

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
Fax: 609-399-7590

Jacqueline S. Jones, Executive Director

November 10, 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, November 16, 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, November 16, 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 October 19, 2021
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports – **Appoint Reorganization Committee**
9. Old Business
10. New Business
11. Resolutions:

# 2021-64	Approval of Monthly Expenses (updated)
# 2021-65	Resolution Authorizing Payments of Draw 19
# 2021-66	Award Demolition of Peck's Beach Village – Senior Housing Complex
# 2021-67	Approved Shared Services Agreement with Cape May Housing Authority
- 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

October 19, 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	(absent)
Commissioner Brian Broadley	
Chairman Robert Barr	

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

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from September 21, 2021. A motion was made by Commissioner McCall and seconded by Commissioner Broadley. The following vote was taken:

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

Commissioner Broadley was excused.

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for FYE September 30, 2021. Commissioner Henry asked with the inflation coming what is the Authority's exposure. Mrs. Jones stated she is comfortable with the budget FYE 2022 because the Authority is covered in several different areas in regard to cash flow. She is not overly concerned about this, but it will also depend on the weather. 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	(Absent)
Commissioner Brian Broadley	(Absent)
Chairman Robert Barr	(Yes)

Executive Director's Report

Mrs. Jones did not need to provide an update from her written report. Rick Ginnetti will update the Board on current projects. There will also be a presentation regarding Tax Credits.

Commissioner Henry asked if the residents are notified on activity projects. Mrs. Jones stated the residents are made aware of work that is happening in the building. Notices are sent to the residents prior to renovations to their apartments. Prior to the window replacements and the PTAC (heating and air conditioning) unit replacements begin, the residents will be notified in writing of the construction plan and how that will affect them. The Authority will have someone assigned to work with the contractor to communicate one on one with the residents during the construction process.

Motion to approve the Executive Director'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	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Absent)
Chairman Robert Barr	(Yes)

Old Business – Rick Ginnetti reported all projects are underway. The Speitel Project is on the clean-up part of the project. A last punch inspection is scheduled with the contractor on November 2nd. The contractor will have someone around over the next 6 months for any issues that may come up. The team is working on a resolution for the apartment door closure issue. The contractor contacted the manufacturer and have scheduled on onsite meeting on Friday. If they do not work they will be replaced. Rick stated the Speitel project will probably be somewhere between \$375,000-\$400,000 under the budget.

There has been a lot of progress made at Bayview after getting everyone involved regarding the roof issues. The roof manufacturer's punch list was completed by Winchester. Another inspection will be completed once the capping is installed. The capping has been delayed due to supply chain issues. The capping was shipped on the 11th and is due to arrive next week. It will take approximately 2-3 days to install the capping. Winchester is installing the capping.

The exterior window project has not started since the windows are not in yet. A partial delivery is to be made tomorrow. Residents will be made aware when work will be performed in their unit and it will be completed in one day.

Rick discussed that wrapping up the Speitel/Bayview project will consist of the 1st and 5th floor painting hallways, setting up office and community space, workshop, lobby area, bathrooms, laundry room and moving the remaining 2 apartments upstairs.

The demolition of Peck's North was discussed. The Authority hopes to award this contract at the November Board Meeting.

In regard to the Scattered Site project, the Authority does not have a project ready for bid yet. It is almost finished. It is being reviewed based on community input. The New Jersey Department of Community Affairs (DCA) has changed Directors. The new Director has decided there are some additional things that the former Director was not requiring. An environmental review is in process.

New Business – Rick introduced Charles Lewis of the Brooke Group. Charles' career has been working for major affordable housing developments such as Pennrose and Conifer with significant experience overseeing Tax Credit transactions. Charles put together a Power Point presentation. Charles Lewis gave a presentation regarding the Peck's Beach site and the future development through Tax Credits and using OCCDC as the developer. Charles informed the Board on his experience and knowledge.

Charles reviewed the two types of Tax Credits, 4% and 9%. The State gets a very limited amount of 9% tax credit and it is a very competitive process. They use a scoring system and you have to get a perfect score to get in line. Last year 20 projects got perfect scores and only 7 got funded. The 4% tax credit is tax credit financing to cover at least 50% of the development cost. The 4% tax credits are not as difficult to get. He does not know of a single deal who failed to get 4% tax credits. Sometimes you have to wait a little longer to get them, but you know you will get them. He reviewed a scenario using a project assuming it could be built with a \$100. The 4% tax credit would be \$4 credit over 10 years would \$40. The developers do not keep the tax credits themselves. They sell them to investors. This is done by forming limited partnership and a limited liability company. Charles discussed bonds through the NJHMFA. This is also competitive and only half get funded. There is a rumor going around that the State has some COVID money that is to be put into affordable housing. There may be additional money available. Charles reviewed and discussed the preliminary budget for Peck's Beach.

Overall, anytime you do construction development you are taking on a risk. You can mitigate that risk by working with experienced professionals such as Haley Donovan and Sciallo Engineering. Environmental issues are a concern. If environmental issues are found, they are remediated through the State's LSRP (License Site Remediation Professional Program). Brief discussion regarding the environmental review. Rick stated to date they have not found anything they suspect may be an environmental issue. The final report is not available yet.

