel - engineering	7,740.00
	<b>TOTAL AUGUST DISBURSEMENTS (sturcons)</b>		<b>\$ 532,219.64</b>

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

**RESOLUTION NO. 2021-48  
ADOPTED BUDGET RESOLUTION  
FISCAL YEAR: FROM OCTOBER 1, 2021 TO SEPTEMBER 30, 2022**

**WHEREAS**, the Annual Budget and Capital Budget/Program for the Ocean City Housing Authority for the fiscal year beginning October 1, 2021 and ending, September 30, 2022 has been presented for adoption before the governing body of the Ocean City Housing Authority at its open public meeting of September 21, 2021; and

**WHEREAS**, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

**WHEREAS**, the Annual Budget as presented for adoption reflects Total Revenues of \$1,310,400, Total Appropriations, including any Accumulated Deficit, if any, of \$1,274,680 and Total Unrestricted Net Position utilized of \$0; and

**WHEREAS**, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$0 and Total Unrestricted Net Position planned to be utilized of \$0; and

**NOW, THEREFORE BE IT RESOLVED**, by the governing body of Ocean City Housing Authority, at an open public meeting held on September 21, 2021 that the Annual Budget and Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning, October 1, 2021 and, ending, September 30, 2022 is hereby adopted and shall constitute appropriations for the purposes stated; and

**BE IT FURTHER RESOLVED**, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

**ADOPTED:** September 21, 2021

**VOTE:**

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					
Commissioner McCall	✓				X	
Commissioner Jackson	✓					X
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 September 21, 2021 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By: 

Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

**2021 (2021-2022) ADOPTED BUDGET RESOLUTION**  
**RESOLUTION 2021 – 48**  
**OCEAN CITY HOUSING AUTHORITY**

**FISCAL YEAR: FROM: OCT 1, 2021 TO: SEPT 30, 2022**

WHEREAS, the Annual Budget and Capital Budget/Program for the Ocean City Housing Authority for the fiscal year beginning October 1, 2021 and ending, September 30, 2022 has been presented for adoption before the governing body of the Ocean City Housing Authority at its open public meeting of September 21, 2021; and

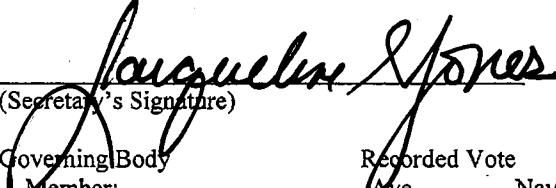
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,310,400, Total Appropriations, including any Accumulated Deficit, if any, of \$1,274,680 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$0 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Ocean City Housing Authority, at an open public meeting held on September 21, 2021, that the Annual Budget and Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning, October 1, 2021 and, ending, September 30, 2022 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

  
(Secretary's Signature)

9/21/21  
(Date)

Governing Body  
Member:

Recorded Vote

Aye      Nay      Abstain      Absent

Note Fill in the name of Each Commissioner and indicate their recorded Vote

Robert Barr, Chairman	✓
Robert Scott Halliday, Vice Chairman	✓
Brian Broadley	✓
Robert Henry	✓
Beverly McCall	✓
Patricia Miles-Jackson	✓
Patrick Mumman	✓

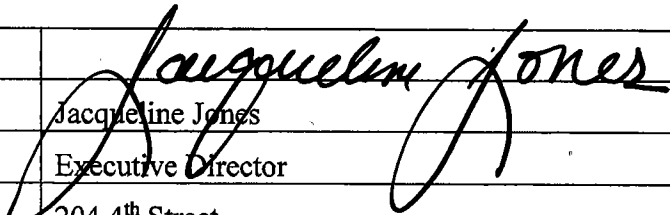
# 2021 (2021-2022) ADOPTION CERTIFICATION

## Ocean City Housing Authority

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: Oct 1, 2021 TO: Sept 30, 2022

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Ocean City Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 21 day of , September, 2021.

Officer's Signature:			
Name:	Jacqueline Jones		
Title:	Executive Director		
Address:	204 4 <sup>th</sup> Street Ocean City, NJ 08226		
Phone Number:	609-399-1062	Fax Number:	609-399-7590
E-mail address	jjones@vha.org		

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

**RESOLUTION NO. 2021-49  
Resolution Approving Change Order #2, #3 and # 4 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 #2 is necessary to install an additional window at the 1<sup>st</sup> floor office lobby of Bayview Manor building; and

**WHEREAS**, Change Order #3 is necessary to eliminate door/frame/hardware and install window and siding at the South end of the hallway; and

**WHEREAS**, Change Order #4 is necessary for the painting of the louvers and A/C grilles; and

**WHEREAS**, the aforementioned change order shall not exceed \$24,164.51 and is described and attached herein; and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby accepts the change order of \$24,164.51 for the Bayview Manor and HVAC Renovations Project.

