

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

March 9, 2022

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, March 15, 2022 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, March 15, 2022
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 February 15, 2022
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:

# 2022-11	Approval of Monthly Expenses <i>(updated)</i>
# 2022-12	Resolution Authorizing Payments of Draw 23 <i>(updated)</i>
# 2022-13	Approving Change Order #10 for Bayview Manor and HVAC Renovations Project <i>(extend contract – 5/18/2022)</i>
# 2022-14	Approving Change Order #1 & #2 for Peck's Beach Village Redevelopment
- 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 February 15, 2022 – 4:30 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held February 15, 2022, 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	(absent)
Chairman Robert Barr	

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Ron Miller, Assistant Asset Manager – Operations, Harry Furman, Esquire – Solicitor, Linda Cavallo – Accountant and Rick Ginnetti, Consultant – The Brooke Group.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from January 18, 2022. A motion was 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	(Absent)
Chairman Robert Barr	(Yes)

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the four months ending January 31, 2021. Commissioner Halliday questioned the savings in utilities and maintenance materials was due to the migration at 6th Street. Mrs. Jones confirmed this was the case. A motion was made by Commissioner McCall and seconded by Commissioner Halliday. The following vote was taken:

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

Executive Director's Report

Mrs. Jones updated items on her written report and Rick Ginnetti will update further on the ongoing projects. The Bayview roof system is getting there and close to finishing. Another inspection will be completed as the contractors completed the items on the punch list. The architects are scheduling an inspection and the manufacturer has completed their inspection. Most releases are completed.

Regarding the exterior renovation and HVAC at Bayview Manor, the P-TAC units were installed along with replacement wiring. The siding replacement panels are in process. The windows with white window frames were installed. A new shop overhead door has been ordered and will be installed. The first punch list is in process for the work that has been completed. Siding should be completed by the end of the month. The railings are on order. There is a request for two change orders tonight to change existing breakers and the installation of five additional P-TAC sleeves and louvers.

The next phase of the Bayview Renovation is being called the "1st and 5th floors" renovation. The first floor will be the upgrade of the lobby and the laundry room will be moved from the 5th floor to the ground floor. The fifth-floor renovations will include the Community Room and the addition of two new zero bedrooms units. The first floor will also house the shop, office space and four market rental units. The tenants have been cooperative.

Mrs. Jones stated the waiting list has been closed since January 31, 2020, because there were enough applicants on the list to fill vacancies for at least one year. The waiting list is just about exhausted, and the waiting list will be opened in the next couple of weeks. The opening of the list will be advertised in the Atlantic City Press, the Daily Journal, and the Cape May Herald.

Motion to approve the Executive Director'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	(Absent)
Chairman Robert Barr	(Yes)

Committee Reports – None.

Old Business – Rick Ginnetti provided an update on the demolition of the Peck's Senior site. The Authority received the disconnect letters. Discussed asbestos as well a 10-day notice. This will take about 2 weeks and from there it will take 30 days to take the buildings down.

There have been issues at Speitel with mini splits in the units. The installer and contractor have been contacted as well as the manufacturer representative. They are examining the units. 35-40% of the units had shut down failures. Discussed the heating and air in the units. These mini splits are now the standard in apartment buildings. In most cases the units need to be recharged. A conference call was made with the manufacturer representative. There was a list of things for the contractor to check and there are diagnostic tests to be performed and retrieve failure codes. The Authority will be getting a second-year warranty due to these failures. Mrs. Jones stated space heaters were available for the residents when there has been a failure of the units. The goal is to make sure these units were properly installed and properly working because there has been a variety of issues. A third-party opinion will be acquired as well.

Mr. Ginnetti discussed Phase II, which is the replacement of 40 units of Family housing with an additional 20 unit to be built. The Authority has been working on how to get forty units for everyone to move at once and how to save property for a future phase after 2025 along with a type of building that would fit into Ocean City that does not look like an apartment complex. A rendering of the building was distributed and discussed. This is not final. The first step is to get to an elevation and a preliminary site plan to submit with the application to NJHMF. Mr. Ginnetti discussed and explained what is needed

for the NJHMFA application regarding required resolutions, bank involvement, tax credits, bonds, and investors. A conference call has been set up with NJHMFA and Century Bank to review the process of underwriting and the construction of the conduit loan to get to the initial application of intent. Hoping to get approval for May. Discussion regarding the elevation to reduce the number of steps. Rendering was discussed as well as ADA requirements.

Commissioner Jackson requested clarity if the units are 1 level or 2 levels. Mr. Ginnetti stated the 1-, 2- and 3-bedroom units would be one level. The 4-bedroom room units will have 2 levels. Commissioner Henry requested a written report of the parties, relationship of the parties and the flow of the cash to use as a template to follow along to see what is changing and easier for him to retain the information.

New Business – None.

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

Resolution #2022-08
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$822,357.46. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated there is nothing unusual in the bills this month and briefly discussed Draws on list. The following vote was taken:

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

Resolution #2022-09
Approving Change Order #8 & #9 for Bayview Manor and HVAC Renovations Project

Chairman Barr called for a motion to approve Resolution #2022-09. Mrs. Jones reviewed Change Order #8 for breakers and Change Order #9 for PTAC sleeves and louvers. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

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

Resolution #2022-10
Authorizing Payments of Draw 22

Chairman Barr called for a motion to approve Resolution #2022-10. Mrs. Jones briefly reviewed Draw #22 for Speitel Manor as well as Bayview Manor. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. The following vote was taken:

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

Chairman Barr requested comments from the public. No public comments. Chairman Barr requested comments from Board Commissioners and/or Administration. Chairman Barr requested everyone to remember Charlie Gabage and all he has done for the Authority.