The NJHMFA typically hires construction professionals to come out to monitor the work in addition to City inspectors. There will be needed action from the City - a resolution of need by Statute to obtain NJHMFA financing as well as payment in lieu of taxes agreement. NJHMFA requires applicants (Commissioners and Executive Director) to provide criminal background checks as well as fill out personal questionnaires. Other financing commitments will be required as well as getting investors on board. The site plan approval process is needed.

The development will be state of art buildings and the site will be elevated to reduce flooding. A benefit of doing this development would enable the Authority to receive a development fee and have cash flow as well as future redevelopment opportunities.

Rick stated he plans to come back to the Board next month with the architect to show some site plan options.

Chairman Barr asked for additional old or new business. Commissioner Halliday stated the Ocean City Chamber of Commerce awards a citizen of the year every year to a person in town and they also acknowledge achievements in other categories for award. Speitel Commons, the Ocean City Housing Authority and the City is being recognized as the Community Service Non-Profit Contribution of the Year. The celebration will be on November 17, 2021 at 6 p.m. at the Flanders Hotel.

Committee Reports – None.

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

Resolution #2021-56 **Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$300,617.63. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated there is nothing unusual on the bill list. The highlighted items are being reimbursed by the City. The following vote was taken:

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

Resolution #2021-57

Approving Change Order #17 & #18 for Construction of Speitel Commons at Bayview Manor

Chairman Barr called for a motion to approve Resolution #2021-57. Ron Miller explained change order #17. When the cameras were changed in the garage, the storage space was not accounted for. Change Order #18 is for deadbolts in the units. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The following vote was taken:

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

Resolution #2021-58

Accounts Receivable Decried as Uncollectible

Chairman Barr called for a motion to approve Resolution #2021-58. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Mrs. Jones explained this is a year-end housekeeping resolution to write-off \$10,004.28 in tenant accounts receivable due to three deceased residents and one resident with limited income that has moved. The following vote was taken:

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

Resolution #2021-59

Authorizing Contracts with Approved National Contract Vendors for Contracting Units

Chairman Barr called for a motion to approve Resolution #2021-59. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Ron Miller briefly explained resolutions #2021-59 and #2021-60. The following vote was taken:

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

Resolution #2021-60
Authorizing Contracts with Approved State Contract Vendors for Contracting Units

Chairman Barr called for a motion to approve Resolution #2021-60. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

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

Resolution #2021-61
Authorizing Conditional Payment of Additional Compensation to the Housing Authority of the City of Vineland

Chairman Barr called for a motion to approve Resolution #2021-61. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Chairman Barr stated this is a resolution that Commissioner Halliday wanted to do along with the rest of the Board to recognize Jackie and her team for all the hard work done during the past year during the pandemic. The following vote was taken:

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

Resolution #2021-62
Authorizing Payments of Draw 18

Chairman Barr called for a motion to approve Resolution #2021-62. A motion was made by Commissioner Mumman; seconded by Commissioner McCall. Mrs. Jones stated this is a draw payment #18 for Speitel/Bayview in the amount of \$184,096.23. The following vote was taken:

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

Resolution #2021-63
Voiding Checks not presented for payment as of September 30, 2021

Chairman Barr called for a motion to approve Resolution #2021-63. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones explained this is another year-end clean up resolution. There was one check not presented for payment in the amount of \$370.02. The following vote was taken:

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

No public comments. Chairman Barr requested comments from Board Members. Mrs. Jones stated the additional compensation is totally unexpected, but much appreciated by all. Mrs. Jones thanked the Board on behalf of the team.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Mumman; seconded by Commissioner McCall. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:26 p.m.

Respectfully submitted,

A handwritten signature in blue ink, reading "Jacqueline S. Jones". The signature is written in a cursive, flowing style.