**ADOPTED:** September 21, 2021

**VOTE:**

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

OCEAN CITY HOUSING AUTHORITY

BY: \_\_\_\_\_

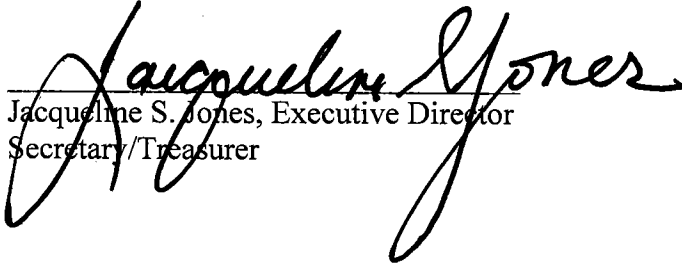


Robert Barr, Chairperson

***ATTESTATION:***

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on September 21, 2021 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By:

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer



# AIA<sup>®</sup> Document G701<sup>™</sup> – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> 19-037 Bayview Manor Exterior and HVAC Renovations 635 West Ave & Sixth St. Ocean City, NJ 08226	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: 05/10/2021	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 002  Date: 09/10/2021
<b>OWNER:</b> <i>(Name and address)</i> Ocean City Housing Authority 204 4th Street Ocean City, NJ 08226	<b>ARCHITECT:</b> <i>(Name and address)</i> Haley Donovan, LLC 9 Tanner Street, Suite 201, Haddonfield, NJ 08033	<b>CONTRACTOR:</b> <i>(Name and address)</i> 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.)*

09/10/2021 - Additional window at the 1st floor office lobby of Bayview Manor building.

The original Contract Sum was	\$	878,600.00
The net change by previously authorized Change Orders	\$	6,421.58
The Contract Sum prior to this Change Order was	\$	885,021.58
The Contract Sum will be increased by this Change Order in the amount of	\$	2,045.25
The new Contract Sum including this Change Order will be	\$	887,066.83

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 R. Donovan, Principal  
PRINTED NAME AND TITLE  
  
09/10/2021  
DATE

Levy Construction Company, Inc.  
CONTRACTOR *(Firm name)*  
  
SIGNATURE  
  
Simon Levy, Owner  
PRINTED NAME AND TITLE  
  
9/13/21  
DATE

Ocean City Housing Authority  
OWNER *(Firm name)*  
  
SIGNATURE  
  
Le Jones  
PRINTED NAME AND TITLE  
  
9/21/21  
DATE



# AIA<sup>®</sup> Document G701<sup>™</sup> – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> 19-037 Bayview Manor Exterior and HVAC Renovations 635 West Ave & Sixth St. Ocean City, NJ 08226	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: 05/10/2021	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 003  Date: 09/10/2021
<b>OWNER:</b> <i>(Name and address)</i> Ocean City Housing Authority 204 4th Street Ocean City, NJ 08226	<b>ARCHITECT:</b> <i>(Name and address)</i> Haley Donovan, LLC 9 Tanner Street, Suite 201, Haddonfield, NJ 08033	<b>CONTRACTOR:</b> <i>(Name and address)</i> 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.)*

09/10/2021 - Eliminate Door/Frame/Hardware and Install Window and Siding at the South end of the hallway.

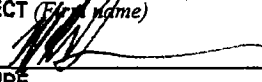
The original Contract Sum was	\$	878,600.00
The net change by previously authorized Change Orders	\$	8,466.83
The Contract Sum prior to this Change Order was	\$	887,066.83
The Contract Sum will be decreased by this Change Order in the amount of	\$	(1,414.02)
The new Contract Sum including this Change Order will be	\$	885,652.81

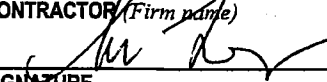
The Contract Time will be unchanged by Zero (0) days.


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 R. Donovan, Principal  
PRINTED NAME AND TITLE  
09/10/2021  
DATE

Levy Construction Company, Inc.  
CONTRACTOR *(Firm name)*  
  
SIGNATURE  
Simon  
PRINTED NAME AND TITLE  
9/13/21  
DATE

Ocean City Housing Authority  
OWNER *(Firm name)*  
  
SIGNATURE  
Simon  
PRINTED NAME AND TITLE  
9/21/21  
DATE



# AIA Document G701™ – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> 19-037 Bayview Manor Exterior and HVAC Renovations 635 West Ave & Sixth St. Ocean City, NJ 08226	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: 05/10/2021	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 004  Date: 09/15/2021
<b>OWNER:</b> <i>(Name and address)</i> Ocean City Housing Authority 204 4th Street Ocean City, NJ 08226	<b>ARCHITECT:</b> <i>(Name and address)</i> Haley Donovan, LLC 9 Tanner Street, Suite 201, Haddonfield, NJ 08033	<b>CONTRACTOR:</b> <i>(Name and address)</i> 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.)*

09/15/2021 - PTAC and X-Vents grilles custom paint colors.

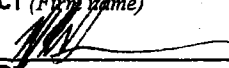
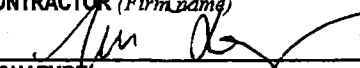
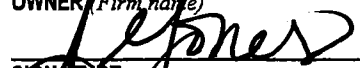
The original Contract Sum was	\$ 878,600.00
The net change by previously authorized Change Orders	\$ 7,052.81
The Contract Sum prior to this Change Order was	\$ 885,652.81
The Contract Sum will be increased by this Change Order in the amount of	\$ 23,533.28
The new Contract Sum including this Change Order will be	\$ 909,186.09

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.**

<u>Haley Donovan, LLC</u> <b>ARCHITECT</b> <i>(Firm name)</i>	<u>Levy Construction Company, Inc.</u> <b>CONTRACTOR</b> <i>(Firm name)</i>	<u>Ocean City Housing Authority</u> <b>OWNER</b> <i>(Firm name)</i>
 <b>SIGNATURE</b>	 <b>SIGNATURE</b>	 <b>SIGNATURE</b>
<u>Michael R. Donovan, Principal</u> <b>PRINTED NAME AND TITLE</b>	<u>Jim Gely</u> <b>PRINTED NAME AND TITLE</b>	<u>J. Jones</u> <b>PRINTED NAME AND TITLE</b>
<u>09/15/2021</u> <b>DATE</b>	<u>09/15/2021</u> <b>DATE</b>	<u>9/21/21</u> <b>DATE</b>