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 Mumman. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:17 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Feb 2022



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February
<u>INCOME</u>				
DWELLING RENTAL	\$ 563,010	\$ 233,240	\$ 219,881	\$ (13,359)
TOTAL TENANT REVENUE	\$ 563,010	\$ 233,240	\$ 219,881	\$ (13,359)
HUD OPERATING SUBSIDY	\$ 100,000	\$ 41,667	\$ 144,124	\$ 102,457
HUD Asset Repositioning Fee - Operating Grant	93,000	38,750	38,795	45
PBV HAP SUBSIDY	381,680	159,415	150,583	(8,832)
HUD CAPITAL FUNDS-OPERATIONS	71,580	29,825	-	(29,825)
CDBG INCOME	40,000	16,667	6,122	(10,545)
TOTAL HUD FUNDING	\$ 686,260	\$ 286,323	\$ 339,624	\$ 53,300
INVESTMENT INCOME- UNRESTRICTED	\$ 130	\$ 54	\$ 30	\$ (24)
NONDWELLING RENTAL INCOME	40,800	17,000	-	(17,000)
OTHER INCOME-LAUNDRY	7,020	3,510	2,187	(1,323)
OTHER INCOME-FRAUD RECOVERY	-	-	4,389	4,389
OTHER INCOME-MISCELLANEOUS	13,190	5,854	22,217	16,363
TOTAL INCOME	\$ 1,310,410	\$ 545,982	\$ 588,328	\$ 42,346
<u>EXPENSES</u>				
AUDIT FEES	\$ 9,000	\$ 3,750	\$ 3,750	\$ -
ADVERTISING	1,050	438	400	(38)
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 11,320	\$ 4,717	\$ 150	\$ (4,567)
CONSULTANTS-RAD CONVERSION	2,940	1,225	4,655	3,430
COPIER	2,660	1,108	2,442	1,333
DUES & PUBLICATIONS	1,100	458	539	80
OFFICE SUPPLIES	1,090	454	348	(106)
PHONE & INTERNET	12,430	5,179	5,327	148
POSTAGE	1,690	704	721	17
LEGAL	7,940	3,472	6,285	2,814
CRIMINAL BACKGROUND CHECKS	160	67	-	(67)
LEGAL-RAD	4,000	1,667	-	(1,667)
TRAVEL	70	29	-	(29)
TRAINING	2,420	1,008	-	(1,008)
ACCOUNTING	19,650	8,188	8,188	-
MANAGEMENT FEES	178,000	74,167	59,163	(15,004)
MISCELLANEOUS-SUNDRY	14,270	5,729	7,836	2,106
TOTAL ADMINISTRATIVE EXPENSES	\$ 269,790	\$ 112,359	\$ 99,802	\$ (12,557)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Feb 2022



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February
OTHER TENANT SERVICES	\$ 12,000	\$ 5,000	\$ 1,040	\$ (3,960)
TENANT SVCS - BEHAVIORAL HEALTH	39,100	16,292	6,122	(10,170)
TOTAL OTHER TENANT SERVICES	\$ 51,100	\$ 21,292	\$ 7,161	\$ (14,130)
WATER/SEWER	\$ 95,570	\$ 40,778	\$ 43,644	\$ 2,866
ELECTRIC	126,420	62,275	51,357	(10,918)
GAS	47,110	26,589	24,987	(1,602)
TOTAL UTILITY EXPENSES	\$ 269,100	\$ 129,643	\$ 119,989	\$ (9,654)
MAINTENANCE LABOR	\$ 59,850	\$ 24,938	\$ 21,641	\$ (3,296)
MAINT. MATERIALS	131,850	54,938	16,551	(38,387)
MAINT. CONTRACT COSTS	222,910	92,650	75,287	(17,362)
EMPLOYEE BENEFITS	37,000	15,417	15,746	329
TOTAL MAINTENANCE	\$ 451,610	\$ 187,942	\$ 129,226	\$ (58,716)
INSURANCE	\$ 74,310	\$ 30,962	\$ 32,680	\$ 1,717
FLOOD INSURANCE	26,600	11,083	8,504	(2,579)
BAD DEBTS	17,430	7,263	7,265	3
COMPENSATED ABSENCES	2,060	858	860	2
PAYMENT IN LIEU OF TAXES	29,390	12,246	12,245	(1)
PENSION	10,690	4,454	4,455	1
RETIREE BENEFITS	28,060	11,692	11,112	(580)
TOTAL OTHER EXPENSES	\$ 188,540	\$ 78,558	\$ 77,121	\$ (1,437)
TOTAL EXPENDITURES	\$ 1,230,140	\$ 529,793	\$ 433,299	\$ (96,494)
Replacement Reserve	\$ 44,550	\$ 18,563	\$ 18,567	\$ 4
PROFIT	\$ 35,720	\$ (2,374)	\$ 136,462	\$ 138,836

Commissioner's Report - Property Detail

Month Ending: Feb 2022



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February
INCOME												
DWELLING RENTAL	\$ 194,610	\$ 80,580	\$ 65,507	\$ (15,073)	\$ 143,400	\$ 58,910	\$ 54,282	\$ (4,628)	\$ 225,000	\$ 93,750	\$ 100,092	\$ 6,342
TOTAL TENANT REVENUE	\$ 194,610	\$ 80,580	\$ 65,507	\$ (15,073)	\$ 143,400	\$ 58,910	\$ 54,282	\$ (4,628)	\$ 225,000	\$ 93,750	\$ 100,092	\$ 6,342
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 41,667	\$ 144,124	\$ 102,457
HUD Asset Repositioning Fee - Operating Grant	-	-	-	-	-	-	-	-	93,000	38,750	38,795	45
PBV HAP SUBSIDY	155,940	64,975	72,090	7,115	225,740	94,440	78,493	(15,947)	-	-	-	-
HUD CAPITAL FUNDS- OPERATIONS	-	-	-	-	-	-	-	-	71,580	29,825	-	(29,825)
CDBG INCOME	16,400	6,833	1,714	(5,119)	10,400	4,333	1,102	(3,231)	13,200	5,500	3,306	(2,194)
TOTAL HUD FUNDING	\$ 172,340	\$ 71,808	\$ 73,804	\$ 1,996	\$ 236,140	\$ 98,773	\$ 79,595	\$ (19,178)	\$ 277,780	\$ 115,742	\$ 186,225	\$ 70,483
INVESTMENT INCOME- UNRESTRICTED	\$ 50	\$ 21	\$ 13	\$ (7)	\$ 30	\$ 13	\$ 0	\$ (12)	\$ 50	\$ 21	\$ 16	\$ (5)
NONDWELLING RENTAL INCOME	40,800	17,000	-	(17,000)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	3,400	1,700	758	(942)	1,220	610	233	(377)	2,400	1,200	1,196	(4)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	-	-	4,389	4,389
OTHER INCOME- MISCELLANEOUS	2,470	1,207	90	(1,117)	1,220	573	21,872	21,300	9,500	4,075	255	(3,820)
TOTAL INCOME	\$ 413,670	\$ 172,316	\$ 140,173	\$ (32,143)	\$ 382,010	\$ 158,878	\$ 155,982	\$ (2,897)	\$ 514,730	\$ 214,788	\$ 292,173	\$ 77,386
EXPENSES												
AUDIT FEES	\$ 2,520	\$ 1,050	\$ 1,050	\$ -	\$ 1,620	\$ 675	\$ 675	\$ -	\$ 4,860	\$ 2,025	\$ 2,025	\$ -
ADVERTISING	170	71	112	41	550	229	72	(157)	330	138	216	78