Jacqueline S. Jones, Secretary/Treasurer

Commissioner's Report
Month Ending: Oct 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	October	October	October	BUDGET	October	October	October	BUDGET	October	October	October	BUDGET	October	October	October
INCOME																
DWELLING RENTAL	\$ 563,010	\$ 46,340	\$ 41,827	\$ (4,513)	\$ 194,610	\$ 16,000	\$ 11,602	\$ (4,398)	\$ 225,000	\$ 18,750	\$ 20,452	\$ 1,702	\$ 143,400	\$ 11,590	\$ 9,773	\$ (1,817)
TOTAL TENANT REVENUE	\$ 563,010	\$ 46,340	\$ 41,827	\$ (4,513)	\$ 194,610	\$ 16,000	\$ 11,602	\$ (4,398)	\$ 225,000	\$ 18,750	\$ 20,452	\$ 1,702	\$ 143,400	\$ 11,590	\$ 9,773	\$ (1,817)
HUD OPERATING SUBSIDY	\$ 100,000	\$ 8,333	\$ 37,785	\$ 29,451	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 8,333	\$ 37,785	\$ 29,451	\$ -	\$ -	\$ -	\$ -
HUD Asset Repositioning Fee -	93,000	7,750	-	(7,750)	-	-	-	-	93,000	7,750	-	(7,750)	-	-	-	-
PBV HAP SUBSIDY	381,680	32,075	25,911	(6,164)	155,940	12,995	12,855	(140)	-	-	-	-	225,740	19,080	13,056	(6,024)
HUD CAPITAL FUNDS-OPERATIONS	71,580	5,965	-	(5,965)	-	-	-	-	71,580	5,965	-	(5,965)	-	-	-	-
CDBG INCOME	40,000	3,333	-	(3,333)	16,400	1,367	-	(1,367)	13,200	1,100	-	(1,100)	10,400	867	-	(867)
TOTAL HUD FUNDING	\$ 686,260	\$ 57,457	\$ 63,696	\$ 6,239	\$ 172,340	\$ 14,362	\$ 12,855	\$ (1,507)	\$ 277,780	\$ 23,148	\$ 37,785	\$ 14,636	\$ 236,140	\$ 19,947	\$ 13,056	\$ (6,891)
INVESTMENT INCOME-	\$ 130	\$ 11	\$ -	\$ (11)	\$ 50	\$ 4	\$ -	\$ (4)	\$ 50	\$ 4	\$ -	\$ (4)	\$ 30	\$ 3	\$ -	\$ (3)
NONDWELLING RENTAL INCOME	40,800	3,400	-	(3,400)	40,800	3,400	-	(3,400)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	7,020	-	1,742	1,742	3,400	-	657	657	2,400	-	920	920	1,220	-	164	164
OTHER INCOME-MISCELLANEOUS	13,190	1,671	60	(1,611)	2,470	493	15	(478)	9,500	975	-	(975)	1,220	203	45	(158)
TOTAL INCOME	\$ 1,310,410	\$ 108,878	\$ 107,324	\$ (1,554)	\$ 413,670	\$ 34,259	\$ 25,129	\$ (9,130)	\$ 514,730	\$ 42,878	\$ 59,157	\$ 16,279	\$ 382,010	\$ 31,742	\$ 23,038	\$ (8,703)
EXPENSES																
AUDIT FEES	\$ 9,000	\$ 750	\$ 750	\$ -	\$ 2,520	\$ 210	\$ 210	\$ -	\$ 4,860	\$ 405	\$ 405	\$ -	\$ 1,620	\$ 135	\$ 135	\$ -
ADVERTISING	1,050	88	-	(88)	170	14	-	(14)	330	28	-	(28)	550	46	-	(46)
OFFICE EXPENSES																
COMPUTER SERVICES	\$ 11,320	\$ 943	\$ -	\$ (943)	\$ 2,160	\$ 180	\$ -	\$ (180)	\$ 4,160	\$ 347	\$ -	\$ (347)	\$ 5,000	\$ 417	\$ -	\$ (417)
CONSULTANTS-RAD CONVERSION	2,940	245	-	(245)	820	68	-	(68)	1,590	133	-	(133)	530	44	-	(44)
COPIER	2,660	222	2,342	2,120	740	62	1,058	996	1,440	120	729	609	480	40	555	515
DUES & PUBLICATIONS	1,100	92	-	(92)	170	14	-	(14)	330	28	-	(28)	600	50	-	(50)
OFFICE SUPPLIES	1,090	91	190	99	200	17	86	69	390	33	59	27	500	42	45	3
PHONE & INTERNET	12,430	1,036	808	(228)	2,180	182	235	54	5,310	443	226	(216)	4,940	412	346	(65)
POSTAGE	1,690	141	-	(141)	420	35	-	(35)	820	68	-	(68)	450	38	-	(38)
LEGAL	7,940	638	-	(638)	2,140	178	-	(178)	4,420	345	-	(345)	1,380	115	-	(115)
CRIMINAL BACKGROUND CHECKS	160	13	-	(13)	40	3	-	(3)	100	8	-	(8)	20	2	-	(2)
LEGAL-RAD	4,000	333	-	(333)	-	-	-	-	4,000	333	-	(333)	-	-	-	-
TRAVEL	70	6	-	(6)	20	2	-	(2)	40	3	-	(3)	10	1	-	(1)
TRAINING	2,420	202	-	(202)	140	12	-	(12)	280	23	-	(23)	2,000	167	-	(167)