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

**RESOLUTION NO. 2021-50  
Resolution Authorizing a Shared Services Agreement  
with the Vineland Housing Authority**

**WHEREAS**, the Ocean City Housing Authority requires Management Services for the housing authority; and,

**WHEREAS**, the Board of Commissioners of the Ocean City Housing Authority recognizes the unique skills and abilities of the Vineland Housing Authority to provide said management services; and

**WHEREAS**, these services and agreement for same complies with the Inter-Local Services Act – 40:8A-1 through 40:9A-4; and

**WHEREAS**, these management services will be provided for an annual fee of \$75,000, payable monthly, and additional services will be provided on an as needed basis in accordance with Attachment A of the agreement; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Ocean City by virtue of its authority hereby authorizes a Shared Services Agreement for Management Services with the Vineland Housing Authority commencing October 1, 2021 and effective through September 30, 2023, with an annual fee of \$75,000, payable monthly.

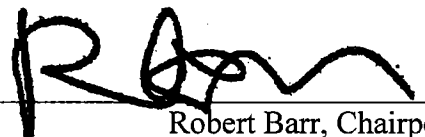
**ADOPTED:** September 21, 2021

**VOTE:**

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Commissioner McCall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	
Commissioner Jackson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X
Commissioner Henry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Commissioner Mumman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Commissioner Broadley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Chairman Barr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

OCEAN CITY HOUSING AUTHORITY

BY: \_\_\_\_\_

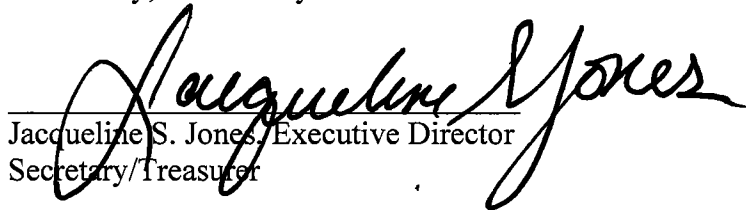


Robert Barr, Chairperson

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on September 21, 2021 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By: \_\_\_\_\_

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

**AGREEMENT FOR MANAGEMENT SERVICES  
BY AND BETWEEN  
THE HOUSING AUTHORITY OF CITY OF VINELAND  
AND  
THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY**

**THIS AGREEMENT is made on this 1st day of October, 2021 by and between the Housing Authority of the City of Vineland (hereinafter "VHA") and The Housing Authority of the City of Ocean City (hereinafter "OCHA").**

**PREAMBLE:**

**WHEREAS**, OCHA is a public body corporate established by the Department of Housing and Urban Development as an independent federal housing agency administering a Public Housing Program; and

**WHEREAS**, VHA is a public body corporate established by the Department of Housing and Urban Development as an independent federal housing agency administering public housing and Section 8 Programs; and

**WHEREAS**, OCHA wishes to retain management services from the VHA, and

**WHEREAS**, VHA wishes to enter into a management services contract with OCHA;

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, it is in the best interests of both authorities to share services; and

**WHEREAS**, said sharing of services need not be advertised or bid as same is not subject to either federal or state procurement standards as same is an intergovernmental contract.

**NOW, THEREFORE, the parties agree as follows:**

**1. AGREEMENT TO PROVIDE MANAGEMENT SERVICES:** VHA hereby agrees that it shall provide management services and additional services on an as-needed and as-requested basis, except in the case of financial or safety urgency for OCHA in accordance with the terms and conditions of this Agreement. OCHA agrees to reimburse VHA for said services in accordance with the terms and conditions of this Agreement.

**2. COMPENSATION:** VHA Shall be reimbursed for the services provided hereunder as follows:

a) Payment shall be made for services rendered. OCHA shall submit bills monthly to VHA. Management services and other flat-fee services, as stipulated in Attachment A, shall be billed on a monthly basis. Fees for other services as stipulated in Attachment A will be billed on a monthly basis with the following information: the name and title of each VHA employee who performed services for OCHA during the preceding month, the dates and hours (where applicable) during which said services were performed and the hourly rate pursuant to Attachment A. All bills shall be certified as true and correct by VHA.

b) Notwithstanding any other provisions herein, total payments under this contract shall not exceed the budgeted amount without further authorization from the OCHA. In the event that the contract

maximum of budgeted amount is reached and the OCHA does not authorize further expenditures, the VHA shall have no further obligation to perform services under this agreement.

**3. SCOPE OF SERVICES:** VHA shall perform the following services:

- a) Carry out the organizational, managerial, supervisory, coordinating and monitoring functions for OCHA.
- b) Provide leadership to OCHA and the community in the management and maintenance of decent, safe and sanitary affordable housing for residents of OCHA.
- c) Establish appropriate advocacy relationships with, and act as OCHA's primary spokesperson and representative to local, state and federal elected officials and administrative personnel, resident representatives and organization and private sector organizations and foundations.
- d) Promote the creation and sustenance of a cohesive functioning community partnership to facilitate housing and development activities.
- e) Advocate through appropriate channels legislative and administrative policies, programs and positions that will advance OCHA's housing and redevelopment mandate.
- f) Perform and execute all management duties for OCHA according to applicable federal and state statutes.
- g) Take all personnel, management and administrative actions to facilitate the day to day operation of OCHA except hiring and firing of any employee of OCHA shall be subject to approval of the Commissioners of OCHA.
- h) Coordinate and oversee all functions exercised by VHA under this agreement.
- i) Make recommendations for plans and policies to correct any managerial deficiencies within OCHA.
- j) Prepare the agenda for and attend all regular special meetings of the OCHA.

