

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 Sciuolo 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,



Jacqueline S. Jones, Secretary/Treasurer