Commissioner's Report
Month Ending: Oct 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	October	October	October	BUDGET	October	October	October	BUDGET	October	October	October	BUDGET	October	October	October
ACCOUNTING	19,650	1,638	1,638	-	5,500	458	459	0	10,610	884	884	0	3,540	295	295	(0)
MANAGEMENT FEES	178,000	14,833	17,111	(2,278)	49,840	4,153	4,791	(638)	96,120	8,010	9,240	(1,230)	32,040	2,670	3,080	(410)
MISCELLANEOUS-SUNDRY	14,270	1,146	1,519	373	2,980	205	576	371	4,830	402	676	273	6,460	538	267	(272)
TOTAL ADMINISTRATIVE EXPENSES	\$ 269,790	\$ 22,416	\$ 24,357	\$ (2,614)	\$ 70,040	\$ 5,793	\$ 7,415	\$ 346	\$ 139,630	\$ 11,612	\$ 12,219	\$ (1,853)	\$ 60,120	\$ 5,010	\$ 4,723	\$ (1,107)
OTHER TENANT SERVICES	\$ 12,000	\$ 1,000	\$ 200	\$ (800)	\$ 4,800	\$ 400	\$ 200	\$ (200)	\$ 2,400	\$ 200	\$ -	\$ (200)	\$ 4,800	\$ 400	\$ -	\$ (400)
TENANT SVCS – BEHAVIORAL	39,100	3,258	-	(3,258)	15,500	1,292	-	(1,292)	13,200	1,100	-	(1,100)	10,400	867	-	(867)
TOTAL OTHER TENANT SERVICES	\$ 51,100	\$ 4,258	\$ 200	\$ (4,058)	\$ 20,300	\$ 1,692	\$ 200	\$ (1,492)	\$ 15,600	\$ 1,300	\$ -	\$ (1,300)	\$ 15,200	\$ 1,267	\$ -	\$ (1,267)
WATER/SEWER	\$ 95,570	\$ 7,770	\$ 6,600	\$ (1,170)	\$ 20,250	\$ 1,517	\$ 1,500	\$ (17)	\$ 62,560	\$ 5,297	\$ 4,500	\$ (797)	\$ 12,760	\$ 956	\$ 600	\$ (356)
ELECTRIC	126,420	7,938	5,360	(2,578)	94,140	5,200	4,400	(800)	8,980	796	600	(196)	23,300	1,942	360	(1,582)
GAS	47,110	2,826	2,300	(526)	-	-	-	-	36,110	1,909	1,500	(409)	11,000	917	800	(117)
TOTAL UTILITY EXPENSES	\$ 269,100	\$ 18,533	\$ 14,260	\$ (4,273)	\$ 114,390	\$ 6,717	\$ 5,900	\$ (817)	\$ 107,650	\$ 8,002	\$ 6,600	\$ (1,402)	\$ 47,060	\$ 3,814	\$ 1,760	\$ (2,054)
MAINTENANCE LABOR	\$ 59,850	\$ 4,988	\$ 1,908	\$ (3,080)	\$ 16,760	\$ 1,397	\$ 1,199	\$ (197)	\$ 32,320	\$ 2,693	\$ 384	\$ (2,309)	\$ 10,770	\$ 898	\$ 324	\$ (573)
MAINT. MATERIALS	131,850	10,988	1,624	(9,363)	10,420	868	843	(25)	21,250	1,771	554	(1,217)	100,180	8,348	227	(8,121)
MAINT. CONTRACT COSTS	222,910	18,380	6,378	(12,002)	81,050	6,679	2,420	(4,259)	77,750	6,479	2,848	(3,631)	64,110	5,222	1,111	(4,111)
EMPLOYEE BENEFITS	37,000	3,083	2,826	(257)	10,360	863	808	(55)	19,980	1,665	1,509	(156)	6,660	555	509	(46)
TOTAL MAINTENANCE	\$ 451,610	\$ 37,438	\$ 12,736	\$ (24,702)	\$ 118,590	\$ 9,807	\$ 5,270	\$ (4,537)	\$ 151,300	\$ 12,608	\$ 5,295	\$ (7,313)	\$ 181,720	\$ 15,023	\$ 2,171	\$ (12,852)
INSURANCE	\$ 74,310	\$ 6,192	\$ 5,623	\$ (570)	\$ 29,510	\$ 2,459	\$ 2,884	\$ 425	\$ 26,510	\$ 2,209	\$ 1,572	\$ (637)	\$ 18,290	\$ 1,524	\$ 1,166	\$ (358)
FLOOD INSURANCE	26,600	2,217	2,126	(91)	3,500	292	447	155	19,900	1,658	1,614	(44)	3,200	267	65	(202)
BAD DEBTS	17,430	1,453	1,453	1	1,500	125	125	-	15,000	1,250	1,250	-	930	78	78	1
COMPENSATED ABSENCES	2,060	172	172	0	500	42	42	0	1,250	104	104	(0)	310	26	26	0
PAYMENT IN LIEU OF TAXES	29,390	2,449	2,449	(0)	8,020	668	668	(0)	11,740	978	978	(0)	9,630	803	803	1
PENSION	10,690	891	891	0	3,000	250	250	-	5,260	438	438	(0)	2,430	203	203	1
RETIREE BENEFITS	28,060	2,338	1,872	(467)	8,800	733	524	(209)	13,800	1,150	1,011	(139)	5,460	455	337	(118)
TOTAL OTHER EXPENSES	\$ 188,540	\$ 15,712	\$ 14,585	\$ (1,126)	\$ 54,830	\$ 4,569	\$ 4,940	\$ 371	\$ 93,460	\$ 7,788	\$ 6,967	\$ (821)	\$ 40,250	\$ 3,354	\$ 2,678	\$ (676)
TOTAL EXPENDITURES	\$ 1,230,140	\$ 98,357	\$ 66,139	\$ (36,774)	\$ 378,150	\$ 28,579	\$ 23,726	\$ (6,128)	\$ 507,640	\$ 41,311	\$ 31,082	\$ (12,690)	\$ 344,350	\$ 28,468	\$ 11,332	\$ (17,956)
Replacement Reserve	\$ 44,550	\$ 3,713	\$ 3,713	\$ 1	\$ 26,950	\$ 2,246	\$ 2,246	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ 17,600	\$ 1,467	\$ 1,467	\$ 0
PROFIT	\$ 35,720	\$ 6,808	\$ 37,472	\$ 35,219	\$ 8,570	\$ 3,435	\$ (843)	\$ (3,002)	\$ 7,090	\$ 1,566	\$ 28,075	\$ 28,969	\$ 20,060	\$ 1,807	\$ 10,240	\$ 9,252

Ocean City Housing Authority

Administrative Report

DATE: November 10, 2021

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for October 2021)

PERIOD: October 14, 2021 to November 9, 2021

Speitel Commons at Bayview Manor

Draw Schedule #19 in the amount of \$81,174.00 is included in the board packet for approval by resolution.