**4. RIGHT TO HIRE OTHERS:**

- a) VHA shall have the right to designate its staff to assist in fulfilling OCHA's responsibilities under this Agreement. Compensation for such employees shall be pursuant to the rates indicated on Attachment A.
- b) VHA shall have the right to employ additional individuals subject to the prior approval of OCHA.

**5. INDEPENDENT CONTRACTOR:** VHA employees designated to perform services under this contract shall be deemed to be independent contractors, as a group and separately, and shall not be deemed to be employees of OCHA for any purpose whatsoever

**6. CONTRACT PERIOD AND OPTION TO EXTEND:** The contract shall be effective upon the execution of this Agreement and shall continue through September 30, 2023 unless terminated before as permitted in this Agreement. Either party may terminate the contract with 30 days advance written notice during the term of the contract.

**7. BOND AND INSURANCE:** VHA on the effective date of this contract, shall, furnish OCHA with a fidelity bond issued by a surety company satisfactory to OCHA in the amount of \$1,000,000.00 indemnifying OCHA against loss, theft, embezzlement or other fraudulent acts on the part of VHA or its employees. The cost of said bond is included in the annual fee.

- a) VHA shall carry such Worker's Compensation insurance as is now or hereafter required by law as to those persons performing services for OCHA pursuant to this Agreement.

**8. INDEMNIFICATION AND LIABILITY INSURANCE:**

- a) OCHA shall indemnify, hold harmless and defend VHA against all claims that arise out of or result from its performance of this Agreement. VHA shall indemnify, hold harmless and defend OCHA against all claims that arise out of or result from its performance of this Agreement

b) OCHA at its cost shall obtain an insurance policy for Officers, directors, and Employees covering VHA employees who perform services pursuant to this Agreement in the amount of \$1,000,000.00 or, in the alternative, VHA shall be added to the policy of OCHA insuring the Directors, Officers and Employees of the VHA. VHA at its cost shall obtain an insurance policy for Officers, directors, and Employees covering VHA employees who perform services pursuant to this Agreement in the amount of \$1,000,000.00.

c) OCHA shall continue, in force, liability insurance coverage naming VHA and its Officers, Commissioners, and staff as additional insured. VHA shall continue, in force, liability insurance coverage naming OCHA and its Officers, Commissioners, and staff as additional insured

d) If OCHA or VHA refuses or fails to obtain and continue such insurance prior to the effective date of this Agreement, said Agreement shall be null and void.

**9. RECORDS:** VHA shall maintain a comprehensive system of records, books, and accounts in a manner satisfactory to HUD and OCHA. All records, books, and accounts, together with all documents, papers and records of VHA which relate to the operation of OCHA shall be available for examination at reasonable hours by any authorized representative of HUD, the Comptroller General or New Jersey Department of Community Affairs and OCHA. VHA will turn over all records to OCHA at the termination of this contract. All records shall be maintained at the offices of the OCHA.

#### **10. EQUAL EMPLOYMENT OPPORTUNITY:**

During the performance of this contract, VHA agrees as follows:

a) VHA will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. VHA agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this Equal Opportunity clause.

b) In the event of VHA's noncompliance with the Equal Opportunity clause of this contract or with any other such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and VHA may be declared ineligible for further contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1966, and such other sanctions may be imposed and remedies invoked as provided in such order, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

**11. LIMITATION ON EXPENDITURES:** Notwithstanding any of the foregoing provisions, the prior approval of OCHA will be required for any expenditure.

**12. NOTICES:** Where notice to a party is required under the terms of this Agreement, such notice shall be given to and such approval shall be given to the following representatives of each party:

**Robert Barr, Chairperson of the Housing Authority of the City of Ocean City**

**Mario Ruiz-Mesa, Chairperson of the Housing Authority of the City of Vineland**

**13. CONTINGENCIES:** This contract shall be subject to the approval of the United States Department of Housing and Urban Development.

**14.** The parties agree that this agreement is in lieu of the 120-day notice provision provided by N.J.S.A. 10A:12A-18, and that VHA expressly waives the benefit of same.

**15. INTERLOCAL SERVICES ACT:** This agreement complies with the Interlocal Services Act 40:8A-1 through 40:9A-4 providing authority to enter into a contract for joint provision of services.

**16. INTERPRETATION:** This Agreement shall be interpreted under the laws of the State of New Jersey. This Agreement constitutes the entire agreement between the parties and no changes will be valid unless made by in writing and executed by the parties.

**ATTEST: HOUSING AUTHORITY OF THE  
CITY OF OCEAN CITY**

**ATTEST:** \_\_\_\_\_ **By:** \_\_\_\_\_  
**Robert Barr, Chairperson**

**HOUSING AUTHORITY OF THE  
CITY OF VINELAND**

**ATTEST:** \_\_\_\_\_ **By:** \_\_\_\_\_  
**Mario Ruiz-Mesa, Chairperson**

**SEE ATTACHED – “ATTACHMENT A”**

**ATTACHMENT A**  
**VINELAND HOUSING AUTHORITY**  
**SCHEDULE OF SERVICES FOR THE HOUSING AUTHORITY OF THE BOROUGH OF**  
**THE CITY OF OCEAN CITY**