Commissioner's Report - Property Detail

Month Ending: Feb 2022



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 2,160	\$ 900	\$ <u>42</u>	\$ (858)	\$ 5,000	\$ 2,083	\$ <u>27</u>	\$ (2,056)	\$ 4,160	\$ 1,733	\$ <u>81</u>	\$ (1,652)
CONSULTANTS-RAD CONVERSION	820	342	<u>907</u>	565	530	221	<u>583</u>	362	1,590	663	<u>3,166</u>	2,503
COPIER	740	308	<u>1,086</u>	778	480	200	<u>573</u>	373	1,440	600	<u>783</u>	183
DUES & PUBLICATIONS	170	71	<u>151</u>	80	600	250	<u>97</u>	(153)	330	138	<u>291</u>	153
OFFICE SUPPLIES	200	83	<u>162</u>	79	500	208	<u>101</u>	(107)	390	163	<u>85</u>	(78)
PHONE & INTERNET	2,180	908	<u>1,651</u>	743	4,940	2,058	<u>2,335</u>	277	5,310	2,213	<u>1,340</u>	(872)
POSTAGE	420	175	<u>204</u>	29	450	188	<u>129</u>	(58)	820	342	<u>388</u>	46
LEGAL	2,140	892	<u>3,157</u>	2,266	1,380	575	<u>437</u>	(138)	4,420	2,005	<u>2,691</u>	686
CRIMINAL BACKGROUND CHECKS	40	17	-	(17)	20	8	-	(8)	100	42	-	(42)
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	1,667	-	(1,667)
TRAVEL	20	8	-	(8)	10	4	-	(4)	40	17	-	(17)
TRAINING	140	58	-	(58)	2,000	833	-	(833)	280	117	-	(117)
ACCOUNTING	5,500	2,292	<u>2,293</u>	1	3,540	1,475	<u>1,474</u>	(1)	10,610	4,421	<u>4,421</u>	0
MANAGEMENT FEES	49,840	20,767	<u>16,565</u>	(4,202)	32,040	13,350	<u>10,649</u>	(2,701)	96,120	40,050	<u>31,949</u>	(8,101)
MISCELLANEOUS- SUNDRY	2,980	1,025	<u>2,755</u>	1,730	6,460	2,692	<u>1,634</u>	(1,058)	4,830	2,012	<u>3,447</u>	1,435
TOTAL ADMINISTRATIVE EXPENSES	\$ 70,040	\$ 28,967	\$ 30,133	\$ 1,166	\$ 60,120	\$ 25,050	\$ 18,787	\$ (6,263)	\$ 139,630	\$ 58,342	\$ 50,883	\$ (7,460)
OTHER TENANT SERVICES	\$ 4,800	\$ 2,000	\$ <u>1,040</u>	\$ (960)	\$ 4,800	\$ 2,000	\$ -	\$ (2,000)	\$ 2,400	\$ 1,000	\$ -	\$ (1,000)
TENANT SVCS - BEHAVIORAL HEALTH	15,500	6,458	<u>1,714</u>	(4,744)	10,400	4,333	<u>1,102</u>	(3,231)	13,200	5,500	<u>3,306</u>	(2,194)
TOTAL OTHER TENANT SERVICES	\$ 20,300	\$ 8,458	\$ 2,754	\$ (5,705)	\$ 15,200	\$ 6,333	\$ 1,102	\$ (5,231)	\$ 15,600	\$ 6,500	\$ 3,306	\$ (3,194)
WATER/SEWER	\$ 20,250	\$ 8,560	\$ <u>7,806</u>	\$ (754)	\$ 12,760	\$ 5,396	\$ <u>3,501</u>	\$ (1,895)	\$ 62,560	\$ 26,822	\$ <u>32,337</u>	\$ 5,515
ELECTRIC	94,140	47,888	<u>34,847</u>	(13,041)	23,300	9,708	<u>12,286</u>	2,578	8,980	4,679	<u>4,224</u>	(455)
GAS	-	-	-	-	11,000	4,583	<u>1,409</u>	(3,174)	36,110	22,006	<u>23,578</u>	1,572
TOTAL UTILITY EXPENSES	\$ 114,390	\$ 56,448	\$ 42,653	\$ (13,795)	\$ 47,060	\$ 19,688	\$ 17,196	\$ (2,492)	\$ 107,650	\$ 53,507	\$ 60,139	\$ 6,632

Commissioner's Report - Property Detail

Month Ending: Feb 2022



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February
MAINTENANCE LABOR	\$ 16,760	\$ 6,983	\$ <u>11,066</u>	\$ 4,083	\$ 10,770	\$ 4,488	\$ <u>3,679</u>	\$ (808)	\$ 32,320	\$ 13,467	\$ <u>6,896</u>	\$ (6,571)
MAINT. MATERIALS	10,420	4,342	<u>9,429</u>	5,087	100,180	41,742	<u>2,713</u>	(39,028)	21,250	8,854	<u>4,409</u>	(4,445)
MAINT. CONTRACT COSTS	81,050	33,421	<u>37,149</u>	3,728	64,110	26,833	<u>6,671</u>	(20,162)	77,750	32,396	<u>31,467</u>	(929)
EMPLOYEE BENEFITS	10,360	4,317	<u>5,177</u>	861	<u>6,660</u>	<u>2,775</u>	<u>2,800</u>	25	19,980	8,325	<u>7,768</u>	(557)
TOTAL MAINTENANCE	\$ 118,590	\$ 49,062	\$ 62,821	\$ 13,759	\$ 181,720	\$ 75,838	\$ 15,864	\$ (59,973)	\$ 151,300	\$ 63,042	\$ 50,541	\$ (12,501)
INSURANCE	\$ 29,510	\$ 12,296	\$ <u>13,081</u>	\$ 785	\$ 18,290	\$ 7,621	\$ <u>6,345</u>	\$ (1,276)	\$ 26,510	\$ 11,046	\$ <u>13,255</u>	\$ 2,209
FLOOD INSURANCE	3,500	1,458	<u>1,788</u>	330	3,200	1,333	<u>260</u>	(1,073)	19,900	8,292	<u>6,456</u>	(1,836)
BAD DEBTS	1,500	625	<u>625</u>	-	930	388	<u>390</u>	3	15,000	6,250	<u>6,250</u>	-
COMPENSATED ABSENCES	500	208	<u>210</u>	2	310	129	<u>130</u>	1	1,250	521	<u>520</u>	(1)
PAYMENT IN LIEU OF TAXES	8,020	3,342	<u>3,340</u>	(2)	9,630	4,013	<u>4,015</u>	3	11,740	4,892	<u>4,890</u>	(2)
PENSION	3,000	1,250	<u>1,250</u>	-	2,430	1,013	<u>1,015</u>	3	5,260	2,192	<u>2,190</u>	(2)
RETIREE BENEFITS	8,800	3,667	<u>3,111</u>	(555)	<u>5,460</u>	<u>2,275</u>	<u>2,000</u>	(275)	13,800	5,750	<u>6,000</u>	250
TOTAL OTHER EXPENSES	\$ 54,830	\$ 22,846	\$ 23,405	\$ 559	\$ 40,250	\$ 16,771	\$ 14,155	\$ (2,616)	\$ 93,460	\$ 38,942	\$ 39,561	\$ 619
TOTAL EXPENDITURES	\$ 378,150	\$ 165,781	\$ 161,766	\$ (4,015)	\$ 344,350	\$ 143,679	\$ 67,104	\$ (76,576)	\$ 507,640	\$ 220,333	\$ 204,429	\$ (15,904)
Replacement Reserve	\$ 26,950	\$ 11,229	\$ <u>11,232</u>	\$ 3	\$ 17,600	\$ 7,333	\$ <u>7,335</u>	\$ 2	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ <u>8,570</u>	\$ <u>(4,695)</u>	\$ <u>(32,825)</u>	\$ <u>(28,131)</u>	\$ <u>20,060</u>	\$ <u>7,866</u>	\$ <u>81,543</u>	\$ <u>73,677</u>	\$ <u>7,090</u>	\$ <u>(5,545)</u>	\$ <u>87,744</u>	\$ <u>93,289</u>