There are some minor “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. October update: The metal capping has been shipped; <i>November update: The metal capping has been delivered; Winchester is in progress with the installation; Communication and overall project process continues through this writing at 11/10/21;</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; 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>November update: Team meetings with continue with Levy Construction; Left side windows have not been received; Waiting on delivery of windows to begin project;</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; October update: The architect is completing the “massing” of the Family development for presentation to the board; <i>November update: The Architect will present “massing” ideas of the Family development to board at the November meeting;</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
OCT**
**2021
SEP**
**2021
AUG**

<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	121	47	0
Total number of units inspected year-to-date - all sites	121	541	494
<u>Occupancy</u>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	446	n/a	n/a
Annual Unit Turnaround Time (For Fiscal Year)	446	635	635
Monthly - Number of Vacancies Filled (this month)	4	0	0
Monthly - Average unit turnaround time in days for Lease up	388	0	0
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	29	0	0
PIC Score	97.44%	97.44%	94.87%
<u>Vacancies - At end of Month</u>			
Bay View Manor	4	8	7
Peck's Beach Senior / Speitel Commons	5	8	8
Peck's Beach Family	1	1	1
Total	10	17	16
Occupancy Rate	91.74%	85.95%	86.78%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>			
Total Hours (Summarized Quarterly)	116	15	15
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	116	2.5	2.5
<u>Rent Roll</u>			
Bay View Manor - Elderly/Disabled	\$ 10,909	\$ 11,507	\$ 12,240
Peck's Beach / Speitel Commons - Elderly/Disabled	\$ 10,965	\$ 10,438	\$ 10,438
Peck's Beach - Family	\$ 20,452	\$ 19,499	\$ 19,284
Total Rent Roll	\$ 42,326	\$ 41,444	\$ 41,962
<u>Public Housing Waiting List Applicants - All Waiting Lists are Closed as of 1/31/20</u>			
Families - Ocean City Preference	6	5	5
Families - No Ocean City Preference	45	42	42
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	19	19	16
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	71	71	70
<u>Maintenance Department</u>			
Average work order turnaround time in days - Tenant Generated	0.07	0.13	0.07
Total Tenant Generated Work Orders	31	3	48
Number of routine work orders written this month	100	106	163
Number of outstanding work orders from previous month	14	19	17
Total number of work orders to be addressed this month	114	125	180
Total number of work orders completed this month	114	94	163
Total number of work orders left outstanding	0	31	17
Number of emergency work orders written this month	0	0	5
Total number of work orders written year-to-date	131	1,381	1,272
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

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Hard and Soft Cost Expense Summary (City funds) Redevelopment of Speitel Commons and Bayview Manor Overall Project Draw #19

HARD COSTS PER PROJECT	Previously Dispersed	Current Draw	Total expended to date:	Notes:
Building wide alarm system replacement	\$148,960.00	\$0.00	\$148,960.00	This sub-project is complete
Roof Replacement Bayview	\$188,450.30	\$0.00	\$188,450.30	
Speitel Commons Construction	\$2,320,551.46	\$0.00	\$2,320,551.46	
Bayview Electrical	\$94,763.00	\$0.00	\$94,763.00	
B&B Lightning Protection	\$5,325.00	\$0.00	\$5,325.00	
Bayview Ext & HVAC	172,440.00	73,224.00	245,664.00	
SOFT COSTS				
Architectural construction management & Energy Star	\$90,005.00	\$0.00	\$90,005.00	
Engineering	\$10,584.00	\$0.00	\$10,584.00	
Consulting Fees	\$84,607.65	\$5,915.00	\$90,522.65	
Insurance	\$13,541.50	\$0.00	\$13,541.50	
Relocation	\$37,230.00	\$0.00	\$37,230.00	
Utility Con/Testing Fees	\$29,765.90	\$865.00	\$30,630.90	
Operational Fees	\$4,159.80	\$0.00	\$4,159.80	
Attorney Fees	\$3,450.00	\$1,170.00	\$4,620.00	
Totals	\$3,203,833.00	\$81,174.00	\$3,285,007	

TOTAL CITY PROJECT FUNDS	TOTAL EXPENDED TO DATE	BALANCE
\$6,603,943	\$3,285,007	\$3,318,936

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

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 10/31/2021	\$892,271.10
2021 Capital Fund Balance for PH (pbfamily)	\$121,578.00
Add: A/R-Tenants 10/2021	Current \$31,245.99
	Past \$15,192.28

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Aug/Sept/Oct 2021 - City of OC - Acenda	\$9,161.87
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$325,159.64

Less: Bill List payments -Nov 2021 (\$415,673.47)

Accrued Expenses - Total from detail below (\$12,482.50)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	100,910.00	1	8,409.17
Bad Debt	17,430.00	1	1,452.50
Comp Absences	2,060.00	1	171.67
P.I.L.O.T.	29,390.00	1	2,449.17
Net Accrual	149,790.00		12,482.50

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

Net Cash Balance \$766,452.91

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 66,139	13.49	Months
Per Day	\$ 2,205	348	Days