**For Public Housing – 121 Units – General Managerial Services as Listed Below**

- a) Carry out the organizational, managerial, supervisory, coordinating and monitoring functions for OCHA.
- b) Provide leadership to OCHA and the community in the management and maintenance of decent, safe and sanitary affordable housing for residents of OCHA.
- c) Establish appropriate advocacy relationships with, and act as OCHA's primary spokesperson and representative to local, state and federal elected officials and administrative personnel, resident representatives and organization and private sector organizations and foundations.
- d) Promote the creation and sustenance of a cohesive functioning community partnership to facilitate housing and development activities.
- e) Advocate through appropriate channels legislative and administrative policies, programs and positions that will advance OCHA's housing and redevelopment mandate.
- f) Perform and execute all management duties for OCHA according to applicable federal and state statutes.
- g) Take all personnel, management and administrative actions to facilitate the day to day operation of OCHA, except hiring, firing and disciplinary action of any employee of OCHA shall be subject to approval of the Commissioners of OCHA.
- h) Coordinate and oversee all functions exercised by VHA under this agreement.
- i) Make recommendations for plans and policies to correct any managerial deficiencies within OCHA.
- j) Prepare the agenda for and attend all regular and special meetings of the OCHA.

**Annual Fee for above Managerial Services: \$75,000**  
**(to be invoiced monthly)**

**For General Office Coverage, Phone Coverage and Accounts Payable Preparation:**

- a) Office Coverage – On-Site – Monday, Wednesday & Thursday-9:30am to 2:30 pm  
(Includes travel time – billed for days on-site only)

Hours* - Approximately 1,092 hours	\$60,060
------------------------------------	----------

- b) Phone Coverage – Off-Site – Monday through Friday-8:30am to 4:30 pm  
Phones are answered at VHA when OCHA is closed;

Flat Rate – 125 hours	\$ 6,875
-----------------------	----------

- c) Accounts Payable Preparation

Hours* - Approximately 20 hours per month	\$13,200
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\*All hours are billed at \$58.00 per hour

**Total Estimated for General Office & Phone Coverage/Accounts Payable Preparation**

<b>\$80,135</b>
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Annual Inspections, Special Inspections, Bed Bug Inspections and Investigations will be charged on the actual time for each service at \$60.00 per hour

Other services to be provided as needed and upon request of the Commissioners of the OCHA, except in the case of financial or safety urgency:

OTHER SERVICES AS NEEDED*:	
DEVELOPMENT ACTIVITIES	\$80 - \$125
ADMINISTRATIVE	\$50 - \$90
ACCOUNTING	\$60 - \$90
INSPECTIONS	\$50 - \$90
IT ASSISTANCE	\$50 - \$90
CAPITAL FUND ADMINISTRATION	\$50 - \$90
OCCUPANCY SPECIALIST	\$30 - \$75
MAINTENANCE	\$50 - \$75
SOCIAL SERVICES – MSW	\$50 - \$90
HOME SUPPORT SERVICES	\$40 - \$75
*Fees do not include mileage; The current IRS mileage rate will apply for any of the “Other Services As Needed” listed above; Hourly rates will be charged Portal-Portal.	

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

**RESOLUTION NO. 2021-51  
Awarding Accounting Services Contract**

**WHEREAS**, the Ocean City Housing Authority is required to have a professional certified public accountant to act as its Management Fee Accountant; and

**WHEREAS**, the Ocean City Housing Authority has solicited Requests for Proposals for Management Fee Accountant services; and

**WHEREAS**, one proposal was submitted and reviewed; and

**WHEREAS**, the Ocean City Housing Authority recommends to its Board of Commissioners to award a one-year contract to **Linda M. Avena, CPA**, to provide the Ocean City Housing Authority with its Management Fee Accountant services for its fiscal year commencing October 1, 2021 through September 30, 2022 for a cost of **\$19,650**.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Management Fee Accountant contract to to **Linda M. Avena, CPA**, for the term indicated above.

**ADOPTED:** September 21, 2021

**VOTE:**

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X
Commissioner McCall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	
Commissioner Jackson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Commissioner Henry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Commissioner Mumman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Commissioner Broadley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Chairman Barr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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 September 21, 2021 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By: \_\_\_\_\_

Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

## CERTIFICATION

Funding is available for:

### FEE ACCOUNTANT SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4170-00.



Wendy Hughes

Wendy Hughes

Certifying Financial Officer

9/21/2021

Date

Comparision of Accounting Firms Submitting RFP 2021-2022

Evaluation Factors	Vendor Name										
	Possible Points	AVENA ACCOUNTANTS									
1. Overall accounting approach and methodology	20										
2. Demonstrated experience and competence in the accounting of government agencies	20										
3. Proposer's accounting experience with Housing Authorities; Budgeting; Tenant Accounting; Project Based Accounting; Federal & State Housing Regulations and Statutes	30										
4. Specialized experience of key personnel in Housing Authority programs	20										
5. 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										
Cost Breakdown											
CPA Rate per hour		\$ 175.45									
Attendance at Board Meeting		\$ 175.45									

No other RFP's received.