Ocean City Housing Authority

Administrative Report

DATE: March 7, 2022

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for February 2022)

PERIOD: February 9, 2022, to March 7, 2022

Speitel Commons and Bayview Manor

Draw Schedule #23 is included in this board packet.

There are some minor “punch list” items the Authority is working with the builder to complete for Speitel Commons. The retainer will be released after the punch list items are complete.

A cost certification will be required to close out this project with the New Jersey Housing and Mortgage Finance Agency.

The dedication for Speitel Commons as been scheduled for Monday, April 25th. More details to come as the planning for this event continues.

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 because 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/	<p>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.</p> <p>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.</p> <p>December update: The metal capping has been installed; There is some work left to be done on the lightening protection system; Project Manager and Architect are organizing inspections to work toward completing this project.</p> <p>January update: Project Manager and Architect are organizing inspections to work toward completing this project; Architect punch list has been completed; Need an inspection report/punch list from the manufacturer; Working to obtain payment releases from sub-contractors.</p> <p>February update: Punch list items are being worked on with some delays due to some bad weather in the past month; communication continues to complete the job; working to obtain payment releases from sub-contractors with one responding positively to date.</p> <p><i>March update: The work on this project is complete with the Architect's sign-off; Final payment to the vendor is the next step.</i></p>

Bayview – Renovation Projects (continued)

<p>Exterior Renovations & HVAC Replacement</p> <ul style="list-style-type: none"> 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; 	<p>Contract Award to Levy Construction Co, Inc. – May 2021</p>	<p>Working with vendor to order materials, due to availability expected construction start date is a minimum of 16-weeks after materials are ordered. Submittals, field measurements, and ordering of materials is in progress. Start date is a minimum of 16-weeks after materials are ordered; Construction meeting held 8/3/2021; Materials have been ordered, window and PTAC delivery is expected in November/December. The project team is coordinating with Levy Construction to ensure that all materials are on-site prior to the work starting; this will alleviate disruptions to the tenants and expedite the completion of the project.</p> <p>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.</p> <p>November update: Team meetings will continue with Levy Construction; Left side windows have not been received; Waiting on delivery of windows to begin project.</p> <p>December update: The windows and HVAC equipment have been received; Work is to begin in December for the installation of the windows and HVAC units in resident apartments.</p> <p>January update: Work on replacement of windows has begun; Window replacement project is on track for an end of January completion; Install of new PTEC units and wiring to be scheduled next.</p> <p>February update: Work on replacement of windows is almost complete; PTEC units are in with wiring complete; siding panel replacement is in process; Railing in the back and the front of the building are on order; Overhead door for the shop is on order; Expecting a punch list for this project by the end of February.</p> <p><i>March update: Punch list items are being worked on; Window, PTEC units and siding are all complete; Items on order are front and back railings, shop overhead door & vent covers; A time extension Change Order will be requested as the vendor is waiting for the items on order to complete this project;</i></p>
---	---	--

Peck's Beach Family Redevelopment Project

Scope of Work	Work Status	Comments
Design Phase of the Redevelopment of Peck's Beach Family	<ul style="list-style-type: none"> • June 2021- Award Special Architectural and Engineering (Electrical & Mechanical) Services • Award Special Engineering (Civil) Services 	<p>Project kick-off meeting with Professional Team has been completed; Subdivision approval is complete.</p> <p>October update: The architect is completing the “massing” of the Family development for presentation to the board.</p> <p>November update: The Architect will present “massing” ideas of the Family development to board at the November meeting.</p> <p>December update: Work continues on the “massing” for the Family development; More progress is expected in January 2022.</p> <p>January update: Massing for the Family development continues; Update to be given at board meeting.</p> <p>February update: Further progress has been made on the massing for the family development; Updates to be shared at the meeting with the board regarding a preliminary design.</p> <p><i>March update: The preliminary design for the project is complete; Discussions are in process with the NJHMFA regarding financing; once the financing is decided with an investor's commitment the project will move to the next phase;</i></p>

Construction Related Work Opportunities at Bayview Manor

Update: The Section 3 postcard (next page) seeking employees for work opportunities at Bayview Manor is being mailed to OCHA residents through December 2021. Due to the delays in the renovation projects at Bayview Manor, because 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 10/2021 - 9/2022		2022 FEB	2022 JAN	2021 DEC
<u>Tenant Accounts Receivable</u>				
Number of "non-payment of rent" cases referred to the solicitor		0	0	0
<u>Unit Inspections</u>				
Total number of units to be inspected in fiscal year		121	121	121
Number of inspections completed this month - all sites (include BB		121	166	122
Total number of units inspected year-to-date - all sites		702	581	415
<u>Occupancy</u>				
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)		108	361	114
Annual Unit Turnaround Time (For Fiscal Year)		257	307	280
Monthly - Number of Vacancies Filled (this month)		3	1	5
Monthly - Average unit turnaround time in days for Lease up		36	623	56
Monthly - Average unit turnaround time in days to Prep Unit (Maint)		N/A	90	45
PIC Score		97.44%	97.44%	97.44%
<u>Vacancies - At end of Month</u>				
Bay View Manor		2	2	1
Speitel Commons		3	3	3
Peck's Beach Family		0	0	1
Total		5	5	5
Occupancy Rate		95.87%	95.87%	95.87%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>				
Total Hours (Summarized Quarterly)				94
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)		0.00	36.81	17.27
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)		26.08	26.08	31.20
<u>Rent Roll</u>				
Bay View Manor - Elderly/Disabled	\$	13,716	\$ 13,661	\$ 12,773
Speitel Commons - Elderly/Disabled	\$	10,732	\$ 10,732	\$ 9,672
Peck's Beach - Family	\$	20,069	\$ 21,158	\$ 21,606
Total Rent Roll	\$	44,517	\$ 45,551	\$ 44,051
<u>Public Housing Waiting List Applicants - All Waiting Lists are OPEN as of 2/28/2022</u>				
Families - Ocean City Preference		6	6	6
Families - No Ocean City Preference		45	45	45
Elderly (Seniors - 62+)/Disabled - Ocean City Preference		11	11	17
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference		116	116	124
<u>Maintenance Department</u>				
Average work order turnaround time in days - Tenant Generated		0.06	0.06	0.13
Total Tenant Generated Work Orders		20	36	35
Number of routine work orders written this month		50	81	117
Number of outstanding work orders from previous month		15	11	20
Total number of work orders to be addressed this month		90	135	173
Total number of work orders completed this month		90	173	173
Total number of work orders left outstanding		0	0	0
Number of emergency work orders written this month		5	7	1
Total number of work orders written year-to-date		562	487	363
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)		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 February 28, 2022

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 02/28/2022	\$917,549.17
2021 Capital Fund Balance for PH (pbfamily)	\$121,578.00
Add: A/R-Tenants 02/2022	
Current	\$37,082.32
Past	\$12,213.08

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Sept-Jan 2021 - City of OC - Acenda	\$11,125.17
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$669,638.16

Less: Bill List payments -March 2022 (\$793,707.79)

Accrued Expenses - Total from detail below (\$14,976.50)

<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	5	(5,390.17)
Bad Debt	17,430.00	5	7,262.50
Comp Absences	2,060.00	5	858.33
P.I.L.O.T.	29,390.00	5	12,245.83
Net Accrual	149,790.00		14,976.50

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

Net Cash Balance \$760,501.61

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 86,660	10.59	Months
Per Day	\$ 2,889	263	Days

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

**RESOLUTION NO. 2022-11
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 \$793,707.79.

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: March 15, 2022

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 March 15, 2022 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 - March 2022			
BANK: COCC			
Check #	Vendor	Invoice Notes	Total Amount
748	ACENDA	Sept 2021 Resident Wellness Svcs	\$ 3,334.60
789	ACENDA	Oct 2021 Resident Wellness Svcs	\$ 1,815.66
875	ACENDA	Nov/Dec 2021 Resident Wellness Svcs	\$ 4,305.97
964	ACENDA	Jan 2022 Resident Wellness Svcs	\$ 1,668.94
965	AMBIENT COMFORT	HVAC repair - pbfamily	\$ 1,793.00
966	ATLANTIC CITY ELECTRIC	Feb 2022 Electric	\$ 10,363.95
967	ATLANTIC COAST ALARM	Alarm repair - BVM	\$ 1,111.00
968	AT&T	Mar 2022 - BVM elevator phone	\$ 116.81
969	LINDA AVENA	Mar 2022 accounting	\$ 1,637.50
970	BROOKE GROUP	Jan 2022 consulting	\$ 4,845.00
971	CALL EXPERTS	Mar 2022 answering service	\$ 126.05
972	CAPE MAY HOUSING AUTHORITY	Maint Svcs - Jan 2022	\$ 1,828.46
973	CLEAN SWEEP SERVICES	Feb 2022 BVM cleaning svc	\$ 1,975.00
974	CAPE MAY MUA	Bulk trash disposal - BVM	\$ 62.37
975	COMCAST	Mar 2022 Business Internet - Admin Ofc/Speitel	\$ 386.98
976	COPIER PLUS	Oct/Nov 2021 & Mar 2022 Copier contract	\$ 60.00
977	DELTA DENTAL	Apr 2022 dental ins - maint	\$ 182.36
978	FLORENCE DRISCOLL	Mar 2022 Tenant svcs	\$ 200.00
979	DUDLEY GENERAL CONTRACTING	Admin Office repairs	\$ 1,950.00
980	ERNIE'S MAGIC CARPET	BVM carpet installationg	\$ 1,808.47
981	FEDERAL EXPRESS	Overnight delivery	\$ 43.84
982	FIRE DEFENSE SYSTEMS	BVM/Speitel fire pump test/inspection	\$ 1,999.00
983	FRANK MAZZA & SON INC	Floor removal/installation - BVM	\$ 5,940.04
984	EISENSTAT GABAGE & FURMAN	Legal Services Jan/Feb 2022	\$ 480.00
985	GLEN STULL	Mar 2022 Medicare/prescription copay reimb	\$ 419.51
986	ASHLEY HARRIS	Mar 2022 BVM/Speitel cleaning	\$ 200.00
987	ROBERT HARRIS	Mar 2022 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
988	HD SUPPLY	Maint Supplies	\$ 6,077.61
989	HMI TECHNICAL SOLUTIONS	PBF gas master meter annual certification	\$ 3,500.00
990	HOME DEPOT CREDIT SVCS	Maint Supplies	\$ 234.28
991	THE HOME DEPOT PRO	Maint Supplies	\$ 10,969.69
992	HUMANA INSURANCE	Apr 2022 retiree ins	\$ 76.50
993	JOHN SPITZ	Mar 2022 Medicare reimb; prescription reimb	\$ 1,428.97
994	MATTEO FAMILY KITCHENS	BVM countertops	\$ 850.00
995	NJ AMERICAN WATER	Feb 2022 water	\$ 7,391.64
996	OCHA REPLACEMENT RESERVE	Mar 2022 replacement reserve deposit - BVM/Speitel	\$ 3,713.00
997	OMEGA PEST MGMT	Mar 2022 pest control	\$ 1,466.25
998	ROBERT ROWELL	Mar 2022 maint contract grounds	\$ 200.00
999	SHERWIN WILLIAMS	Painting suppliecs	\$ 136.14
1000	SOUTH JERSEY GAS	Feb 2022 gas	\$ 4,940.97
1001	SUPERIOR VISION	Apr 2022 vision ins - maint	\$ 19.71
1002	AGNES WILLIAMS	Comcast install charge reimb	\$ 50.00
1003	DOROTHEA NACLERIO	Comcast install charge reimb	\$ 50.00
1004	TK ELEVATOR	Preventative maint - Admin Ofc; Maint contract renewal - BVM	\$ 2,693.80
1005	VECTOR SECURITY	Fire system inspection/monitoring	\$ 340.20
1006	VERIZON DSL	Mar 2022 telephone	\$ 387.27
1007	VERIZON WIRELESS	Mar 2022 maint cell phone	\$ 51.16
1008	VINELAND HOUSING AUTHORITY	Mar 2022 management fee;Office coverage/maint - Jan/Feb 2022;Postage reimb - Feb 2022	\$ 22,141.30
1009	WALLACE HARDWARE	Maint Supplies	\$ 8.09
	ADP	payroll processing fee 2/9/2022	\$ 78.94
	ADP	payroll & taxes 2/23/2022	\$ 1,986.45
	ADP	payroll processing fee 2/23/2022	\$ 76.05
	ADP	payroll & taxes 3/9/2022	\$ 1,918.70
	AETNA	Mar 2022 premium - G Stull	\$ 506.46
	AETNA	Mar 2022 premium - J Spitz	\$ 345.12
	AETNA	Mar 2022 premium - P Spitz	\$ 226.59
	HORIZON BCBS OF NJ	Mar 2022 Health Benefits	\$ 3,017.62
	NJ DIV OF PENSIONS & BENEFITS	Mar 2022 pension pymt	\$ 269.64
	PNC BANK FEE - FEB		\$ 62.97
	TOTAL MAR DISBURSEMENTS (stureocc)		\$ 124,069.63
	TOTAL MAR DISBURSEMENTS CONSTR ACCT (sturcons)		\$ 669,638.16
	TOTAL BILL LIST - MAR 2022		\$ 793,707.79

BANK: BAYVIEW/SPEITEL CONSTRUCTION (RAD_bayview)			
Check/Wire #	Vendor	Invoice Notes	Total Amount
	ATLANTIC CITY ELECTRIC	Speitel electric	87.90
149	THE DAILY JOURNAL OF NJ	IFB& revised IFB - PBSr demolition	164.46
	LEVY CONSTRUCTION	BVM HVAC Renovations - Draw #22	239,094.95
	GARY GARDNER	Speitel construction - Draw #22	354,773.55
	SCUILLO ENGINEERING	Speitel engineering - Draw #22	1,585.00
	MARATHON ENGINEERING	BVM/Speitel engineering - Draw #22	2,333.00
	THE BROOKE GROUP LLC	BVM/Speitel consulting - Draw #22	10,533.75
	EISENSTAT GABAGE & FURMAN	BVM legal - Draw #22	120.00

OCEAN CITY HOUSING AUTHORITY
BILL LIST - March 2022

LEVY CONSTRUCTION	BVM HVAC Renovations - Draw #23	46,846.80
THE BROOKE GROUP LLC	BVM/Speitel consulting - Draw #23	11,913.75
EISENSTAT GABAGE & FURMAN	BVM legal - Draw #23	105.00
COMCAST	Splice box covers installation	2,080.00
TOTAL MAR DISBURSEMENTS (sturcons)		\$ 669,638.16

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

**RESOLUTION NO. 2022-12
Resolution Authorizing Payment of Draw 23**

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 #23 in the amount of \$60,945.55
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: March 15, 2022

VOTE:

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

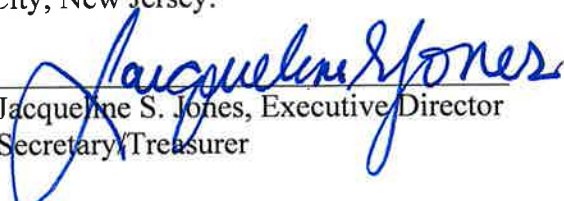
OCEAN CITY HOUSING AUTHORITY

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 March 15, 2022 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

March 9, 2022

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #23

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$60,945.55. 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 080107	\$46,846.80
The Brooke Group LLC	209 E Egnor., Galloway, NJ 08205	\$11,913.75
Eisenstat Gabage & Furman	1179 East Landis Ave., Vineland, NJ 08360	\$105.00
Comcast Communications	3800 Horizon Blvd, Ste 300, Trevose, PA 19053	\$2,080.00
	TOTAL	\$60,945.55

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #23 Submission to Ocean City

If you have any questions please feel free to contact Holly Ginnett 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. 2022-13
Resolution Approving Change Order #10 for
Bayview Manor and HVAC Renovations Project**

WHEREAS, the Ocean City Housing Authority solicited an Invitation for Bids for the exterior and HVAC renovations project at Bayview Manor; and,

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

WHEREAS, the lowest responsible bidder for this project is **Levy Construction Company, Inc. – 800 Newton Avenue; Oaklyn, New Jersey 08107** with a bid amount of **\$878,600**; and

WHEREAS, the contract was awarded to **Levy Construction Company, Inc. – 800 Newton Avenue; Oaklyn, New Jersey 08107** with **Resolution 2021-23** at the **May 18, 2021 board meeting**; and

WHEREAS, Change Order #10 is necessary to extend the contract completion date (44 days), until May 18, 2022; and

WHEREAS, the aforementioned change order is described and attached herein; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners herby accepts the change order to extend the contract completion date until May 18, 2022.

ADOPTED: March 15, 2022

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 March 15, 2022 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary-Treasurer



AIA Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> 19-037 Bayview Manor Exterior and HVAC Renovations 635 West Ave & Sixth St. Ocean City, NJ 08226	CONTRACT INFORMATION: Contract For: General Construction Date: 05/10/2021	CHANGE ORDER INFORMATION: Change Order Number: 010 Date: 03/02/2022
OWNER: <i>(Name and address)</i> Ocean City Housing Authority 204 4th Street Ocean City, NJ 08226	ARCHITECT: <i>(Name and address)</i> Donovan Architects, LLC 9 Tanner Street, Suite 201, Haddonfield, NJ 08033	CONTRACTOR: <i>(Name and address)</i> Levy Construction Company, Inc. 800 Newton Avenue Oaklyn, NJ 08107

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.)

03/02/2022 - Extend Contract Time 44 days, until 05/18/2022.

The original Contract Sum was	\$ 878,600.00
The net change by previously authorized Change Orders	\$ 66,130.98
The Contract Sum prior to this Change Order was	\$ 944,730.98
The Contract Sum will be increased by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 944,730.98

The Contract Time will be increased by 44 (Forty Four) days.

The new date of Substantial Completion will be 05/18/2022

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.

Donovan Architects, LLC

ARCHITECT *(Firm name)*

SIGNATURE

Michael R. Donovan, Principal

PRINTED NAME AND TITLE

03/02/2022

DATE

Levy Construction Company, Inc.

CONTRACTOR *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

Ocean City Housing Authority

OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

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

**RESOLUTION NO. 2022-14
Resolution Approving Change Order #1 and #2 for
Peck's Beach Village – Demolition Project**

WHEREAS, the Ocean City Housing Authority solicited an Invitation for Bids for demolition of Peck's Beach Village – Senior Housing Complex; 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 American Demolition Corporation – 2 English Lane; Egg Harbor Township, NJ 08234 with a bid amount of \$118,000; and

WHEREAS, the contract was awarded to American Demolition Corporation – 2 English Lane; Egg Harbor Township, NJ 08234 with Resolution 2021-66 at the November 16, 2021 board meeting; and

WHEREAS, Change Order #1 is necessary to extend the contract completion date until May 18, 2022; and

WHEREAS, Change Order #2 (\$48,150) is necessary for the change in project cost to remove unforeseen asbestos containing siding that was hidden under the exterior vinyl siding and for an additional 81 interior fittings; and

WHEREAS, the aforementioned change orders are described and attached herein; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners hereby accepts the change orders of \$48,150 and to extend the contract completion date until May 18, 2022 for the demolition of Peck's Beach Village – Senior Housing Complex.

ADOPTED: March 15, 2022

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

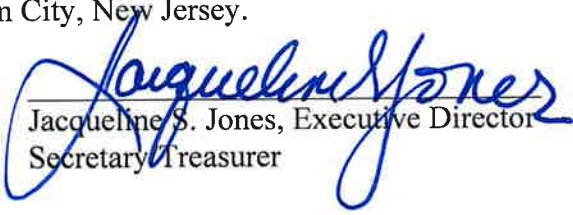
BY: _____


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 March 15, 2022 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer



AIA® Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
21-022 Peck's Beach Village
Redevelopment

CONTRACT INFORMATION:
Contract For: General Construction

CHANGE ORDER INFORMATION:
Change Order Number: 001

Date: 11/12/2021

Date: 03/15/2022

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

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

CONTRACTOR: *(Name and address)*
American Demolition Corporation
2 English Lane
Egg Harbor Township, NJ 08234

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.)

03/15/2022 - Extend Contract finish date until 05/18/2022

The original Contract Sum was	\$	118,000.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	118,000.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order will be	\$	118,000.00

The Contract Time will be increased by One Hundred and Eight (108) days.

The new date of Substantial Completion will be 05/18/2022

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.

Donovan Architects, LLC
ARCHITECT *(Firm name)*

SIGNATURE

Michael R. Donovan, Principal
PRINTED NAME AND TITLE

03/15/2022
DATE

American Demolition Corporation
CONTRACTOR *(Firm name)*

SIGNATURE

H Bernard Slyer, President
PRINTED NAME AND TITLE

3-16-22
DATE

Ocean City Housing Authority
OWNER *(Firm name)*

SIGNATURE

Jacqueline Jones, Executive Director
PRINTED NAME AND TITLE

3/18/22
DATE

Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
21-022 Peck's Beach Village
Redevelopment

CONTRACT INFORMATION:
Contract For: General Construction

Date: 11/12/2021

CHANGE ORDER INFORMATION:
Change Order Number: 002

Date: 03/15/2022

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

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

CONTRACTOR: *(Name and address)*
American Demolition Corporation
2 English Lane
Egg Harbor Township, NJ 08234

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.)

03/15/2022 - Additional asbestos removal cost is for unforeseen asbestos containing siding that was hidden under the exterior vinyl siding and for an additional 81 interior fittings that are asbestos containing that were hidden within the walls of the existing structures.

The original Contract Sum was	\$	118,000.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	118,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$	48,150.00
The new Contract Sum including this Change Order will be	\$	166,150.00

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be 05/18/2022

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.


Donovan Architects, LLC
ARCHITECT *(Firm name)*


SIGNATURE

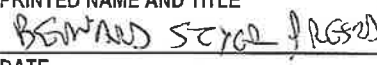
Michael R. Donovan, Principal
PRINTED NAME AND TITLE

03/15/2022
DATE


American Demolition Corporation
CONTRACTOR *(Firm name)*


SIGNATURE


H Bernard Slyer, President
PRINTED NAME AND TITLE


DATE 3-16-22

Ocean City Housing Authority
OWNER *(Firm name)*


SIGNATURE

Jacqueline Jones, Executive Director
PRINTED NAME AND TITLE


DATE



17 S. Gordon's Alley, Suite 3
Atlantic City, New Jersey 08401
Phone (609) 300-5171
www.sciulloengineering.com

March 15, 2022

OCH 003.03

Jaqueline Jones, Executive Director
Ocean City Housing Authority
204 4th Street
Ocean City, NJ 08226
jjones@vha.org

Re: Ocean City Housing Authority
Peck's Beach Senior Housing Demolition
Change Order #2 for Additional Asbestos Removal

Dear Ms. Jones,

Sciullo Engineering Services, LLC (SE) is assisting the Ocean City Housing Authority with document preparation, bid coordination and demolition observation services for the subject demolition project in Ocean City, Cape May County, New Jersey. The subject demolition contract was awarded to American Demolition Corporation through a competitive bidding process outlined in our previous letter to you dated November 11, 2021. Part of the scope of the project is removal of asbestos containing material (ACM) from the buildings prior to full demolition of the structures and site improvements. The scope of asbestos removal included in the bid documents was for an estimated 200 fittings within the walls of the existing structures. This estimate was based on what was observable at the time the survey was completed by Synertech, a firm specializing in hazardous material surveys and removal plans, on behalf of the Authority.

Synertech's survey work was completed when the units were occupied. As such, destructive testing to locate every fitting was not possible and a reasonable estimate, based on available information was included in the bid specifications. The contractor started work for interior demolition and ACM removal preparation and discovered that there were a total of 281 ACM fittings within the interior walls, and also found hidden beneath the exterior vinyl siding a layer of asbestos-containing siding that was not foreseen when the demolition bid documents were prepared and therefore not included in the original scope of work. The current exterior vinyl siding was attached over the old transite siding with furring strips/nailers such that it was not visible without destructive testing, which as previously described was not possible while the units were occupied. Upon discovery of the siding, Synertech returned to the site, exposed some of the transite siding, and sent them to a laboratory for confirmation that the siding is ACM.

The removal of this additional unforeseen ACM from the buildings is critical to completion of the scope of work and must be completed in compliance with applicable regulatory standards. As outlined in the enclosed change order documents, the estimated additional cost for removal of the asbestos siding as well as 81 additional asbestos containing fittings within the walls of the existing buildings is \$48,150. The contract awarded to American Demolition was for a total of \$118,000. The change order constitutes an additional cost of 40.8% of the original contract value, which exceeds the typical New Jersey Local Public Contracts Law at NJSA 40A:11 and NJAC 5:34 order limitation of 20%.

New Jersey Local Finance Board Regulations at NJAC 5:30-11.9 Procedures for change orders which exceed 20 percent limitation states:

- (a) General provisions regarding the procedures for change orders which exceed the 20 percent limitation are as follows:
 - 1. The procedures in this section shall only be followed when a particular change order on any type of contract, except professional and extraordinary unspecifiable service contracts, will cause the total amount of change orders executed for the particular contract to exceed the originally awarded contract price by more than 20 percent. The purpose of the procedures is to allow for such a change only in limited instances. Such a change shall not be permitted when the factual circumstances make it reasonably possible to execute a new contract for the additional work. Such a change may be allowed, for example, when an unforeseen circumstance or differing site condition is combined with a situation which renders execution of a new contract an unreasonable interference with the efficient completion of the work.
 - 2. Generally such change orders are not justifiable and the ready issuance of them by contracting units would constitute an abuse of these rules.
- (b) A written certification justifying the performance of the work or the furnishing of the services which would necessitate issuance of such a change order shall be filed by the contractor with the chief executive officer or designee. This certification shall include an explanation of the factual circumstances which necessitate issuance of the change order; a statement indicating why these circumstances could not have been foreseen; a statement indicating why issuance of the change order would be in the best interests of the contracting unit and would not constitute an abuse of these rules; and, if the nature of the change order is technical, the certification shall include a certified statement from the contractor's appropriate expert, such as an engineer or architect. This statement shall explain in detail the factual circumstances which necessitate issuance of the proposed change order. A rewrite or paraphrase of the rules in this subchapter is not acceptable.
- (c) The governing body approval process for change orders which exceed the 20 percent limitation is as follows: 1. The chief executive officer or his or her designee

shall file a request for the change order with the governing body. This request shall include a statement indicating why the proposed change may be allowed under this subchapter. A copy of the certification required under (b) above must also be attached to the request. 2. If the certification required pursuant to (b) above includes a certified statement from an engineer or other expert as required by (b) above, the request to the governing body shall also include a statement from the contracting unit's engineer or an official or employee with the appropriate expertise. This statement shall explain in detail the factual circumstances which justify issuance of the proposed change order. A rewrite or paraphrase of the rules in this subchapter is not acceptable.

Please accept this letter as the certification required in (b) above. The need for this change order is due to an unforeseen site condition of the siding being hidden under the existing building exteriors and it would interfere with completion of the rest of the contract to bid this specific piece of work since it is integral to the full building demolition currently under contract. A rebid of the work would also delay the demolition project beyond the allowable building demolition window in Ocean City which closes at the end of May. Additionally, American Demolition Corporation's bid for the overall project was far below the second lowest bid and remains far below the second lowest bid with this additional cost added (which would also increase the cost of any other bid received since scope is added). Based on our experience and current market conditions a rebid of the entire project would surely cost the Ocean City Housing Authority more than this original contract and change order. Lastly, Synertech provided an estimate of \$72,000 for removal of the siding based on their experience and recent bids received for similar work, and the additional cost provided by American Demolition Corporation is below that estimate.

It is my professional opinion that execution of this change order, although greater than 20% above the original contract amount, meets the requirements of NJAC 5:30-11.9(a), it not an abuse of this regulatory provision, and is in the best interest of the Ocean City Housing Authority since it will not delay completion of the work and is at a price lower than estimated by our professional consultant specializing in hazardous material survey and removal plans. Should you have any questions or require additional information, please feel free to contact me at (609) 300-5171 or jsciullo@sciulloengineering.com.

Sincerely,

Sciullo Engineering Services, LLC



Jason T. Sciullo, PE, PP
Principal Engineer

Cc: Ron Miller, OCHA (via email)
Rick Ginnetti, Brooke Group (via email)
Ana Amorim Ferreira, Donovan Architects (via email)



SYNERTECH
ENVIRONMENTAL LLC

228 Moore Street
Philadelphia, PA 19148
Phone 215-755-2305
Fax 215-755-2405
www.gosynertech.com

March 15, 2022

Mr. Jason T. Sciuillo, PE, PP
Sciuillo Engineering Services, LLC
17 South Gordon's Alley, Suite 3
Atlantic City, New Jersey 08401

RE: OCHA- Pecks Beach Senior Housing Demolition

Mr. Sciuillo,

Based on our experience as environmental consultants in the asbestos abatement industry, specifically for contractors handling the removal of exterior transite, my EPA Asbestos Project Designer estimated costs of \$54,000 on the lower end and \$72,000 on the higher end for the asbestos abatement of ~15,000 square feet of exterior transite. These numbers were calculated using \$600.00-\$800.00 per man-day. These are the standard calculations that we use when providing cost estimates and we typically go with the higher end number to err on the side of caution.

Thank You,

Janae Berenato-Fiorelli
Operations Manager

Synertech Environmental LLC
228 Moore Street
Philadelphia, Pennsylvania 19148

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

March 15, 2022

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

Subject: Resolution #2022-14

To: Members of the Board of Commissioners

I would recommend the Members of the Board of Commissioners take action to approve Resolution #2022-14 for the reasons presented in the Certification provided by Sciullo Engineering.

To my knowledge the bid documents and relevant site investigations were prepared in accordance with all applicable industry standards. The Housing Authority professional team concurs with American Demolition Corporation in the need to remove the asbestos transite siding prior to demolition.

In order to expeditiously complete the contract, I recommend the Board approve Resolution #2022-14.

Respectfully Submitted,

Jacqueline Jones
Executive Director