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

**RESOLUTION NO. 2021-64
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 **\$415,673.47**.

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: November 16, 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 November 16, 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 - November 2021

BANK: COCC

Check #	Vendor	Invoice Notes	Total Amount
708	ACENDA	Aug 2021 Resident Wellness Svcs	\$ 4,011.61
748	ACENDA	Sept 2021 Resident Wellness Svcs	\$ 3,334.60
788	JOHN SPITZ	Sept/Oct 2021 prescription reimb	\$ 202.02
	ACENDA	Oct 2021 Resident Wellness Svcs	\$ 1,815.66
	ACE PLUMBING	Maint Supplies	\$ 274.85
	AMBIENT COMFORT	HVAC service - PBFfamily	\$ 421.00
	ATLANTIC CITY ELECTRIC	Oct 2021 Electric	\$ 4,734.35
	ATLANTIC COAST ALARM	Annual fire alarm test; service call - BVM	\$ 2,603.00
	AT&T	Nov 2021 BVM elevator phone	\$ 117.51
	LINDA AVENA	Nov 2021 accounting svcs	\$ 1,637.50
	MILLEVOI BEST TIRE INC	Vehicle maintenance	\$ 241.70
	CALL EXPERTS	Nov 2021 answering svc	\$ 128.93
	CLEAN SWEEP	Sept/Oct 2021 cleaning svcs	\$ 3,550.00
	COMCAST	Speitel wifi	\$ 129.61
	COPIER PLUS	Oct/Nov 2021 Copier contract	\$ 40.00
	DAILY JOURNAL	Ad - 2021 Bd Meeting listing	\$ 39.33
	DELTA DENTAL	Dec 2021 dental	\$ 182.36
	FLORENCE DRISCOLL	Nov 2021 Tenant Services	\$ 200.00
	ERNIES MAGIC CARPETS	Carpet installation - BVM	\$ 2,305.59
	FEDERAL EXPRESS	Overnight delivery	\$ 39.00
	FRANK MAZZA	Floor covering	\$ 5,940.04
	EISENSTAT GABAGE & FURMAN	Sept/Oct 2021 legal svcs	\$ 1,575.00
	GLEN STULL	Nov 2021 Medicare & prescrip copay reimb	\$ 551.35
	ASHLEY HARRIS	Nov 2021 - BVM & Speitel Cleaning	\$ 200.00
	ROBERT HARRIS	Nov 2021 - BVM & Speitel recyclables removal & trash room cleaning	\$ 200.00
	HD SUPPLY	Maint Supplies	\$ 1,571.46
	HOME DEPOT PRO	Maint Supplies	\$ 477.14
	HUBER LOCKSMITHS INC	Speitel master keying; deadbolt replacement	\$ 2,600.00
	HUMANA	Dec 2021 retiree RX ins	\$ 66.50
	JC'S CUSTOM PAINTING	Painting - BVM	\$ 658.00
	JOHN SPITZ	Nov 2021 Medicare & prescrip copay reimb	\$ 457.62
	LEAFY GREEN LANDSCAPING	Speitel sprinkler system winterization	\$ 100.00
	LINWOOD GULF	Vehicle maintenance	\$ 951.30
	T MCBRIDE & CO	Plumbing svcs - PBF	\$ 3,159.36
	NJ AMERICAN WATER	Oct 2021 water/sewer	\$ 8,351.37
	OC CHAMBER OF COMMERCE	Award dinner tickets	\$ 440.00
	OMEGA PEST CONTROL	Nov 2021 pest control	\$ 602.25
	PHADA	Annual membership renewal 12/2021-11/2022	\$ 200.00
	PRESS OF ATLANTIC CITY	Ad - IFB Pecks demoliton	\$ 178.40
	ROBERT ROWELL	Nov 2021 maint labor grounds - PBF	\$ 200.00
	ALBERTSON'S LLC	Holiday gift cards; resident refreshments during renovations	\$ 4,310.00
	SHERWIN WILLIAMS	Paint supplies	\$ 1,154.54
	STATE OF NJ	2020 taxable wages assessment	\$ 10.70
	SUPERIOR VISION	Dec 2021 vision ins	\$ 19.71
	SASS	Reimb of Comcast transfer fee	\$ 50.00
	SASS	Reimb of AC Elec connect charge	\$ 15.00
	ORBAN	Reimb of AC Elec connect charge & deposit	\$ 215.00
	MCCORMAC	Reimb of AC Elec connect charge	\$ 15.00
	VERIZON DSL	Oct 2021 DSL/Fax line ; elevator & alarm phone lines - Speitel	\$ 413.37
	VERIZON WIRELESS	Oct 2021 cell phone - maint	\$ 50.99
	VINELAND HOUSING AUTHORITY	Oct 2021 management fee; office coverage, maint coverage; postage & expense reimb	\$ 22,423.51
	AETNA	Nov 2021 premium - G Stull	\$ 461.32
	AETNA	Nov 2021 premium - J Spitz	\$ 345.12
	AETNA	Nov 2021 premium - P Spitz	\$ 226.59
	HORIZON BCBS OF NJ	Nov 2021 Health Benefits	\$ 2,649.10