**THE HOUSING AUTHORITY OF OCEAN CITY**  
UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM

ACCOUNTING SERVICES  
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
ACCT-HOURS	Provide price per hour for Accountant (CPA)	175.45	100	17,545.00
ACCT-BOARD	Provide price to complete monthly report and present report at monthly Board of Commissioners Meeting.	175.45	12	2,105.00

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 \$ 19,650.00

Nineteen Thousand Six Hundred and Fifty Dollars

TOTAL PRICE IN WRITTEN WORD FORM

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

Firm Name: Linda M Avena CPA PA BY: Linda M Cavallo

2581 E Chestnut Avenue, Ste B, Vineland, NJ 08361

Street, Town, State, Zip Code

Telephone: (856) 696-8000 Fax: (856) 794-1295

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: Linda M Cavallo Title: President

Sworn to and subscribed before me day of August 2021

Patricia J Pearson  
Notary Public

(SEAL)  
Patricia J Pearson  
Notary Public  
New Jersey  
My Commission Expires 12-3-22  
No. 2207910

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

**RESOLUTION NO. 2021-52  
Resolution Awarding Professional Auditing Services Contract**

**WHEREAS**, the Ocean City Housing Authority is required to have professional auditing services performed annually; and

**WHEREAS**, the Ocean City Housing Authority has solicited Requests for Proposals for auditing services for the fiscal year ending September 30, 2021; and

**WHEREAS**, one proposal for Auditing Services was submitted and reviewed; and

**WHEREAS**, the Ocean City Housing Authority recommends to its Board of Commissioners to award a contract to **Ford, Scott & Associates, LLC** for the Authority's auditing services contract at a cost not to exceed **\$12,000** for the fiscal year ending September 30, 2020; and

**WHEREAS**, said audit report shall be completed no later than June 30, 2022.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby authorizes its executive director or his designee to award the Auditing Services Contract to **Ford, Scott & Associates, LLC** for the fiscal year ending September 30, 2021.

**ADOPTED:** September 21, 2021

**VOTE:**

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X
Commissioner McCall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	
Commissioner Jackson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Commissioner Henry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Commissioner Mumman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Commissioner Broadley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Chairman Barr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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 September 21, 2021 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By: \_\_\_\_\_

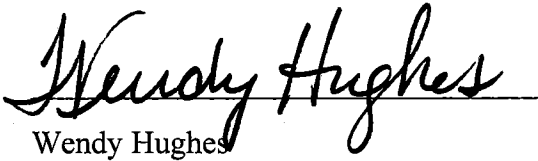
*Jacqueline S. Jones*  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

## CERTIFICATION

Funding is available for:

### AUDITING SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4171-00.

  
Wendy Hughes

Certifying Financial Officer



Date

Comparison of Auditing Firms Submitting RFP 2021-2022

Evaluation Factors	Vendor Name							
	Possible Points	FORD SCOTT & ASSOCIATES LLC						
	10							
1. Overall audit approach and methodology								
2. Demonstrated experience and competence in the audit of government agencies manner.	15							
3. Proposer's professional experience with the "Single Audit Act" or in audits of the United States Department of Housing and Urban Development (HUD) or similar governmental audits	20							
4. Capability and capacity to accomplish work within the required time period	10							
5. Geographic location of the firm relative to the proximity to the Housing Authority	5							
6. Specialized experience of key personnel in Housing Authority programs	20							
7. 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							
8. Fee structure as shown on the unit pricing document in the RFP.	10							
Cost Breakdown								
Cost of Complete Audit for OCHA		\$	9,500.00					
Cost of Complete Audit for OCCDC		\$	2,500.00					

No other RFP's received.

# THE HOUSING AUTHORITY OF OCEAN CITY

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

AUDITING SERVICES

UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
AUDIT-OCHA	Provide price for complete Audit FYE September 30, 2021 as defined in the scope above for the Ocean City Housing Authority (OCHA). Include the estimated number of hours needed to complete the Audit.	\$45.00-\$200.00	75.0	\$9,500.00
AUDIT-OCCDC	Provide price for complete Audit FYE September 30, 2021 as defined in the scope above for the Ocean City Community Development Corporation (OCCDC). Include the estimated number of hours needed to complete the Audit.	\$45.00-\$200.00	17.0	\$2,500.00

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 \$ **\$12,000.00**

Twelve thousand and 00/100 dollars

TOTAL PRICE IN WRITTEN WORD FORM

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

Ford, Scott & Associates, L.L.C. BY: Michael S. Garcia

Firm Name

1535 Haven Avenue, Ocean City, NJ 08226

Street, Town, State, Zip Code

609-399-6333 Telephone 609-399-3710 Fax

Sworn to and subscribed before me 23

day of August 20 21

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

Partner Title

Notary Public

(SEAL)

SUSAN M. RUBBA

My Commission Expires

NOTARY PUBLIC

01-17-2022

STATE OF NEW JERSEY

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

**RESOLUTION NO. 2021-53  
Resolution Awarding Legal Services Contract – General Counsel**

**WHEREAS**, the Ocean City Housing Authority is required to have licensed legal representation to act as its solicitor; and

**WHEREAS**, the Ocean City Housing Authority has solicited Requests for Proposals for Legal Services; and

**WHEREAS**, one proposal for Legal Services was submitted and reviewed; and

**WHEREAS**, the Ocean City Housing Authority recommends to its Board of Commissioners a one-year contract to **Eisenstat, Gabage & Furman, P.C.** to provide the Ocean City Housing Authority with its legal services for its fiscal year commencing October 1, 2021 through September 30, 2022 for a yearly retainer of **\$16,125** and additional services 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 Legal Services Contract to **Eisenstat, Gabage & Furman, P.C.** for the term indicated above.

**ADOPTED:** September 21, 2021

***VOTE:***

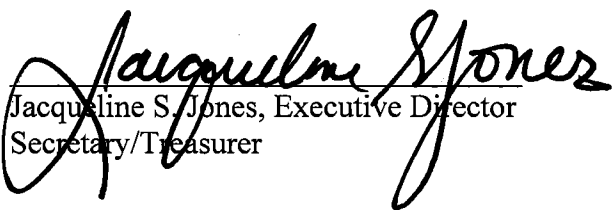
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					X
Commissioner McCall	✓				X	
Commissioner Jackson	✓					
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					
Chairman Barr	✓					

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 September 21, 2021 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

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

## CERTIFICATION

Funding is available for:

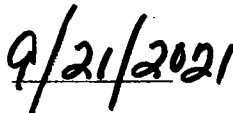
### LEGAL SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4130-00.

