

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



204 4th Street
Ocean City, New Jersey 08226

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

October 14, 2021

The Board of Commissioners
Ocean City Housing Authority
Ocean City, New Jersey 08226

Dear Commissioner:

The regular meeting of the Ocean City Housing Authority will be held on **Tuesday, October 19, 2021 at 4:30 pm at Administrative Offices – 204 4th Street, Ocean City, NJ 08226.**

The Board may enter into executive session to discuss personnel matters and any other housing business that meets the criteria for an executive session. Formal action may be taken.

Very truly yours,

Jacqueline S. Jones
Executive Director

REVISED
Ocean City Housing Authority
AGENDA

Tuesday, October 19, 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 September 21, 2021
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business – Rick Ginnetti & Charles Lewis, The Brooke Group
Funding/Tax Credit Presentation for Peck's Family
11. Resolutions:

# 2021-56	Approval of Monthly Expenses (updated)
# 2021-57	Approving Change Orders #17 & #18 for Construction of Speitel Commons at Bayview Manor (Network Video Recorder/Key Control Deadbolts)
# 2021-58	Accounts Receivable Decreed as Uncollectible
# 2021-59	Authorizing Contracts with National Contract Vendors (updated - vendor list attached)
# 2021-60	Authorizing Contracts with State Contract Vendors (updated - vendor list attached)
# 2021-61	Authorizing Conditional Payment of Additional Compensation to the Housing Authority of the City of Vineland
# 2021-62	Resolution Authorizing Payments of Draw 18
# 2021-63	Void Checks not presented for Payment
- 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 September 21, 2021 – 4:30 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held September 21, 2021 at 4:30 p.m. at the Administrative Offices – 204 4th Street, Ocean City, New Jersey 08226.

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

Chairman Barr read the Sunshine Law.

Upon roll call those present were:

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

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

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from August 17, 2021. A motion was made by Commissioner McCall and seconded by Commissioner Broadley. The following vote was taken:

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

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the eleven months ended August 31, 2021. Commissioner Halliday questioned the Bayview total tenant revenue. Mrs. Jones explained the variance in the Bayview Manor tenant revenue is due to the reduction in rental income due to the vacant units on the first floor. First floor vacancies were not filled and the remaining residents were moved to Speitel Manor. Commissioner Broadley commented on the excess funds with discussion regarding obligating funds to the cost of the new family development. Motion to approve the Treasurer's Report 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	(Yes)
Chairman Robert Barr	(Yes)

Executive Director's Report

Mrs. Jones stated her written report is up to date. She stated Ron Miller will give an update on the ongoing projects. Ron provided an update on the roof at Bayview Manor as well as an update on interior renovations and HVAC at Bayview Manor.

Mrs. Jones stated the Peck's Beach Family redevelopment project is in the initial stages with the architect. It is anticipated the redevelopment committee will meet next month in regard to overall project design.

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

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

Old Business – None.

New Business – None.

Committee Reports – None.

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

Resolution #2021-47 **Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$596,485.69. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones briefly explained the highlighted items on the bill list. The following vote was taken:

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

Resolution #2021-48
Adopt State Budget 2021-2022

Chairman Barr called for a motion to approve Resolution #2021-48. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Mrs. Jones stated this is the State Budget that was approved in July. The State has approved it and now the Board will adopt the Budget. The following vote was taken:

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

Resolution #2021-49
**Approving Change Order #2, #3, and #4 for
Bayview Manor and HVAC Renovations**

Chairman Barr called for a motion to approve Resolution #2021-49. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones briefly explained each change order. The following vote was taken:

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

Resolution #2021-50
**Resolution Authorizing a Shared Services Agreement
with the Vineland Housing Authority**

Chairman Barr called for a motion to approve Resolution #2021-50. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Mrs. Jones stated this is to renew the Shared Services Agreement with the Vineland Housing Authority effective October 2021 and the cost of service has not changed. It is a two-year contract. The following vote was taken:

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

Resolution #2021-51
Resolution Awarding Accounting Services Contract

Chairman Barr called for a motion to approve Resolution #2021-51. A motion was made by Commissioner McCall; seconded by Commissioner Halliday.

Ron Miller reported all Professional Services were solicited in a fair and open process. He briefly reviewed the proposals received and ranking process.

The following vote was taken:

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

Resolution #2021-52
Resolution Awarding Auditing Services Contract

Chairman Barr called for a motion to approve Resolution #2021-52. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The following vote was taken:

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

Resolution #2021-53
Resolution Awarding Legal Services Contract – General Counsel

Chairman Barr called for a motion to approve Resolution #2021-53. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The following vote was taken:

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

Resolution #2021-54
Resolution Awarding Consulting Services Contract

Chairman Barr called for a motion to approve Resolution #2021-54. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The following vote was taken:

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

Resolution #2021-55
Authorizing Payments of Draw 17

Chairman Barr called for a motion to approve Resolution #2021-55. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated this for Speitel Manor and some of it is for Bayview Manor. The following vote was taken:

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

No public comments. Chairman Barr requested comments from Board Members. No comments from any Board Member.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:03 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Commissioner's Report
Month Ending: Sep 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	September	September	September	BUDGET	September	September	September	BUDGET	September	September	September	BUDGET	September	September	September
INCOME																
DWELLING RENTAL	\$ 540,060	\$ 540,060	\$ 519,685	\$ (20,375)	\$ 229,840	\$ 229,840	\$ 200,969	\$ (28,871)	\$ 220,000	\$ 220,000	\$ 229,719	\$ 9,719	\$ 90,220	\$ 90,220	\$ 88,997	\$ (1,223)
OTHER TENANT-EXCESS UTILITIES	6,810	6,810	2,221	(4,589)	6,810	6,810	2,221	(4,589)	-	-	-	-	-	-	-	-
TOTAL TENANT REVENUE	\$ 546,870	\$ 546,870	\$ 521,906	\$ (24,963)	\$ 236,650	\$ 236,650	\$ 203,190	\$ (33,460)	\$ 220,000	\$ 220,000	\$ 229,719	\$ 9,719	\$ 90,220	\$ 90,220	\$ 88,997	\$ (1,223)
HUD OPERATING SUBSIDY	\$ 98,160	\$ 98,160	\$ 402,833	\$ 304,673	\$ -	\$ -	\$ 47,442	\$ 47,442	\$ 98,160	\$ 98,160	\$ 355,391	\$ 257,231	\$ -	\$ -	\$ -	\$ -
HUD Asset Repositioning Fee - Operating Grant	-	-	69,832	69,832	-	-	-	-	-	-	69,832	69,832	-	-	-	-
PBV HAP SUBSIDY	342,240	342,240	262,156	(80,084)	196,240	196,240	134,755	(61,485)	-	-	-	-	146,000	146,000	127,401	(18,599)
HUD CAPITAL FUNDS-OPERATIONS	50,260	50,260	1,128	(49,132)	-	-	-	-	50,260	50,260	1,128	(49,132)	-	-	-	-
CDBG INCOME	40,000	40,000	28,885	(11,115)	20,000	20,000	14,443	(5,557)	10,000	10,000	9,533	(467)	10,000	10,000	4,910	(5,090)
TOTAL HUD FUNDING	\$ 530,660	\$ 530,660	\$ 764,834	\$ 234,174	\$ 216,240	\$ 216,240	\$ 196,640	\$ (19,600)	\$ 158,420	\$ 158,420	\$ 435,884	\$ 277,464	\$ 156,000	\$ 156,000	\$ 132,311	\$ (23,689)
INVESTMENT INCOME-UNRESTRICTED	\$ 100	\$ 100	\$ 116	\$ 16	\$ -	\$ -	\$ 42	\$ 42	\$ -	\$ -	\$ 62	\$ 62	\$ 100	\$ 100	\$ 13	\$ (87)
OTHER INCOME-LAUNDRY	6,890	6,890	6,753	(137)	3,880	3,880	3,141	(739)	2,010	2,010	3,612	1,602	1,000	1,000	-	(1,000)
OTHER INCOME-FRAUD RECOVERY	500	500	-	(500)	-	-	-	-	-	-	-	-	500	500	-	(500)
OTHER INCOME-MISCELLANEOUS	12,640	12,640	2,125	(10,515)	2,320	2,320	1,709	(611)	9,280	9,280	213	(9,067)	1,040	1,040	203	(837)
TOTAL INCOME	\$ 1,097,660	\$ 1,097,660	\$ 1,295,735	\$ 198,075	\$ 459,090	\$ 459,090	\$ 404,722	\$ (54,368)	\$ 389,710	\$ 389,710	\$ 669,489	\$ 279,779	\$ 248,860	\$ 248,860	\$ 221,524	\$ (27,336)
EXPENSES																
AUDIT FEES	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	\$ 900	\$ 900	\$ 900	\$ -	\$ 2,250	\$ 2,250	\$ 2,250	\$ -	\$ 5,850	\$ 5,850	\$ 5,850	\$ -
ADVERTISING	1,200	1,200	2,193	993	120	120	925	805	300	300	920	620	780	780	348	(432)
OFFICE EXPENSES																
COMPUTER SERVICES	\$ 7,700	\$ 7,700	\$ 7,420	\$ (280)	\$ 770	\$ 770	\$ 3,322	\$ 2,552	\$ 1,930	\$ 1,930	\$ 3,133	\$ 1,203	\$ 5,000	\$ 5,000	\$ 966	\$ (4,034)
CONSULTANTS-RAD CONVERSION	18,000	18,000	6,915	(11,085)	1,800	1,800	2,677	877	2,300	2,300	3,327	1,027	13,900	13,900	910	(12,990)
COPIER	3,500	3,500	2,384	(1,116)	350	350	1,143	793	880	880	833	(47)	2,270	2,270	408	(1,863)
DUES & PUBLICATIONS	800	800	526	(274)	80	80	263	183	200	200	174	(26)	520	520	89	(430)
OFFICE SUPPLIES	1,000	1,000	820	(180)	100	100	377	278	250	250	229	(21)	650	650	214	(436)
PHONE & INTERNET	8,610	8,610	10,161	1,551	860	860	4,734	3,874	2,150	2,150	2,702	552	5,600	5,600	2,725	(2,875)
POSTAGE	2,100	2,100	2,850	750	210	210	1,375	1,165	530	530	986	456	1,360	1,360	488	(872)
LEGAL	14,000	14,000	9,851	(4,149)	1,400	1,400	3,183	1,783	3,500	3,500	5,523	2,023	9,100	9,100	1,145	(7,955)

Commissioner's Report

Month Ending: Sep 2021



CRIMINAL BACKGROUND CHECKS	400	400	-	(400)	40	40	-	(40)	100	100	-	(100)	260	260	-	(260)
LEGAL-RAD	4,000	4,000	-	(4,000)	-	-	-	-	4,000	4,000	-	(4,000)	-	-	-	-
TRAVEL	200	200	-	(200)	20	20	-	(20)	50	50	-	(50)	130	130	-	(130)
TRAINING	1,000	1,000	380	(620)	100	100	190	90	250	250	125	(125)	650	650	65	(585)
ACCOUNTING	18,500	18,500	18,500	(0)	1,850	1,850	8,572	6,722	4,620	4,620	6,752	2,132	12,030	12,030	3,176	(8,854)
MANAGEMENT FEES	165,000	165,000	185,688	20,688	81,250	81,250	92,049	10,799	56,000	56,000	62,377	6,377	27,750	27,750	31,263	3,513
MISCELLANEOUS-SUNDRY	10,180	10,180	20,633	10,453	1,020	1,020	10,431	9,411	2,560	2,560	6,751	4,191	6,600	6,600	3,450	(3,150)
TOTAL ADMINISTRATIVE EXPENSES	\$ 265,190	\$ 265,190	\$ 277,320	\$ 12,130	\$ 90,870	\$ 90,870	\$ 130,142	\$ 39,272	\$ 81,870	\$ 81,870	\$ 96,082	\$ 14,212	\$ 92,450	\$ 92,450	\$ 51,096	\$ (41,354)
OTHER TENANT SERVICES	\$ 9,700	\$ 9,700	\$ 17,442	\$ 7,742	\$ 970	\$ 970	\$ 8,380	\$ 7,410	\$ 2,430	\$ 2,430	\$ 5,318	\$ 2,888	\$ 6,300	\$ 6,300	\$ 3,744	\$ (2,556)
TENANT SVCS – BEHAVIORAL HEALTH	40,000	40,000	21,858	(18,142)	20,000	20,000	10,046	(9,954)	10,000	10,000	8,055	(1,945)	10,000	10,000	3,756	(6,244)
TOTAL OTHER TENANT SERVICES	\$ 49,700	\$ 49,700	\$ 39,299	\$ (10,401)	\$ 20,970	\$ 20,970	\$ 18,426	\$ (2,544)	\$ 12,430	\$ 12,430	\$ 13,373	\$ 943	\$ 16,300	\$ 16,300	\$ 7,500	\$ (8,800)
WATER/SEWER	\$ 88,300	\$ 88,300	\$ 93,074	\$ 4,774	\$ 19,100	\$ 19,100	\$ 19,848	\$ 748	\$ 60,700	\$ 60,700	\$ 64,472	\$ 3,772	\$ 8,500	\$ 8,500	\$ 8,754	\$ 254
ELECTRIC	109,400	109,400	94,128	(15,272)	96,000	96,000	81,978	(14,022)	9,200	9,200	7,539	(1,661)	4,200	4,200	4,611	411
GAS	49,800	49,800	42,810	(6,990)	-	-	-	-	40,800	40,800	28,905	(11,895)	9,000	9,000	13,905	4,905
TOTAL UTILITY EXPENSES	\$ 247,500	\$ 247,500	\$ 230,012	\$ (17,488)	\$ 115,100	\$ 115,100	\$ 101,826	\$ (13,274)	\$ 110,700	\$ 110,700	\$ 100,916	\$ (9,784)	\$ 21,700	\$ 21,700	\$ 27,270	\$ 5,570
MAINTENANCE LABOR	\$ 57,000	\$ 57,000	\$ 46,917	\$ (10,083)	\$ 28,500	\$ 28,500	\$ 23,458	\$ (5,042)	\$ 18,810	\$ 18,810	\$ 15,483	\$ (3,327)	\$ 9,690	\$ 9,690	\$ 7,976	\$ (1,714)
MAINT. MATERIALS	55,210	55,210	21,090	(34,120)	25,320	25,320	10,492	(14,828)	18,920	18,920	5,503	(13,416)	10,970	10,970	5,095	(5,875)
MAINT. CONTRACT COSTS	159,500	159,500	136,665	(22,835)	91,100	91,100	90,470	(630)	53,000	53,000	31,380	(21,620)	15,400	15,400	14,815	(585)
EMPLOYEE BENEFITS	35,230	35,230	36,681	1,451	17,610	17,610	18,298	688	11,630	11,630	12,145	515	5,990	5,990	6,238	248
TOTAL MAINTENANCE	\$ 306,940	\$ 306,940	\$ 241,352	\$ (65,588)	\$ 162,530	\$ 162,530	\$ 142,719	\$ (19,812)	\$ 102,360	\$ 102,360	\$ 64,511	\$ (37,849)	\$ 42,050	\$ 42,050	\$ 34,123	\$ (7,927)
INSURANCE	\$ 65,440	\$ 65,440	\$ 66,962	\$ 1,522	\$ 6,550	\$ 6,550	\$ 27,598	\$ 21,047	\$ 24,750	\$ 24,750	\$ 20,335	\$ (4,415)	\$ 34,140	\$ 34,140	\$ 19,030	\$ (15,110)
FLOOD INSURANCE	39,760	39,760	42,821	3,061	3,500	3,500	3,367	(133)	19,260	19,260	17,664	(1,596)	17,000	17,000	21,790	4,790
BAD DEBTS	5,000	5,000	5,001	0	500	500	504	4	4,000	4,000	3,993	(7)	500	500	504	4
COMPENSATED ABSENCES	5,000	5,000	5,000	-	500	500	504	4	1,250	1,250	1,248	(2)	3,250	3,250	3,248	(2)
PAYMENT IN LIEU OF TAXES	29,260	29,260	29,257	(3)	11,480	11,480	11,478	(2)	10,930	10,930	10,927	(3)	6,850	6,850	6,852	2
PENSION	11,000	11,000	6,426	(4,574)	5,600	5,600	3,213	(2,387)	5,000	5,000	2,121	(2,879)	400	400	1,092	692
RETIREE BENEFITS	31,230	31,230	25,418	(5,812)	7,000	7,000	12,415	5,415	13,730	13,730	8,668	(5,062)	10,500	10,500	4,335	(6,165)
TOTAL OTHER EXPENSES	\$ 186,690	\$ 186,690	\$ 180,885	\$ (5,806)	\$ 35,130	\$ 35,130	\$ 59,079	\$ 23,948	\$ 78,920	\$ 78,920	\$ 64,955	\$ (13,965)	\$ 72,640	\$ 72,640	\$ 56,851	\$ (15,789)
TOTAL EXPENDITURES	\$ 1,056,020	\$ 1,056,020	\$ 968,869	\$ (87,152)	\$ 424,600	\$ 424,600	\$ 452,191	\$ 27,591	\$ 386,280	\$ 386,280	\$ 339,837	\$ (46,443)	\$ 245,140	\$ 245,140	\$ 176,841	\$ (68,299)
Replacement Reserve	\$ -	\$ -	\$ 20,902	\$ 20,902	\$ -	\$ -	\$ 17,968	\$ 17,968	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,934	\$ 2,934
PROFIT	\$ 41,640	\$ 41,640	\$ 305,964	\$ 264,325	\$ 34,490	\$ 34,490	\$ (65,437)	\$ (99,927)	\$ 3,430	\$ 3,430	\$ 329,652	\$ 326,222	\$ 3,720	\$ 3,720	\$ 41,749	\$ 38,029

Ocean City Housing Authority

Administrative Report

DATE: October 13, 2021

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for September 2021)

PERIOD: September 15, 2021 to October 13, 2021

Speitel Commons at Bayview Manor

There is no draw schedule included in this report.

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.

Bayview – Renovation Projects

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

Scope of Work	Work Status	Comments
Replacement of Roof System & Painting of Roof Capping	Contract Awarded to Winchester Roofing/In Progress/	Two extensions for time for completion; Job not completed; Contract expired; Based on Architect & Manufacturer Representatives review-work required to complete the project has been determined; Attorneys for Authority and Contractor are working on a solution to finish this project; Agreement on a Project Checklist with Milestones and completion dates has been developed & agreed upon; A new foreman for Winchester has been assigned to this project & is communicating with The Brooke Group Project Manager; Milestones to date have been reached; The roof is ready for an inspection by manufacturer to secure the warranty; metal capping is in process with assistance of manufacturer for proper installation; Lightening protection system scheduled to be completed by 8/11/21 – procured by the Authority; 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. <i>October update: The metal capping has been shipped;</i>

Bayview – Renovation Projects (continued)

Exterior Renovations & HVAC Replacement a. Replacement of façade metal spandrel to compliment Speitel; b. Install exterior ADA compliant handrail; c. Replace approx 150 windows; d. Replacement of AC vents; e. Installation of new heating & AC systems in all units; f. Unit renovation based on need and budget;	Contract Award to Levy Construction Co, Inc. – May 2021	Working with vendor to order materials, due to availability expected construction start date is a minimum of 16-weeks after materials are ordered; Submittals, field measurements, and ordering of materials is in progress. Start date is a minimum of 16-weeks after materials are ordered; Construction meeting held 8/3/2021; 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; <i>October update: Team meetings continue with Levy Construction; the PTEC units for the HVAC have been delivered; The windows are on order with no immediate delivery schedule; Façade metal spandrel to compliment Speitel is on order; New vent capping to match brick exterior in process; Exterior handrail is on order;</i>
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Peck's Beach Family Redevelopment Project

Scope of Work	Work Status	Comments
Design Phase of the Redevelopment of Peck's Beach Family	• June 2021- Award Special Architectural and Engineering (Electrical & Mechanical) Services • Award Special Engineering (Civil) Services	Project kick-off meeting with Professional Team has been completed; Subdivision approval is complete; <i>October update: The architect is completing the “massing” of the Family development for presentation to the board;</i>

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. Due to the delays in the renovation projects at Bayview Manor as a result of supply manufacturing and shipping delays, the Section 3 postcards will be mailed to residents through 2022.

The Section 3 Requirement from the Department of Housing and Urban Development is to provide work opportunities to public housing residents and to low/moderate residents living in the surrounding area of the affordable housing construction project.

The Authority sent a letter explaining the work opportunities at Speitel Commons to all Ocean City Housing Authority residents early in the summer of 2020.

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

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



Board of Commissioners –Rutgers Training Program Status

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

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

<u>Tenant Accounts Receivable</u>			
Number of “non-payment of rent” cases referred to the solicitor	0	0	0
<u>Tenant Relations</u>			
Total number of units to be inspected in fiscal year	121	121	121
Number of inspections completed this mo. - all sites (include BB	47	0	94
Total number of units inspected year-to-date - all sites	541	494	494
<u>Occupancy</u>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	n/a	n/a	n/a
Annual Unit Turnaround Time (For Fiscal Year)	635	635	635
Monthly - Number of Vacancies Filled (this month)	0	0	0
Monthly - Average unit turnaround time in days for Lease up	0	0	0
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	0	0	0
PIC Score	97.44%	94.87%	98.80%
<u>Vacancies - At end of Month</u>			
Bay View Manor	8	7	7
Peck's Beach Senior / Speitel Commons	8	8	0
Peck's Beach Family	1	1	1
Total	17	16	8
Occupancy Rate	85.95%	86.78%	93.28%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>			
Total Hours (Summarized Quarterly)	15	15	15
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	2.5	2.5	2.5
<u>Rent Roll</u>			
Bay View Manor - Elderly/Disabled	\$ 11,507	\$ 12,240	\$ 14,435
Peck's Beach / Speitel Commons - Elderly/Disabled	\$ 10,438	\$ 10,438	\$ 7,373
Peck's Beach - Family	\$ 19,499	\$ 19,284	\$ 19,320
Total Rent Roll	\$ 41,444	\$ 41,962	\$ 41,128
<u>Public Housing Waiting List Applicants - All Waiting Lists are Closed as of 1/31/20</u>			
Families - Ocean City Preference	5	5	5
Families - No Ocean City Preference	42	42	42
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	19	16	16
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	71	70	70
<u>Maintenance Department</u>			
Average work order turnaround time in days - Tenant Generated	0.13	0.07	0.04
Total Tenant Generated Work Orders	3	48	3
Number of routine work orders written this month	106	163	97
Number of outstanding work orders from previous month	19	17	14
Total number of work orders to be addressed this month	125	180	114
Total number of work orders completed this month	94	163	97
Total number of work orders left outstanding	31	17	17
Number of emergency work orders written this month	0	5	0
Total number of work orders written year-to-date	1,381	1,272	1,056
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up,	0	0	0
<u>Real Estate Assessment Center (REAC) Scores</u>			
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68

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

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 09/30/2021			\$771,085.81
<i>2021 Capital Fund Balance for PH (pbfamily)</i>			\$121,578.00
Add: A/R-Tenants 09/2021	Current		\$33,987.99
	Past		\$12,669.47

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Aug/Sept 2021 - City of OC - Acenda	\$7,346.21
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$243,592.36

Less: Bill List payments -Oct 2021 (\$300,617.63)

Accrued Expenses - Total from detail below (\$53,365.00)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	105,200.00	12	14,105.00
Bad Debt	5,000.00	12	5,000.00
Comp Absences	5,000.00	12	5,000.00
P.I.L.O.T.	29,260.00	12	29,260.00
Net Accrual	144,460.00		53,365.00

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

Net Cash Balance \$636,277.21

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 80,739	9.55	Months
Per Day	\$ 2,691	236	Days

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

RESOLUTION NO. 2021-56
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 **\$300,617.63**.

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: October 19, 2021

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

BY: _____
Robert Barr, Chairperson

ATTESTATION:
This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on October 19, 2021 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

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

BANK: COCC

Check #	Vendor	Invoice Notes	Total Amount
748	ACENDA	Sept 2021 Resident Wellness Svcs	\$ 3,334.60
749	ATLANTIC CITY ELECTRIC	Sept 2021 electric	\$ 5,591.96
750	ATLANTIC COAST ALARM	BVM Fire Alarm monitoring 10/1/21-9/30/22	\$ 480.00
751	AT&T	Oct 2021 BVM elevator phone	\$ 117.99
752	LINDA AVENA	Oct 2021 accounting svcs	\$ 1,637.50
753	CALL EXPERTS	Oct 2021 answering svcs	\$ 72.85
754	CAPE MAY COUNTY MUA	Bulk trash disposal	\$ 107.50
755	COMCAST	Sept/Oct internet	\$ 480.75
756	DAILY JOURNAL	Ads for audit synopsis, Bd Mtg schedule & professional svcs RFPs	\$ 314.76
757	DELTA DENTAL	Nov 2021 dental	\$ 174.02
758	FLORENCE DRISCOLL	Oct 2021 Tenant Services	\$ 200.00
759	FEDERAL EXPRESS	Overnight delivery	\$ 37.02
760	EISENSTAT, GABAGE & FURMAN	Sept 2021 legal svcs	\$ 215.00
761	GLEN O. STULL	Sept 2021 prescrip copay reimb/Oct 2021 Medicare copay	\$ 444.29
762	ASHLEY HARRIS	Oct 2021 - BVM & Speitel Cleaning	\$ 200.00
763	ROBERT HARRIS	Oct 2021 - BVM & Speitel recyclables removal & trash room cleaning	\$ 200.00
764	HD SUPPLY	Maint Supplies	\$ 2,127.30
765	HOME DEPOT PRO	Maint Supplies	\$ 1,472.24
766	HUMANA	Nov 2021 retiree RX ins	\$ 66.50
767	JOHN SPITZ	Oct 2021 Medicare	\$ 297.00
768	NJ AMERICAN WATER	Sept 2021 water/sewer	\$ 9,559.56
769	WENDY HUGHES - OCHA PETTY CASH	Petty Cash replenishment fye 9/30/2021	\$ 159.44
770	OMEGA PEST MANAGEMENT	Sept 2021 Pest Control/Vegetation Mgmt	\$ 2,477.75
771	PAPER MART	Envelopes	\$ 190.00
772	PRESS OF ATLANTIC CITY	Ad - Bd Mtg schedule	\$ 50.80
773	ROBERT ROWELL	Oct 2021 - Grounds at PBF	\$ 200.00
774	SHERWIN WILLIAMS	Paint	\$ 500.00
775	SHOEMAKER LUMBER	Maint Supplies	\$ 36.60
776	SOUTH JERSEY GAS	Sept 2021 gas	\$ 919.60
777	SUPERIOR VISION	Nov 2021 vision ins	\$ 19.71
778	TAYLOR	reimb for AC Elec connect charge	\$ 15.00
779	AUBLE	reimb for AC Elec connect charge	\$ 15.00
780	SYE	reimb for AC Elec connect charge	\$ 15.00
781	DELAURENTIS	reimb for AC Elec connect charge	\$ 15.00
782	TREASURER, STATE OF NJ/DCA ELSA	Elevator inspection fee	\$ 182.00
783	US BANK EQUIPMENT FINANCE	Copier payoff	\$ 2,341.81
784	VERIZON DSL	Sept 2021 DSL/Fax line	\$ 419.39
785	VERIZON WIRELESS	Sept 2021 cell phone - maint	\$ 102.03
786	VINELAND HOUSING AUTHORITY	Sept 2021 postage, office coverage, maint coverage, 1099 filing fee reimb	\$ 14,844.77
787	WALLACE HARDWARE	Maint Supplies	\$ 32.94
204510510	AETNA	Oct 2021 premium - G Stull	\$ 461.32
204510610	AETNA	Oct 2021 premium - J Spitz	\$ 311.42
204510710	AETNA	Oct 2021 premium - P Spitz	\$ 204.74
20211019	HORIZON BCBS OF NJ	Oct 2021 Health Benefits	\$ 2,649.10
	TOTAL OCT DISBURSEMENTS (sturcocc)		\$ 53,294.26
	ADP PAYROLL & TAXES - SEPT		\$ 3,200.76
	ADP PAYROLL PROCESSING FEES - SEPT		\$ 146.32
	PENSION -OCT		\$ 320.96
	PNC BANK FEE - SEPT		\$ 62.97
	TOTAL OCT DISBURSEMENTS (sturcons)		\$ 243,592.36
	TOTAL BILL LIST -OCT 2021		\$ 300,617.63

BANK: BAYVIEW/SPEITEL CONSTRUCTION (RAD_bayview)

Check/Wire #	Vendor	Invoice Notes	Total Amount
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OCEAN CITY HOUSING AUTHORITY
BILL LIST - October 2021

	ATLANTIC CITY ELECTRIC	May/June 2021 Speitel electric	252.36
142	ATLANTIC CITY ELECTRIC	July - Aug 2021 Speitel electric	904.60
143	ATLANTIC COAST MOVING & STORAGE	Speitel moving contractor - Draw #17	26,400.00
144	ATLANTIC CITY ELECTRIC	Sept 2021 Speitel electric	661.90
	B&B LIGHTNING PROTECTION LLC	BVM - lightning protection install - Draw #17	5,325.00
	THE BROOKE GROUP LLC	July 2021 Consulting BVM/Speitel - Draw #17	16,341.25
	EISENSTAT GABAGE & FURMAN	BVM roof - Legal - Draw #17	480.00
	SCIULLO ENGINEERING SVCS LLC	Speitel - engineering - Draw #17	7,740.00
	LEVY CONSTRUCTION	BVM Res Struc - Draw #18	172,440.00
	THE BROOKE GROUP LLC	Aug 2021 Consulting BVM/Speitel - Draw #18	11,151.25
	MARATHON ENGINEERING	BVM/Speitel - Draw #18	1,896.00
	TOTAL OCTOBER DISBURSEMENTS (sturcons)		\$ 243,592.36

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

RESOLUTION NO. 2021-57
Resolution Approving Change Order # 17 & 18 for
Construction of Speitel Commons at Bayview Manor

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

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

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

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

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

WHEREAS, change order #17 is necessary to install one (1) Panasonic ND300/12TB Network Video Recorder, 16 Channel, 12TB Recorder and one (1) Panasonic Kit for Recorder; and

WHEREAS, change order #18 is necessary to supply and install key control deadbolts; and

WHEREAS, the aforementioned change orders shall not exceed \$8,903.16 and are described and attached herein; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners herby accepts the not to exceed change order of \$8,903.16 for the construction of Speitel Commons at Bayview Manor.

ADOPTED: October 19, 2021

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

BY: _____
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on October 19, 2021 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

AIA® Document G701™ – 2017

Change Order

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

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

CHANGE ORDER INFORMATION:
Change Order Number: 017
Date: 9/30/2021

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

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

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

THE CONTRACT IS CHANGED AS FOLLOWS:

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

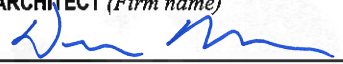
Furnish and install one (1) Panasonic ND300/12TB Network Video Recorder, 16 Channel, 12TB Recorder, and one (1) Panasonic Kit for Recorder.

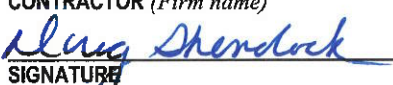
The original Guaranteed Maximum Price was	\$	6,916,506.00
The net change by previously authorized Change Orders	\$	9,803.56
The Guaranteed Maximum Price prior to this Change Order was	\$	6,926,309.56
The Guaranteed Maximum Price will be increased by this Change Order in the amount of	\$	5,609.52
The new Guaranteed Maximum Price including this Change Order will be	\$	6,931,919.08

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

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

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

Haley Donovan
ARCHITECT *(Firm name)*

SIGNATURE
Dan Magno, RA
PRINTED NAME AND TITLE
10/01/2021
DATE

Gary F. Gardner, Inc.
CONTRACTOR *(Firm name)*

SIGNATURE
Doug Shendock, Vice President
PRINTED NAME AND TITLE
9/30/2021
DATE

Ocean City Housing Authority
OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE



Gary F. Gardner, Inc.

P.O. Box 599
Medford, NJ 08055

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

PCO

Project Name: Speitel Commons

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

Architect:

PCO # 19
Printed On: 09/29/2021
Created On: 09/29/2021
Job Number # 400
Architect # :

Description	Bid Amount	Status	Change Date
1 Furnish and install one (1) Panasonic ND300/12TB Network Video Recorder, 16 Channel, 12TB Recorder and one (1) Panasonic Rack Kit for Recorder.	\$5,609.52	Pending	
Total:		\$5,609.52	

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

Thank You,

Douglas Shendock
Project Manager



Gary F. Gardner, Inc.

P.O. Box 599
Medford, NJ 08055

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

PCO Pricing Worksheet Report

Project: Speitel Commons
PCO No: 19

Job Number: 400
Architect No:
Printed: 9/30/21

Division	Description	Amount
Item # 1 Furnish and install one (1) Panasonic ND300/12TB Network Video Recorder, 16 Channel, 12TB Recorder and one (1) Panasonic Rack Kit for Recorder.		
26 00 00.S Electrical	Furnish and install one (1) Panasonic ND300/12TB Network Video Recorder, 16 Channel, 12TB Recorder and one (1) Panasonic Rack Kit for Recorder.	\$4,900.00
Burden: 0.00	S Tax: 0.00 Gen Liab: 0.00 OH: 392.00 Prof: 317.52	Tot: \$5,609.52
Grand Total		<u>\$5,609.52</u>



Hughes Electric Co. LLC

Lic #17392

CHANGE PROPOSAL #11

ATTN: Doug Shendock

DATE: 09-21-2021

PROJECT: Speitel Commons

LOCATION: Ocean City, NJ

CONTRACT DATE: 06/08/2020

GENERAL CONTRACTOR: Gary F Gardner

CHANGE PROPOSAL # 11

SUBJECT: NVR

DRAWING REFERENCE:

SPECIFICATION REFERENCE:

Furnish and install NVR.

Atlantic Coast Proposal \$4,900.00

Markup \$245.00

CHANGE PROPOSAL AMOUNT \$5,145.00

ATLANTIC COAST ALARM, INC.

5100 Harding Highway, Suite 203, Mays Landing, New Jersey 08330

Tel (609) 625-0944 Fax (609) 625-8968

Alarms • Card Access Systems • Surveillance Cameras • Site Management • Central Station Monitoring (UL Listed)

New Jersey Public Works Contractor License Number 58284

New Jersey DCA Fire Alarm Contractor License Number P00462

New Jersey DCA Fire Alarm, Burglar Alarm Contractor License Number 34BX00005300

DCA Home Improvement Contractor License Number 13VH10443400

September 16, 2021

Sent Via Email: stevehughes521@gmail.com

Hughes Electric

40 Old Turnpike Rd Unit #1

Pleasantville, NJ 08232

Attn: *Steve Hughes*

Project: *Speitel Commons*

Steve,

The following is a proposal to provide and install an NVR at the above referenced location:

- 1 Panasonic ND300/12TB NVR, 16-Ch, 12TB Recorder
- 1 Panasonic Rack Kit for Recorder
- All Labor & Installation

The price for the above equipment and installation will be \$4,900.00, plus tax.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Andrew Toner

President

AIA® Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*

Speitel Commons at Bayview Manor
West Avenue + East 6th Street, Ocean
City, NJ 08226

CONTRACT INFORMATION:

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

CHANGE ORDER INFORMATION:

Change Order Number: 018
Date: 9/30/2021

OWNER: *(Name and address)*

Ocean City Housing Authority
204 4th Street
Ocean City, NJ 08226

ARCHITECT: *(Name and address)*

Haley Donovan
400 S. Broadway, Suite 101
Camden, NJ 08103

CONTRACTOR: *(Name and address)*

Gary F. Gardner, Inc.
624 Gravelly Hollow Road
P.O. Box 599
Medford, NJ 08055

THE CONTRACT IS CHANGED AS FOLLOWS:

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

Supply key control deadbolts.

The original Guaranteed Maximum Price was	\$ 6,916,506.00
The net change by previously authorized Change Orders	\$ 15,413.08
The Guaranteed Maximum Price prior to this Change Order was	\$ 6,931,919.08
The Guaranteed Maximum Price will be increased by this Change Order in the amount of	\$ 3,293.64
The new Guaranteed Maximum Price including this Change Order will be	\$ 6,935,212.72

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

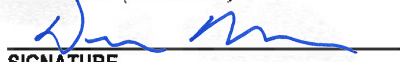
The new date of Substantial Completion will be

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

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

Haley Donovan

ARCHITECT *(Firm name)*



SIGNATURE

Dan Magno, RA

PRINTED NAME AND TITLE

10/01/2021

DATE

Gary F. Gardner, Inc.

CONTRACTOR *(Firm name)*



SIGNATURE

Doug Shendock, Vice President

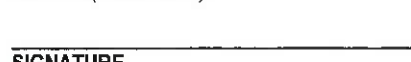
PRINTED NAME AND TITLE

9/30/2021

DATE

Ocean City Housing Authority

OWNER *(Firm name)*



SIGNATURE

PRINTED NAME AND TITLE

DATE



Gary F. Gardner, Inc.

P.O. Box 599
Medford, NJ 08055

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

PCO

Project Name: Speitel Commons

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

Architect:

PCO # 18
Printed On: 07/16/2021
Created On: 07/16/2021
Job Number # 400
Architect # :

Description	Bid Amount	Status	Change Date
1 Supply key control deadbolts. \$2,373.04	\$3,293.64	Pending	
Installation of deadbolts 8 HRS @ \$63 = \$504			
	Total: \$3,293.64		

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

Thank You,

Douglas Shendock
Project Manager



Gary F. Gardner, Inc.

P.O. Box 599
Medford, NJ 08055

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

PCO Pricing Worksheet Report

Project: Speitel Commons
PCO No: 18

Job Number: 400
Architect No:
Printed: 7/16/21

Division	Description	Amount
Item # 1	Supply key control deadbolts. \$2,373.04	
	Installation of deadbolts 8 HRS @ \$63 = \$504	
08 71 00.M Hardware	Supply and install key control deadbolts.	\$2,373.04
Burden: 0.00	S Tax: 0.00	Gen Liab: 0.00
	OH: 189.84	Prof: 153.77
		Tot: \$2,716.66
06 46 00.L Finish Carpentry Labor	Supply and install key control deadbolts.	\$504.00
Burden: 0.00	S Tax: 0.00	Gen Liab: 0.00
	OH: 40.32	Prof: 32.66
		Tot: \$576.98
Grand Total		<u>\$3,293.64</u>

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

RESOLUTION NO. 2021-58
Accounts Receivable Decreed as Uncollectible

WHEREAS, the Ocean City Housing Authority has several accounts receivable which remain unpaid and impossible to collect; and

WHEREAS, in order to maintain proper records by the Ocean City Housing Authority, it is necessary that these accounts be written off; and

NOW, THEREFORE, BE IT RESOLVED by the Ocean City Housing Authority that the attached list of accounts receivable and the amount indicated thereon be and are hereby decreed and abandoned as uncollectible in the sum of **\$10,004.28**.

This resolution shall take effect immediately.

ADOPTED: October 19, 2021

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

BY: _____
Robert Barr, Chairperson

ATTESTATION:
This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on October 19, 2021 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

OCHA Year End Bad Debt Write - Offs 09/30/21

Pecks Beach Senior

S/D

M/O Date

Reason Uncollectible

Pecks Beach Family

Bayview

104	Steven Paul	Y	10/14/2020	Deceased	\$	679.60
107	Noel Nolley	Y	3/22/2021	Deceased	\$	963.07
305	Robert Digiacommo	Y	9/23/2021	limited income	\$	7,176.61
310	Benjamin Barone	N	1/13/2021	Deceased	\$	1,185.00
					\$	10,004.28

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

**RESOLUTION NO. 2021-59
Resolution Authorizing Contracts with Approved National
Contract Vendors for Contracting Units
Pursuant to N.J.S.A. 52:34-6.2(b)(3)**

WHEREAS, the Ocean City Housing Authority, pursuant to N.J.S.A. 52:34-6.2(b)(3), may by resolution and without advertising for bids, join national cooperative purchasing agreements; and

WHEREAS, the Ocean City Housing Authority has the need on a timely basis to purchase goods or services utilizing national cooperative contracts; and

WHEREAS, the Ocean City Housing Authority intends to enter into contracts with the attached Referenced National Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current national contracts; and

WHEREAS, the Ocean City Housing Authority may through the use of the attached contracts purchase in excess of the bid threshold; and

NOW, THEREFORE, BE IT RESOLVED, that the Ocean City Housing Authority authorizes the Purchasing Agent to purchase certain goods or services from those approved national cooperative contracts on the attached list, pursuant to all conditions of the individual contracts; and

BE IT FURTHER RESOLVED, that the governing body of the Ocean City Housing Authority pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Executive Director.

ADOPTED: October 19, 2021

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

BY: _____
Robert Barr, Chairperson

ATTESTATION:
This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on October 19, 2021 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

National Cooperative Contract Vendors

Contract Information	Vendor	Products\Services	Expiration
OMNIA Partners - US Communities Contract, County of Maricopa, Arizona Contract #16154	HD Supply Facilities Maintenance	Maintenance and Hardware Supplies	12/31/2026
OMNIA Partners - US Communities Contract, Maricopa County, Phoenix, AZ, Contract #16154	Home Depot Pro	Maintenance, Repair, Operating Supplies, Industrial Supplies, and Related Products and Services	12/31/2026
OMNIA Partners - US Communities Contract, Fresno Unified School District, CA, Contract #17-21	Home Depot Pro	Maintenance and Hardware Supplies	10/31/2022
OMNIA Partners - US Communities Contract, County of Fairfax, Virginia Contract #:4400006644	Insight Public Sector	Technology Products and Solutions	4/30/2023
Sourcewell Contract #081419-CDW	CDW-G Technology Solutions	Technology & Communications Solutions	10/30/2023
Sourcewell Contract#: #080620-WEX	Wright Express Financial Services Corp	Fuel Card Services	9/10/2024
OMNIA Partners - US Communities Contract, Prince William County Public Schools, Virginia, Contract R-BB-19002	CINTAS	Uniform Services	10/31/2023
Sourcewell - Contract#: 121218-WWG	Grainger	Facilities & Maintenance Repair	1/25/2023
Sourcewell - Contract Number: 192163	Grainger	Maintenance, Repair and Operations (MRO) Supplies, Parts, Equipment, Materials, and Related Services	12/31/2024
Sourcewell - Contract Number: 2018.000207	Grainger	Maintenance, Repair, Operations (MRO) Supplies and Related Services	6/30/2023
OMNIA Partners - US Communities Contract, Prince William County Public Schools, VA Contract#:R-TC-17006	Amazon Business	Online Marketplace	1/18/2028
National Cooperative Purchasing Alliance - Contract 02-56	Sherwin Williams	Paint and Supplies	8/31/2021
Sourcewell Contract #030421-SCS STANLEY Integrated Security Solutions	Stanley Access Technologies	Integrated Systems, Services and Equipment	4/22/2025
Sourcewell Contract #080420-TKE Thyssenkrupp Elevator	TK Elevator	Elevators, Escalators, and Moving Walks with Related Equipment, Services	8/28/2024
Sourcewell Contract #012320-SCC - Staples	Staples	Office Supplies	4/6/2024
Sourcewell Contract #031517-SGL - Johnson Controls	Johnson Controls	Facility Security Equipment, Systems & Services	6/30/2022
Sourcewell Contract #031517-TIS - Johnson Controls	Johnson Controls (tyco)	Technology, Security & Communication Solutions	6/30/2022
Sourcewell Contract #031517-JHN - Johnson Controls	Johnson Controls	Technology, Security & Communication Solutions	6/30/2022
OMNIA Partners - US Communities - Contract Number: R192006 Region 4 ESC	Lowes	Maintenance, Repair & Operations Supplies and Related Services	3/31/2023
OMNIA Partners -National IPA - Contract Number: 18-020-LG	Canon	Multi-Function Copier Devices and Service Solutions	9/30/2023
OMNIA Partners - Contract Number: R200501	Schindler	Elevator Industry Equipment, Repair, Related Products and Services	9/30/2025
OMNIA Partners - US Communities Contract - Contract Number: 4400006642	Carahsoft Software Corp	Google Products, Services and Solutions	4/30/2023
OMNIA Partners - US Communities Contract - Contract #2019001564	KONE	Elevator, Escalator, Chairlift and Platform Lift Maintenance & Repair and Related Services	9/30/2024

OMNIA Partners - US Communities Contract - Contract #R200502	TK Elevator Corp	Elevator Industry Equipment, Repair, Related Products and Services	9/30/2023
OMNIA Partners - US Communities Contract - Contract #R200501	Schindler Group	Elevator Industry Equipment, Repair, Related Products and Services	9/30/2023
OMNIA Partners - US Communities Contract - Contract #2019001563	OTIS	Elevator, Escalator, Chairlift and Platform Lift Maintenance & Repair and Related Services	9/30/2024
OMNIA Partners - US Communities Contract - Contract #R190601	GovDeals	Auctioneer Services and Related Products	1/31/2023
OMNIA Partners - US Communities Contract - Contract #18-6320	Shred-it	Document and Media Destruction Services	5/14/2022
Sourcwell Contract #012320-SCC - Staples	Staples	Office Supply Catalog Solutions	4/6/2024
OMNIA Partners - US Communities Contract - Contract #2020002148	Mannington Commercial	Systemwide Flooring	4/14/2025
OMNIA Partners - US Communities Contract - Contract #2020002149	Mohawk Carpet Distribution, Inc.	Systemwide Flooring	4/14/2025
Sourcwell Contract #062117-DAC - Deere and Company	Deere and Company	Lawn Mowers & Compact Utility Tractors	5/18/2022

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

**Resolution #2021-60
Resolution Authorizing Contracts with Approved State
Contract Vendors for Contracting Units
Pursuant to N.J.S.A. 40A:11-12a**

WHEREAS, the Ocean City Housing Authority, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Ocean City Housing Authority has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Ocean City Housing Authority intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; and

WHEREAS, the Ocean City Housing Authority may through the use of the attached contracts purchase in excess of the bid threshold; and

NOW, THEREFORE, BE IT RESOLVED, that the Ocean City Housing Authority authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts; and

BE IT FURTHER RESOLVED, that the governing body of the Ocean City Housing Authority pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Executive Director.

ADOPTED: October 19, 2021

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

BY: _____
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on October 19, 2021 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

NJ State Contract Vendors

Contract Information	Vendor	Products\Services	Expiration
NJ State Contract #:82951	Lowes Home Centers Inc.	WALK-IN BLDG SUPPLIES	7/31/2022
NJ State Contract #:43894	Home Depot Inc.	WALK-IN BLDG SUPPLIES	12/31/2021
NJ State Contract #:19-TELE-00656	DELL MARKETING LP	M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	7/31/2022
NJ State Contract #:20-TELE-01510	DELL MARKETING LP	SOFTWARE LICENSE & RELATED SERVICES	5/24/2026
NJ State Contract #:20-TELE-01511	CDW GOVERNMENT LLC	Software Reseller Services	5/24/2026
NJ State Contract #: 89981, 89980, 89977	CDW GOVERNMENT LLC	COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	7/31/2022
NJ State Contract #:82583	VERIZON WIRELESS	WIRELESS DEVICES AND SERVICES	2/28/2022
NJ State Contract #:41610	WALLACE SUPPLY CO	T0537 - HEATING, VENTILATION AND AIR CONDITIONING REPAIR PARTS	5/31/2022
NJ State Contract #:0000003	W B MASON COMPANY INC	T0052 Office Supplies and Recycled Copy Paper Statewide	5/6/2022
NJ State Contract #:88692	MARLEE CONTRACTORS	HVAC, REFRIGERATION AND BOILER SERVICES	10/31/2021
NJ State Contract #:85581	UNITED ELECTRIC SUPPLY CO INC	ELECTRICAL EQUIPMENT AND SUPPLIES	10/31/2020
NJ State Contract #:88955	PEMBERTON ELECTRICAL SUPPLY CO	ELECTRICAL EQUIPMENT AND SUPPLIES	11/30/2021
NJ State Contract #:88957	FRANKLINGRIFITH	ELECTRIC EQUIPMENT AND SUPPLIES (LIGHT POLES, LUMINAIRES WITH ASSOCIATED LAMPS)	11/30/2021
NJ State Contract #:81751	FRANK MAZZA AND SON	CARPET/FLOORING SUPPLY&INSTALL	6/30/2022
NJ State Contract #:40823	Creston Hydraulics Inc.	T0126 - OEM & NON-OEM MAINTENANCE & REPAIR SERVICES FOR LIGHT/MEDIUM DUTY VEHICLES	3/17/2022
NJ State Contract #:18-COMP-00549	Paper Mart Inc.	Printing Envelopes	9/17/2022
NJ State Contract #: 43040	Weavers Equipment Sales & Service LLC	PARTS AND REPAIRS FOR LAWN AND GROUNDS EQUIPMENT	2/16/2022
NJ State Contract #:41608	Johnstone Supply	HEATING, VENTILATION AND AIR CONDITIONING REPAIR PARTS	5/31/2022
NJ State Contract #:19-FLEET-00677	Grainger	M0002 CUSTOM ORDERS Facilities Maintenance and Repair & Operations (MRO) and Industrial Supplies	6/30/2023
NJ State Contract #:19-FLEET-00566	Grainger	Facilities Maintenance and Repair & Operations (MRO) and Industrial Supplies	6/30/2023

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

**Resolution #2021-61
RESOLUTION AUTHORIZING CONDITIONAL
PAYMENT OF ADDITIONAL COMPENSATION TO THE
HOUSING AUTHORITY OF THE CITY OF VINELAND**

WHEREAS, the Housing Authority of the City of Ocean City and the Housing Authority of the City of Vineland have entered into a management agreement whereby management of the City of Ocean City Housing Authority has been provided and continues to be provided by the Housing Authority of the City of Vineland; and

WHEREAS, the Housing Authority of the City of Vineland under its management agreement with the Housing Authority of City of Ocean City has performed extraordinarily well causing a substantial increase in the income of the Housing Authority of the City of Ocean City and a reduction in the expenses of the Housing Authority of the City of Ocean City; and

WHEREAS, as a result of the above, for the fiscal year beginning October 1, 2020 and ending September 30, 2021 a substantial surplus of income over expenses was realized; and

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Ocean City has determined that an additional payment over and above those monies payable to the Housing Authority of the City of Vineland pursuant to the management agreement should be paid by the Housing Authority of the City of Ocean City to the Housing Authority of the City of Vineland in consideration for the extraordinary services provided by the Housing Authority of the City of Vineland; and

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Ocean City has further determined that the amount of the additional payment should be \$15,000.00 with the condition that the Housing Authority of the City of Vineland shall pay to its Executive Director, Jacqueline S. Jones, \$7,000.00 of the \$15,000.00 to be paid by the Housing Authority of the City of Ocean City to the Housing Authority of the City of Vineland; and

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Ocean City has further determined that the remaining \$8,000.00 should be paid by the Housing Authority of the City of Ocean City to the Housing Authority of the City of Vineland on the condition that it be distributed by Jacqueline S. Jones, as Executive Director of the Housing Authority of the City of Vineland to those employees of the Housing Authority of the City of Vineland who performed services to the Housing Authority of the City of Ocean City at the sole discretion of Jacqueline S. Jones as Executive Director of the Housing Authority of the City of Vineland.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Housing Authority of the City of Ocean City shall pay additional compensation to the Housing Authority of the City of Vineland in the amount of \$15,000.00 upon the conditions stated herein. The payment of \$15,000.00 by the Housing Authority of the City of Ocean City to the Housing Authority to the City of Vineland is conditioned upon the Board of Commissioners of the Housing Authority of the City of Vineland authorizing and approving payment of \$7,000.00 to Jacqueline S. Jones;
2. Payment of \$15,000.00 is further conditioned upon the approval of the Board of Commissioners of the Housing Authority of the City of Vineland of payment of the remaining \$8,000.00 to be distributed to the employees of the Housing Authority of the City of Vineland who provided services to the Housing Authority of the City of Ocean City with distribution to those employees and in amounts to be determined in the sole discretion of Jacqueline S. Jones as Executive Director of the Housing Authority of the City of Vineland.

3. It is further resolved that, in the event the Housing Authority of the City of Vineland does not authorize payments as stated herein, the authorized payment of \$15,000.00 to the Housing Authority of the City of Vineland shall be null and void.

ADOPTED: October 19, 2021

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

BY: _____
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on October 19, 2021 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

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

**RESOLUTION NO. 2021-62
Resolution Authorizing Payment of Draw 18**

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 #18 in the amount of \$184,096.23
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: October 19, 2021

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

BY: _____
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on October 19, 2021 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones
Executive Director
Ocean City Housing Authority

October 14, 2021

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #18

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$184,096.23. 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
Levy Construction Co. Inc	800 Newton Ave., Oaklyn, NJ 08107	\$172,440.00
The Brooke Group LLC	209 E Egnor Dr, Galloway, NJ 08205	\$11,151.25
Marathon Engineering & Environmental Services	3 Killdeer Ct., Suite 302 Swedesboro Ct., NJ 08085	\$1,896.00
Ocean City Housing Authority (AC Electric Bills)		\$1,578.98
Legal Fees – Credit from Draw 17		(2,970.00)
	TOTAL	\$184,096.23

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #18 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.

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

**RESOLUTION NO. 2021-63
Resolution Voiding Checks not presented for payment
as of September 30, 2021**

WHEREAS, the Ocean City Housing Authority, in its various accounts, prepares in excess of 2,000 checks per year; and

WHEREAS, each year a certain number of checks are voided by the Ocean City Housing Authority and/or are released and not presented to the banks of the Housing Authority for payment; and

WHEREAS, appropriate accounting procedures are required to be implemented to account for the voiding of checks not presented for payment as of September 30, 2021; and

WHEREAS, it is necessary at this time to void a number of checks as aforesaid; and

WHEREAS, it is in the best interest of the Ocean City Housing Authority to void said checks.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Ocean City Housing Authority, County of Cumberland and State of New Jersey as follows:

1. Checks on various accounts of the Ocean City Housing Authority written, attached hereunto, and not presented to the banks of the Housing Authority, are hereby declared void and not to be paid;
2. The Fee Accountant of the Ocean City Housing Authority and the Executive Director of the Ocean City Housing Authority shall make the appropriate accounting entries in the books of account of the Ocean City Housing Authority for the voiding of checks outstanding that were issued by the Ocean City Housing Authority not presented for payment as of September 30, 2021;
3. A certified copy of this Resolution shall be filed with the Fee Accountant of the Ocean City Housing Authority.

ADOPTED: October 19, 2021

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

BY: _____
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on October 19, 2021 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

OCHA LIST OF CHECKS TO BE VOIDED AS OF 9/30/2021

BANK	CHECK #	DATE ISSUED	PAYEE	AMOUNT
Sturdy General Fund - PBFamily Operating	2209	4/21/2020	US BANK	\$ 370.02
TOTAL				\$ 370.02