OCEAN CITY HOUSING AUTHORITY

BILL LIST - November 2021

TOTAL NOV DISBURSEMENTS (sturcocc)		\$ 86,848.36
ADP PAYROLL & TAXES - OCT		\$ 3,192.95
ADP PAYROLL PROCESSING FEES - OCT		\$ 146.32
PENSION - NOV		\$ 263.22
PNC BANK FEE - OCT		\$ 62.98
TOTAL NOV DISBURSEMENTS (sturcons)		\$ 325,159.64
TOTAL BILL LIST - NOV 2021		\$ 415,673.47

BANK: BAYVIEW/SPEITEL CONSTRUCTION (RAD_bayview)

Check/Wire #	Vendor	Invoice Notes	Total Amount
	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
17993	THE BROOKE GROUP LLC	July 2021 Consulting BVM/Speitel - Draw #17	16,341.25
17992	EISENSTAT GABAGE & FURMAN	BVM roof - Legal - Draw #17	480.00
17991	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
	LEVY CONSTRUCTION	BVM Res Struc - Draw #19	73,224.00
	THE BROOKE GROUP LLC	Sept 2021 Consulting BVM/Speitel - Draw #19	6,780.00
	EISENSTAT GABAGE & FURMAN	BVM/Speitel - Legal - Draw #19	1,170.00
	ATLANTIC CITY ELECTRIC	Oct 2021 Speitel electric	393.28
	TOTAL NOVEMBER DISBURSEMENTS (sturcons)		\$ 325,159.64

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

**RESOLUTION NO. 2021-65
Resolution Authorizing Payment of Draw 19**

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 #19 in the amount of \$81,174.00
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: November 16, 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 November 16, 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

November 9, 2021

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #19

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	\$73,224.00
The Brooke Group LLC	209 E Egnor Dr, Galloway, NJ 08205	\$6,780.00
Eisenstat Gabage & Furman	1179 East Landis Ave., Vineland, NJ 08360	\$1,170.00
	TOTAL	\$81,174.00

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #19 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. 2021-66
Resolution Awarding Demolition of Peck’s Beach Village – Senior Housing Complex**

WHEREAS, the Ocean City Housing Authority recognizes the need for the demolition of Peck’s Beach Village – Senior Housing Complex; and,

WHEREAS, the Authority advertised and received public bids for the demolition of Peck’s Beach Village – Senior Housing Complex; and,

WHEREAS, **American Demolition Corporation – 2 English Lane; Egg Harbor Township, NJ 08234** provided the lowest responsible bid; and,

WHEREAS, the Authority recommends the contract be awarded to **American Demolition Corporation**; and,

WHEREAS, the Authority has funding available for this expenditure; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby awards the contract for the demolition of Peck’s Beach Village – Senior Housing Complex and approves the expenditure of funds in the amount of **\$118,000** to **American Demolition Corporation**.

ADOPTED: November 16, 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 November 16, 2021 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

CERTIFICATION

Funding is available for:

DEMOLITION OF PECK'S BEACH VILLAGE – SENIOR HOUSING COMPLEX

from the Bayview/Speitel Project Construction funding - Account #1400-06-001 (Buildings – Demolition).

Wendy Hughes

Certifying Financial Officer

Date



TABULATION

Project: OCHA - Pecks Beach Village Redevelopment - Demolition
HD#: 21-022
Owner: Ocean City Housing Authority
204 4th Street
Ocean City NJ 08226
Date/Time: November 10, 2021, 11:30am EDT
Location: Vineland Housing Authority, Brown Community Center, 191 W Chestnut Avenue, Vineland, NJ 08360

Company	Amount
Neri's Constuction	\$ 244,750.00
F.R. Beinke Wrecking	\$ 222,000.00
Richard E. Pierson	\$ 305,404.00
Two Brothers Contracting	\$ 448,800.00
American Demolition	\$ 118,000.00
Gary F. Gardner	\$ 272,470.00
Ambient Group	\$ 231,288.00
J.R. Contracting & Environm.	\$ 289,000.00

DOCUMENT 004113 - BID FORM - STIPULATED SUM (SINGLE-PRIME CONTRACT)

1.1 BID INFORMATION

- A. Bidder: American Demolition Corporation.
- B. Project Name: Peck's Beach Village – Senior Housing complex.
 - 1. Project Location: 320-342 haven Avenue, Ocean City, NJ.
- C. Owner: Ocean City Housing Authority, 204 4th Street, Ocean City, NJ 08226
- D. Civil Engineer: Sciullo Engineering Services, LLC, 17 South Gordon's Alley, Suite 3, Atlantic City, NJ, 08401.
- E. Civil Engineer Project Number: OCH 003.02.

1.2 CERTIFICATIONS AND BASE BID

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Sciullo Engineering Services, LLC, and Haley Donovan, LLC, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:
 - 1. One Hundred Eighteen Thousand Dollars (\$ 118,000.00).
 - 2. The above amount may be modified by amounts indicated by the Bidder on the attached Document 004323 "Alternates Form."

1.3 BID GUARANTEE

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 60 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, U.S. money order, or bid bond, as liquidated damages for such failure, in the following amount constituting ten percent (10%) of the Base Bid amount above (not to exceed \$20,000):
 - 1. Eleven Thousand Eight Hundred Dollars (\$ 11,800.00).
- B. In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.