A handwritten signature in cursive script, reading "Wendy Hughes", is written over a horizontal line.

Wendy Hughes

Certifying Financial Officer

A handwritten date "9/21/2021" is written in a cursive style over a horizontal line.

Date

Comparison of Legal Firms Submitting RFP 2021-2022  
GENERAL COUNSEL

Evaluation Factors	Vendor Name							
	Possible Points	EISENSTAT, GABAGE, AND FURMAN						
	20							
1. General Legal Experience								
2. Legal experience with Landlord/Tenant; Fair Housing; Contract; Litigation; Collection; Labor/Management Negotiations; Grievance Proceedings; Housing Issues; Administrative Law; Real Estate Acquisition;	20							
3. Experience representing a NJ Public Housing Authority; Knowledge & Experience with Federal & State Regulations and Statutes	20							
4. Specialized experience of key personnel in Housing Authority programs	20							
5. 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							
6. Fee structure as shown in the RFP unit pricing document.	10							
Total		0	0					

No other RFP's received.

Cost Breakdown								
Legal Counsel cost per huor	\$	150.00						
Paralegal cost per hour	\$	-						
Monthly Retainer Fee	\$	1,250.00						
Cost to file for non-payment of rent	\$	75.00						
Cost to appear for non-payment of rent case	\$	75.00						

**THE OCEAN CITY HOUSING AUTHORITY**  
UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM  
LEGAL SERVICES  
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
LEGAL-CNSL	Provide price per hour for General Counsel as defined in the scope above.	\$150	20	\$3,000*
LEGAL-PARA	Provide price per hour for a Paralegal as defined in the scope above.	None	10	**
LEGAL-RETAIN	Provide a price for monthly retainer fee as defined in the scope above.	N/A	12	\$15,000
LEGAL-FILING	Provide a price to file legal action for non-payment of rent. (residents - Public Housing, Section 8, Affordable Housing, Low Income Tax Credit)	\$75	10	\$750
LEGAL-APPEAR	Provide a price to appear in court to represent OCHA in non-payment of rent case. (residents - Public Housing, Section 8, Affordable Housing, Low Income Tax Credit)	\$75	5	\$375

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 \$ 16,125

Sixteen Thousand One Hundred Twenty Five Dollars  
TOTAL PRICE IN WRITTEN WORD FORM

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

**Eisenstat, Gabage & Furman, P.C.** BY: **Charles W. Gabage, Esquire**

Firm Name

**1179 E. Landis Avenue, Vineland, NJ 08360**  
Street, Town, State, Zip Code

**856-691-1200** **856-691-0414**  
Telephone Fax

Sworn to and subscribed before me on this **23rd** day of **August**, 20**21**

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  
**Charles W. Gabage**

**Patricia C. Serad**  
Notary Public  
(SEAL)  
**PATRICIA C. SERAD**  
NOTARY PUBLIC OF NEW JERSEY  
MY COMMISSION EXPIRES 12-10-2024

**Vice President & Treasurer**

Annual\*\*\*

\*Included in \$15,000 annual retainer (\$1,250 Monthly)

\*\*No billing for non Lawyer services

\*\*\*At OCHA's option, OCHA may retain Proposer at an hourly rate of \$150 for services performed which will be billed monthly or OCHA can retain Proposer based upon an annual retainer to be billed monthly

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

**RESOLUTION NO. 2021-54  
Resolution Awarding Consulting Services Contract**

**WHEREAS**, the Ocean City Housing Authority has solicited Requests for Proposals for Consulting Services; and

**WHEREAS**, one proposal for Consulting Services was submitted and reviewed; and

**WHEREAS**, the Ocean City Housing Authority recommends to its Board of Commissioners to award a one-year contract to **The Brooke Group LLC** to provide the Ocean City Housing Authority with its consulting services for one year commencing October 1, 2021 through September 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 Consulting Services contract to **The Brooke Group LLC** for the term indicated above.

**ADOPTED:** September 21, 2021

***VOTE:***

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					X
Commissioner McCall	✓				X	
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 September 21, 2021 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By: \_\_\_\_\_

Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

## **CERTIFICATION**

Funding is available for:

### **CONSULTING SERVICES CONTRACT**

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4182-00.

A handwritten signature in cursive script that reads "Wendy Hughes". The signature is written over a horizontal line.

Wendy Hughes

Certifying Financial Officer

A handwritten date "9/21/2021" written in cursive script over a horizontal line.

Date

Comparision of Consulting Firms Submitting RFP 2021-22

Evaluation Factors	Vendor Name									
	Possible Points	The Brooke Group	NW Financial Group, LLC							
1. Capabilities of the Team or Firm:	50	42.67	38.00							
2. Knowledge and Skills of the Individuals to be Assigned:	25	19.00	16.00							
	25									
3. Proposed Terms: cost for services		20.67	16.33							
Total	100	82.33	70.33							

Cost Breakdown											
Principle Assoiate cost per hour		\$ 135.00	\$ 150.00								
Clerical cost per hour		\$ 70.00	\$ 150.00								
Legal Consulting cost per hour			\$ 150.00								
Financial Case Worker cost per hour		\$ 105.00	\$ 150.00								
Residential Case Worker cost per hour		\$ 105.00	\$ 150.00								
Project Manager cost per hour		\$ 135.00	\$ 150.00								

**THE OCEAN CITY HOUSING AUTHORITY**  
UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM  
CONSULTING SERVICES  
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
CNSLT-HOURS	Provide price per hour for Principle/Senior Associates	135	50	6,750
CNSLT-CLERICAL	Provide price per hour for Clerical Work	70	20	1,400
CNSLT-LEGAL	Provide price per hour for Legal Consultation - legal counsel should be familiar with Housing matters (Public Housing, Affordable, Redevelopment, Tax Credits, RAD, etc.) (Vendor may elect to use their in-house counsel or contracted counsel)		15	N/A
CNSLT-FINANCE	Provide price per hour for financial caseworker	105	25	2,625
CNSLT-CSWRK	Provide price per hour for resident caseworker	105	50	5,250
CNSLT-PRJTMGR	Provide price per hour for a project manager	135	50	6,750

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 \$ **22,775**

*Twenty-Two Thousand Seven Hundred Seventy-Five Dollars*  
TOTAL PRICE IN WRITTEN WORD FORM

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

The Brooke Group BY: Holly Grinneth  
Firm Name

209 E. Egan Dr., Galloway, NJ 08205  
Street, Town, State, Zip Code

(609) 652-7788 (609) 652-2065  
Telephone Fax

Sworn to and subscribed before me 12  
day of August, 2021

Signature of proposer if the proposer is an individual  
[Signature]

Signature of partner if proposer is a partnership  
[Signature]

Signature of officer if the proposer is a corporation  
Business Mgr.  
Title

Kareema Amin  
Notary Public  
(SEAL)

**KAREEMA AMIN**  
Notary Public - State of New Jersey  
My Commission Expires Nov 25, 2025

BROOKE GROUP PROPOSED FEE SCHEDULE 2022

The Brooke Group is prepared to provide the services as needed or requested paid at the following rates:

<b>Managing Director and Executive Associates</b>	
➤ Richard Ginnetti	\$135 per hour
➤ Dan Pelouze	
<b>Professional Staff</b>	
➤ Holly Ginnetti	\$105 per hour
➤ Stefanie Watts	
<b>Clerical</b>	\$70 per hour

The Brooke Group will provide appropriate qualifications and information on staff and associates not already listed in the response to this RFP prior to staff or associate implementing any work or activities under this agreement.

Our hourly rate includes all related paper, mailing, printing, fax phones, etc.

The Brooke Group Fee Schedule for 2023 will adjust the 2022 Fee Schedule by the Philadelphia Region of the Consumer Price Index.

**Contingent fee for services over and above General Consulting Services**

**Development Service Provider** – If the Housing Authority decides to pursue a transaction which requires The Brooke Group to act as a Development Service Provider, (i.e., providing services that might otherwise require a private development partner). Said private development partner generally takes ownership, management and cash flow interests in the project, whereas the Brooke Group provides the repositioning and renovations as needed without taking any of the Authority’s rights or interests. Services provided directly by the Brooke Group include but are not limited to obtaining financing on behalf of the Housing Authority, relocation planning and oversight, procurement of architect/engineering, other professional services and general contractor. Essentially the firm will provide the project management of the entire process including review of invoices, draw documents and the renovation work; Traditionally when a housing authority, after a feasibility analysis, determines that the best course of action is to obtain financing for renovations/redevelopment in its repositioning plan for its property it must decide whether to do it on its’ own or procure a development partner. In these transactions’ projects can earn a fee of up to an 8% of eligible project costs as a development fee. The development partner is paid from development fees. If the Brooke Group acts as the Development Service Provider for this type of transaction it will be paid ***an additional 1% development fee of the eligible project costs in addition to hourly fees listed above.*** This fee will be paid as 1% of total, eligible project costs.

This fee will be paid when development fee is drawn down by Housing Authority or entity controlled by Housing Authority and will be paid to The Brooke Group only to the extent the development fee is sufficient to make said payment.

**Development Project Manager** – If the Housing Authority decides it needs a co-developer and to procure a private developer to arrange for the use of LIHTCs and set up ownership entities and management entities, The Brooke Group will act as the Development Project Manager on behalf of the housing authority. We will negotiate all agreements, review financing and partnership agreements to find the best terms for the housing authority. These terms include development fees, cash flow, and all other incentive fees, ownership and management. For this role the Brooke Group will earn *an additional ½% development fee* as described above in addition to its hourly fee.

\*Note if the project is limited and there is no rehabilitation with outside financing The Brooke Group will only earn its hourly fees to assist in the transaction as described above.

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

**RESOLUTION NO. 2021-55  
Resolution Authorizing Payment of Draw 17**

**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 #17 in the amount of \$59,256.25**  
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:** September 21, 2021

**VOTE:**

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					X
Commissioner McCall	✓				X	
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 September 21, 2021 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By: 

Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

# HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones  
Executive Director  
Ocean City Housing Authority

September 14, 2021

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #17

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$59,256.25. 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
B&B Lightning Protection LLC	47 Virginia Ave., Trenton, NJ 08611	\$5,325.00
The Brooke Group LLC	209 E Egnor Dr, Galloway, NJ 08205	\$16,341.25
Eisenstat Gabage & Furman	1179 East Landis Ave., Vineland, NJ 08360	\$3,450.00
Atlantic Coast Moving & Storage	6577 Delilah Rd., Egg Harbor Twp., NJ 08234	\$26,400.00
Sciullo Engineering Services LLC	17 S. Gordon's Alley, Suite 3, Atlantic City, NJ 08401	\$7,740.00
	<b>TOTAL</b>	<b>\$59,256.25</b>

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #17 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](mailto:hollyf@brookegroupllc.com).