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

Resolution #2021-67

**RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF
OCEAN CITY TO ENTER INTO A SHARED SERVICES AGREEMENT
WITH THE CITY OF CAPE MAY HOUSING AUTHORITY
FOR MAINTENANCE SERVICES**

WHEREAS, the Housing Authority of the City of Ocean City (OCHA) wishes to enter into a Shared Services Agreement with the Housing Authority of the City of Cape May, New Jersey (“CMHA”); and

WHEREAS, the OCHA wishes to enter into a Shared Services Agreement with the CMHA according to the terms of the attached Shared Services Agreement between the Authorities; and

WHEREAS, this Shared Services Agreement effective November 15, 2021, is to provide general maintenance/landscaping services by the CMHA to the OCHA on an as-needed/when needed basis;

WHEREAS, the agreement shall become effective immediately and will remain in effect through September 30, 2023, unless terminated by either party with 30 days’ notice to the other party; and

WHEREAS, such agreements are acceptable to the State of New Jersey and are governed by New Jersey state law and regulations (N.J.A.C. 5:44-3.1(a) and N.J.S.A. 40A:12A-18) and are permitted by Federal regulations governing Public Housing Authorities; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Ocean City Housing Authority at the open public meeting held on November 16, 2021 that the Housing Authority of the City of Ocean City authorizes the execution of an Agreement for Shared Administrative Services with the Housing Authority of the City of Cape May under the terms stated above.

ADOPTED: November 16, 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 November 16, 2021 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

**AGREEMENT FOR MAINTENANCE SERVICES
BY AND BETWEEN
THE HOUSING AUTHORITY OF THE CITY OF CAPE MAY
AND
THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY**

THIS AGREEMENT is made on this 15th day of November, 2021 by and between the Housing Authority of the City of Cape May (hereinafter "CHA") and The Housing Authority of the City of Ocean City (hereinafter "OCHA").

PREAMBLE:

WHEREAS, CMHA 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, OCHA is a public body corporate established by the Department of Housing and Urban Development as an independent federal housing agency administering Public Housing and Rental Assistance Demonstration Programs; and

WHEREAS, OCHA wishes to retain maintenance services from the CMHA, and

WHEREAS, OCHA wishes to enter into a maintenance services contract with CMHA;

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 MAINTENANCE SERVICES: CMHA hereby agrees that it shall provide maintenance services and additional services on an as-needed and as-requested basis, except in the case of financial or safety urgency for CMHA in accordance with the terms and conditions of this Agreement. OCHA agrees to reimburse CMHA for said services in accordance with the terms and conditions of this Agreement.

2. COMPENSATION: CMHA Shall be reimbursed for the services provided hereunder as follows:
Payment shall be made for services rendered. CMHA shall submit bills monthly to OCHA.

a) Provide as-needed Maintenance services to OCHA properties. These services may include vacancy turnover services and/or landscaping/work order completion services and shall be billed on a monthly basis with the following information: the name and title of each CMHA 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 CMHA.

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 CMHA shall have no further obligation to perform services under this agreement.

3. SCOPE OF SERVICES: CMHA shall perform the following services:

a) Provide as-needed Maintenance services to OCHA properties. These services may include vacancy turnover services and/or landscaping/work order completion services.

4. RIGHT TO HIRE OTHERS:

a) CMHA shall have the right to designate its staff to assist in fulfilling CMHA's responsibilities under this Agreement. Compensation for such employees shall be pursuant to the rates indicated on Attachment A.

5. INDEPENDENT CONTRACTOR: CMHA 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. INSURANCE: CMHA 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) CMHA shall indemnify, hold harmless and defend OCHA against all claims that arise out of or result from its performance of this Agreement. OCHA shall indemnify, hold harmless and defend CMHA against all claims that arise out of or result from its performance of this Agreement

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

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

d) If CMHA or OCHA 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: CMHA 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 CMHA which relate to the operation of CMHA 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 CMHA. CMHA will turn over all records to OCHA at the termination of this contract. All records shall be maintained at the offices of the CMHA.

10. EQUAL EMPLOYMENT OPPORTUNITY:

During the performance of this contract, OCHA & CMHA agrees as follows:

a) OCHA\CMHA 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. OCHA\CMHA 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 OCHA's\CMHA'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 OCHA\CMHA 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 CMHA 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:

Dr. Keith Lafferty, Chairperson of the Housing Authority of the City of Cape May
Robert Barr, Chairperson of the Housing Authority of the City of Ocean City

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 OCHA 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 CAPE MAY**

**ATTEST: _____ By: _____
Dr. Keith Lafferty, Chairperson**

**HOUSING AUTHORITY OF THE
CITY OF OCEAN CITY**

**ATTEST: _____ By: _____
Robert Barr, Chairperson**

SEE ATTACHED – “ATTACHMENT A”

**HOUSING AUTHORITY OF THE CITY OF CAPE MAY
ATTACHMENT A
SCHEDULE OF SERVICES FOR THE OCEAN CITY HOUSING AUTHORITY**

Maintenance services are to be provided to the Housing Authority of Ocean City Housing Authority on an as-needed basis for the purposes of covering the Maintenance Services when the current Maintenance Repairman is on vacation. In addition, Maintenance services may also be provided for assistance with the turnover of vacancies, landscaping, work orders, etc.

Other services to be provided as needed and upon request of the Commissioners of the OCHA,

OTHER SERVICES AS NEEDED*:	
MAINTENANCE	\$50 - \$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.	

except in the case of financial or safety urgency: