

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



204 4<sup>th</sup> Street  
Ocean City, New Jersey 08226

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*Jacqueline S. Jones, Executive Director*

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April 13, 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, April 19, 2022 at 4:30 pm at Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, NJ 08226.**

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

Very truly yours,

Jacqueline S. Jones  
Executive Director

**REVISED**  
**Ocean City Housing Authority**  
**AGENDA**

Tuesday, April 19, 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 March 15, 2022
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:
  - # 2022-15 Approval of Monthly Expenses (*updated*)
  - # 2022-16 Award Janitorial Cleaning Services Contract
  - # 2022-17 Resolution Authorizing Payments of Draw 24

*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**

**March 15, 2022 – 4:30 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held March 15, 2022, at 4:30 p.m. at the Administrative Offices – 204 4<sup>th</sup> 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	(absent)
Commissioner Patrick Mumman	
Commissioner Beverly McCall	
Commissioner Robert Henry	
Commissioner Patricia Jackson	(absent)
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 and Linda Cavallo – Accountant.

#### **Minutes**

Chairman Barr requested a motion to approve the Regular Meeting minutes from February 15, 2022. A motion was made by Commissioner McCall and seconded by Commissioner Mumman. The following vote was taken:

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

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

Ms. Cavallo reviewed the Financial Report for the five months ending February 28, 2022. A motion was made by Commissioner McCall and seconded by Commissioner Mumman. The following vote was taken:

Commissioner Robert Halliday	(Absent)
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 gave an update on the dedication for Speitel Commons. The date agreed upon along with Ed Speitel's family is April 25<sup>th</sup>. It will most likely be held at 11 a.m. The time will be confirmed, and further details will be provided.

The Bayview Manor roof project is coming to an end. The PTAC units are completed in every unit. The back and front rails have been delivered. The shop overhead door and vent covers are pending. There is a change order being requested for an extension of time on this project.

Regarding Pecks Beach Family, the designs in concept were shared last month. Currently, there are discussions with NJHMFA and investors to get a commitment for the financing of the project.

There is a Resolution this evening for a Change Order for the demolition of Pecks Beach Senior. This will be further discussed in the Resolution portion of the meeting.

Commissioner Henry asked who the investor is for the Pecks Beach Family project. Mrs. Jones stated the potential investor is Century Bank. Commissioner Henry asked when will the final cost for Speitel be available to know if it was over or under budget. Mrs. Jones stated it is under budget and the exact information will need to be obtained from the Authority's consultant, Rick Ginnetti. Mrs. Jones explained there was an overall budget between Speitel and Bayview Manor. The funds for NJHMFA were exhausted for Speitel and then the funds from the City kicked on Speitel. Any funds not used on Speitel are available for Bayview Manor. She will get a breakdown from the consultant.

Commissioner Mumman asked if the investor has any say in the design for Pecks Beach Family project. Mrs. Jones stated that is not their area but there are requirements such as energy star and ADA requirements.

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

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

### **Committee Reports** – None.

**Old Business** – Commissioner Henry stated the Authority has an insurance broker and there are a lot of changes in its operations, risks and exposures and he is requested a report from the insurance broker. Mrs. Jones is in the process of requesting this information. She assured the Commissioners the Authority's coverage is set every year. Mrs. Jones reviews it yearly and adjusts for any additions to equipment and special attention was given regarding Speitel this year based on the cost of the building and making sure the flood insurance is included. Commissioner Henry asked about the Audit. Mrs. Jones stated the 2019 report was issued and is working on getting the 2020 reporting issue resolved.

### **New Business** – None.

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

**Resolution #2022-11**  
**Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$793,707.79. Mrs. Jones stated there is nothing unusual on this bill list. A motion was made by Commissioner Mumman; seconded by Commissioner McCall. The following vote was taken:

Commissioner Robert Halliday	(Absent)
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 #2022-12**  
**Authorizing Payments of Draw 23**

Chairman Barr called for a motion to approve Resolution #2022-12. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones provided a brief explanation on the draw. The following vote was taken:

Commissioner Robert Halliday	(Absent)
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 #2022-13**  
**Approving Change Order #10 for Bayview Manor and HVAC Renovations Project**

Chairman Barr called for a motion to approve Resolution #2022-13. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated the change is for an extension to the project until May 18, 2022. The following vote was taken:

Commissioner Robert Halliday	(Absent)
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 #2022-14**  
**Approving Change Order #1 and #2 for Peck's Beach Village – Demolition Project**

Chairman Barr called for a motion to approve Resolution #2022-14. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated change order #1 is for a time extension on the project. Change order #2 is the asbestos removal on the property. Ron Miller stated during the asbestos remediation work inside they removed some siding off outside which revealed unforeseen asbestos under the exterior vinyl siding. It does exceed 20% of the contract value so there are steps that need to be taken and certifications from a project engineer indicating it was an unforeseen circumstance. The total contract still comes under the next lowest bidder with this change and still under budget. The following vote was taken:

Commissioner Robert Halliday	(Absent)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
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. No comments Board Commissioners and/or Administration.

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 4:46 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

# Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Mar 2022



	<b>TOTAL</b>			
	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU March</b>	<b>ACTUAL THRU March</b>	<b>VARIANCE THRU March</b>
<b><u>INCOME</u></b>				
<b>DWELLING RENTAL</b>	\$ 563,010	\$ 280,350	\$ 266,756	\$ (13,594)
<b>TOTAL TENANT REVENUE</b>	\$ 563,010	\$ 280,350	\$ 266,756	\$ (13,594)
<b>HUD OPERATING SUBSIDY</b>	\$ 100,000	\$ 50,000	\$ 167,555	\$ 117,555
<b>HUD Asset Repositioning Fee - Operating Grant</b>	93,000	46,500	46,554	54
<b>PBV HAP SUBSIDY</b>	381,680	191,010	185,450	(5,560)
<b>HUD CAPITAL FUNDS-OPERATIONS</b>	71,580	35,790	-	(35,790)
<b>CDBG INCOME</b>	40,000	20,000	7,791	(12,209)
<b>TOTAL HUD FUNDING</b>	\$ 686,260	\$ 343,300	\$ 407,350	\$ 64,050
<b>INVESTMENT INCOME- UNRESTRICTED</b>	\$ 130	\$ 65	\$ 46	\$ (20)
<b>NONDWELLING RENTAL INCOME</b>	40,800	20,400	-	(20,400)
<b>OTHER INCOME-LAUNDRY</b>	7,020	3,510	3,892	382
<b>OTHER INCOME-FRAUD RECOVERY</b>	-	-	5,852	5,852
<b>OTHER INCOME-MISCELLANEOUS</b>	13,190	6,900	27,345	20,445
<b>TOTAL INCOME</b>	\$ 1,310,410	\$ 654,525	\$ 711,241	\$ 56,716
<b><u>EXPENSES</u></b>				
<b>AUDIT FEES</b>	\$ 9,000	\$ 4,500	\$ 4,500	\$ -
<b>ADVERTISING</b>	1,050	525	435	(90)
<b>OFFICE EXPENSES</b>				
<b>COMPUTER SERVICES</b>	\$ 11,320	\$ 5,660	\$ 680	\$ (4,980)
<b>CONSULTANTS-RAD CONVERSION</b>	2,940	1,470	9,500	8,030
<b>COPIER</b>	2,660	1,330	2,462	1,132
<b>DUES &amp; PUBLICATIONS</b>	1,100	550	539	(11)
<b>OFFICE SUPPLIES</b>	1,090	545	348	(197)
<b>PHONE &amp; INTERNET</b>	12,430	6,215	6,746	531
<b>POSTAGE</b>	1,690	845	1,177	332
<b>LEGAL</b>	7,940	4,110	6,765	2,655
<b>CRIMINAL BACKGROUND CHECKS</b>	160	80	43	(37)
<b>LEGAL-RAD</b>	4,000	2,000	-	(2,000)
<b>TRAVEL</b>	70	35	-	(35)
<b>TRAINING</b>	2,420	1,210	-	(1,210)
<b>ACCOUNTING</b>	19,650	9,825	9,825	-
<b>MANAGEMENT FEES</b>	178,000	89,000	70,083	(18,917)
<b>MISCELLANEOUS-SUNDRY</b>	14,270	7,395	8,906	1,511
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	\$ 269,790	\$ 135,295	\$ 122,009	\$ (13,286)

# Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Mar 2022



	<b>TOTAL</b>			
	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU March</b>	<b>ACTUAL THRU March</b>	<b>VARIANCE THRU March</b>
<b>OTHER TENANT SERVICES</b>	\$ 12,000	\$ 6,000	\$ 1,240	\$ (4,760)
<b>TENANT SVCS - BEHAVIORAL HEALTH</b>	39,100	19,550	7,791	(11,759)
<b>TOTAL OTHER TENANT SERVICES</b>	\$ 51,100	\$ 25,550	\$ 9,030	\$ (16,520)
<b>WATER/SEWER</b>	\$ 95,570	\$ 48,954	\$ 46,720	\$ (2,234)
<b>ELECTRIC</b>	126,420	74,853	57,875	(16,978)
<b>GAS</b>	47,110	32,187	30,751	(1,436)
<b>TOTAL UTILITY EXPENSES</b>	\$ 269,100	\$ 155,994	\$ 135,347	\$ (20,647)
<b>MAINTENANCE LABOR</b>	\$ 59,850	\$ 29,925	\$ 25,913	\$ (4,012)
<b>MAINT. MATERIALS</b>	131,850	65,925	42,256	(23,669)
<b>MAINT. CONTRACT COSTS</b>	222,910	111,530	113,896	2,366
<b>EMPLOYEE BENEFITS</b>	37,000	18,500	19,127	627
<b>TOTAL MAINTENANCE</b>	\$ 451,610	\$ 225,880	\$ 201,193	\$ (24,687)
<b>INSURANCE</b>	\$ 74,310	\$ 37,155	\$ 40,586	\$ 3,431
<b>FLOOD INSURANCE</b>	26,600	13,300	10,630	(2,670)
<b>BAD DEBTS</b>	17,430	8,715	8,718	3
<b>COMPENSATED ABSENCES</b>	2,060	1,030	1,032	2
<b>PAYMENT IN LIEU OF TAXES</b>	29,390	14,695	14,694	(1)
<b>PENSION</b>	10,690	5,345	5,346	1
<b>RETIREE BENEFITS</b>	28,060	14,030	14,115	85
<b>TOTAL OTHER EXPENSES</b>	\$ 188,540	\$ 94,270	\$ 95,121	\$ 851
<b>TOTAL EXPENDITURES</b>	\$ 1,230,140	\$ 636,989	\$ 562,701	\$ (74,288)
<b>Replacement Reserve</b>	\$ 44,550	\$ 22,275	\$ 22,281	\$ 6
<b>PROFIT</b>	\$ 35,720	\$ (4,739)	\$ 126,260	\$ 130,998



# Commissioner's Report - Property Detail

Month Ending: Mar 2022



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March
<b>INCOME</b>												
DWELLING RENTAL	\$ 194,610	\$ 96,870	\$ 79,272	\$ (17,598)	\$ 143,400	\$ 70,980	\$ 67,323	\$ (3,657)	\$ 225,000	\$ 112,500	\$ 120,161	\$ 7,661
TOTAL TENANT REVENUE	\$ 194,610	\$ 96,870	\$ 79,272	\$ (17,598)	\$ 143,400	\$ 70,980	\$ 67,323	\$ (3,657)	\$ 225,000	\$ 112,500	\$ 120,161	\$ 7,661
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 50,000	\$ 167,555	\$ 117,555
HUD Asset Repositioning Fee - Operating Grant	-	-	-	-	-	-	-	-	93,000	46,500	46,554	54
PBV HAP SUBSIDY	155,940	77,970	90,004	12,034	225,740	113,040	95,446	(17,594)	-	-	-	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	71,580	35,790	-	(35,790)
CDBG INCOME	16,400	8,200	2,181	(6,019)	10,400	5,200	1,402	(3,798)	13,200	6,600	4,207	(2,393)
TOTAL HUD FUNDING	\$ 172,340	\$ 86,170	\$ 92,185	\$ 6,015	\$ 236,140	\$ 118,240	\$ 96,848	\$ (21,392)	\$ 277,780	\$ 138,890	\$ 218,316	\$ 79,426
INVESTMENT INCOME-UNRESTRICTED	\$ 50	\$ 25	\$ 20	\$ (5)	\$ 30	\$ 15	\$ 0	\$ (15)	\$ 50	\$ 25	\$ 25	\$ 0
NONDWELLING RENTAL INCOME	40,800	20,400	-	(20,400)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	3,400	1,700	1,489	(211)	1,220	610	388	(222)	2,400	1,200	2,015	815
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	-	-	5,852	5,852
OTHER INCOME-MISCELLANEOUS	2,470	1,385	2,015	630	1,220	665	24,209	23,544	9,500	4,850	1,121	(3,729)
TOTAL INCOME	\$ 413,670	\$ 206,550	\$ 174,982	\$ (31,568)	\$ 382,010	\$ 190,510	\$ 188,768	\$ (1,742)	\$ 514,730	\$ 257,465	\$ 347,492	\$ 90,027
<b>EXPENSES</b>												
AUDIT FEES	\$ 2,520	\$ 1,260	\$ 1,260	\$ -	\$ 1,620	\$ 810	\$ 810	\$ -	\$ 4,860	\$ 2,430	\$ 2,430	\$ -
ADVERTISING	170	85	122	37	550	275	78	(197)	330	165	235	70
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 2,160	\$ 1,080	\$ 190	\$ (890)	\$ 5,000	\$ 2,500	\$ 122	\$ (2,378)	\$ 4,160	\$ 2,080	\$ 367	\$ (1,713)
CONSULTANTS-RAD CONVERSION	820	410	907	497	530	265	583	318	1,590	795	8,011	7,216
COPIER	740	370	1,092	722	480	240	577	337	1,440	720	793	73
DUES & PUBLICATIONS	170	85	151	66	600	300	97	(203)	330	165	291	126

# Commissioner's Report - Property Detail

Month Ending: Mar 2022



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March
OFFICE SUPPLIES	200	100	162	62	500	250	101	(149)	390	195	85	(110)
PHONE & INTERNET	2,180	1,090	2,024	934	4,940	2,470	3,013	543	5,310	2,655	1,709	(946)
POSTAGE	420	210	331	121	450	225	212	(13)	820	410	634	224
LEGAL	2,140	1,070	3,292	2,222	1,380	690	524	(166)	4,420	2,350	2,950	600
CRIMINAL BACKGROUND CHECKS	40	20	-	(20)	20	10	-	(10)	100	50	43	(7)
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	2,000	-	(2,000)
TRAVEL	20	10	-	(10)	10	5	-	(5)	40	20	-	(20)
TRAINING	140	70	-	(70)	2,000	1,000	-	(1,000)	280	140	-	(140)
ACCOUNTING	5,500	2,750	2,751	1	3,540	1,770	1,769	(2)	10,610	5,305	5,306	0
MANAGEMENT FEES	49,840	24,920	19,623	(5,297)	32,040	16,020	12,615	(3,405)	96,120	48,060	37,845	(10,215)
MISCELLANEOUS-SUNDRY	2,980	1,750	3,080	1,330	6,460	3,230	1,842	(1,388)	4,830	2,415	3,985	1,570
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$ 70,040</b>	<b>\$ 35,280</b>	<b>\$ 34,984</b>	<b>\$ (296)</b>	<b>\$ 60,120</b>	<b>\$ 30,060</b>	<b>\$ 22,342</b>	<b>\$ (7,718)</b>	<b>\$ 139,630</b>	<b>\$ 69,955</b>	<b>\$ 64,684</b>	<b>\$ (5,271)</b>
<b>OTHER TENANT SERVICES</b>	<b>\$ 4,800</b>	<b>\$ 2,400</b>	<b>\$ 1,240</b>	<b>\$ (1,160)</b>	<b>\$ 4,800</b>	<b>\$ 2,400</b>	<b>\$ -</b>	<b>\$ (2,400)</b>	<b>\$ 2,400</b>	<b>\$ 1,200</b>	<b>\$ -</b>	<b>\$ (1,200)</b>
<b>TENANT SVCS – BEHAVIORAL HEALTH</b>	<b>15,500</b>	<b>7,750</b>	<b>2,181</b>	<b>(5,569)</b>	<b>10,400</b>	<b>5,200</b>	<b>1,402</b>	<b>(3,798)</b>	<b>13,200</b>	<b>6,600</b>	<b>4,207</b>	<b>(2,393)</b>
<b>TOTAL OTHER TENANT SERVICES</b>	<b>\$ 20,300</b>	<b>\$ 10,150</b>	<b>\$ 3,421</b>	<b>\$ (6,729)</b>	<b>\$ 15,200</b>	<b>\$ 7,600</b>	<b>\$ 1,402</b>	<b>\$ (6,198)</b>	<b>\$ 15,600</b>	<b>\$ 7,800</b>	<b>\$ 4,207</b>	<b>\$ (3,593)</b>
<b>WATER/SEWER</b>	<b>\$ 20,250</b>	<b>\$ 10,202</b>	<b>\$ 9,800</b>	<b>\$ (402)</b>	<b>\$ 12,760</b>	<b>\$ 6,430</b>	<b>\$ 4,513</b>	<b>\$ (1,917)</b>	<b>\$ 62,560</b>	<b>\$ 32,322</b>	<b>\$ 32,407</b>	<b>\$ 85</b>
<b>ELECTRIC</b>	<b>94,140</b>	<b>57,711</b>	<b>42,066</b>	<b>(15,645)</b>	<b>23,300</b>	<b>11,650</b>	<b>10,256</b>	<b>(1,394)</b>	<b>8,980</b>	<b>5,492</b>	<b>5,554</b>	<b>62</b>
<b>GAS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,000</b>	<b>5,500</b>	<b>1,831</b>	<b>(3,669)</b>	<b>36,110</b>	<b>26,687</b>	<b>28,920</b>	<b>2,233</b>
<b>TOTAL UTILITY EXPENSES</b>	<b>\$ 114,390</b>	<b>\$ 67,913</b>	<b>\$ 51,866</b>	<b>\$ (16,047)</b>	<b>\$ 47,060</b>	<b>\$ 23,580</b>	<b>\$ 16,600</b>	<b>\$ (6,980)</b>	<b>\$ 107,650</b>	<b>\$ 64,501</b>	<b>\$ 66,881</b>	<b>\$ 2,380</b>
<b>MAINTENANCE LABOR</b>	<b>\$ 16,760</b>	<b>\$ 8,380</b>	<b>\$ 13,202</b>	<b>\$ 4,822</b>	<b>\$ 10,770</b>	<b>\$ 5,385</b>	<b>\$ 4,405</b>	<b>\$ (980)</b>	<b>\$ 32,320</b>	<b>\$ 16,160</b>	<b>\$ 8,306</b>	<b>\$ (7,854)</b>
<b>MAINT. MATERIALS</b>	<b>10,420</b>	<b>5,210</b>	<b>30,147</b>	<b>24,937</b>	<b>100,180</b>	<b>50,090</b>	<b>5,216</b>	<b>(44,874)</b>	<b>21,250</b>	<b>10,625</b>	<b>6,893</b>	<b>(3,732)</b>
<b>MAINT. CONTRACT COSTS</b>	<b>81,050</b>	<b>40,600</b>	<b>62,229</b>	<b>21,629</b>	<b>64,110</b>	<b>32,055</b>	<b>9,464</b>	<b>(22,591)</b>	<b>77,750</b>	<b>38,875</b>	<b>42,202</b>	<b>3,327</b>
<b>EMPLOYEE BENEFITS</b>	<b>10,360</b>	<b>5,180</b>	<b>6,160</b>	<b>980</b>	<b>6,660</b>	<b>3,330</b>	<b>3,407</b>	<b>77</b>	<b>19,980</b>	<b>9,990</b>	<b>9,560</b>	<b>(430)</b>
<b>TOTAL MAINTENANCE</b>	<b>\$ 118,590</b>	<b>\$ 59,370</b>	<b>\$ 111,738</b>	<b>\$ 52,368</b>	<b>\$ 181,720</b>	<b>\$ 90,860</b>	<b>\$ 22,493</b>	<b>\$ (68,367)</b>	<b>\$ 151,300</b>	<b>\$ 75,650</b>	<b>\$ 66,962</b>	<b>\$ (8,688)</b>

Commissioner's Report - Property Detail  
Month Ending: Mar 2022



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE
	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU
		March	March	March		March	March	March		March	March	March
INSURANCE	\$ 29,510	\$ 14,755	\$ 15,294	\$ 539	\$ 18,290	\$ 9,145	\$ 7,768	\$ (1,377)	\$ 26,510	\$ 13,255	\$ 17,524	\$ 4,269
FLOOD INSURANCE	3,500	1,750	2,235	485	3,200	1,600	325	(1,275)	19,900	9,950	8,070	(1,880)
BAD DEBTS	1,500	750	750	-	930	465	468	3	15,000	7,500	7,500	-
COMPENSATED ABSENCES	500	250	252	2	310	155	156	1	1,250	625	624	(1)
PAYMENT IN LIEU OF TAXES	8,020	4,010	4,008	(2)	9,630	4,815	4,818	3	11,740	5,870	5,868	(2)
PENSION	3,000	1,500	1,500	-	2,430	1,215	1,218	3	5,260	2,630	2,628	(2)
RETIREE BENEFITS	8,800	4,400	3,952	(448)	5,460	2,730	2,541	(189)	13,800	6,900	7,622	722
TOTAL OTHER EXPENSES	\$ 54,830	\$ 27,415	\$ 27,991	\$ 576	\$ 40,250	\$ 20,125	\$ 17,294	\$ (2,831)	\$ 93,460	\$ 46,730	\$ 49,836	\$ 3,106
TOTAL EXPENDITURES	\$ 378,150	\$ 200,128	\$ 230,000	\$ 29,872	\$ 344,350	\$ 172,225	\$ 80,131	\$ (92,094)	\$ 507,640	\$ 264,636	\$ 252,569	\$ (12,067)
Replacement Reserve	\$ 26,950	\$ 13,475	\$ 13,535	\$ 60	\$ 17,600	\$ 8,800	\$ 8,746	\$ (54)	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ 8,570	\$ (7,053)	\$ (68,554)	\$ (61,501)	\$ 20,060	\$ 9,485	\$ 99,891	\$ 90,406	\$ 7,090	\$ (7,171)	\$ 94,922	\$ 102,093

# **Ocean City Housing Authority**

## **Administrative Report**

**DATE:** April 12, 2022

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

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

**SUBJECT:** Monthly Report (Stats for March 2022)

**PERIOD:** March 8, 2022, to April 11, 2022

---

### **Speitel Commons and Bayview Manor**

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 has been scheduled for Monday, April 25<sup>th</sup> at 11:00 am.**

### **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 near 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 &amp; Manufacturer Representatives review-work required to complete the project has been determined; Attorneys for Authority and Contractor are working on a solution to finish this project; Agreement on a Project Checklist with Milestones and completion dates has been developed &amp; agreed upon; A new foreman for Winchester has been assigned to this project &amp; is communicating with The Brooke Group Project Manager; Milestones to date have been reached; The roof is ready for an inspection by manufacturer to secure the warranty; metal capping is in process with assistance of manufacturer for proper installation; Lightning protection system scheduled to be completed by 8/11/21 – procured by the Authority;</p> <p>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.</p> <p>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 lightning 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>March update: The work on this project is complete with the Architect's sign-off; Final payment to the vendor is the next step.</p> <p><i>April update: Final payment to the vendor is pending.</i></p>

## Bayview – Renovation Projects (continued)

<p><b>Exterior Renovations &amp; HVAC Replacement</b></p> <ul style="list-style-type: none"> <li>a. Replacement of façade metal spandrel to compliment Speitel.</li> <li>b. Install exterior ADA compliant handrail;</li> <li>c. Replace approx 150 windows;</li> <li>d. Replacement of AC vents;</li> <li>e. Installation of new heating &amp; AC systems in all units.</li> <li>f. Unit renovation based on need and budget;</li> </ul>	<p><b>Contract Award to Levy Construction Co, Inc. – May 2021</b></p>	<p>Working with vendor to order materials, due to availability expected construction start date is a minimum of 16-weeks after materials are ordered. Submittals, field measurements, and ordering of materials is in progress. Start date is a minimum of 16-weeks after materials are ordered; Construction meeting held 8/3/2021; Materials have been ordered, window and PTAC delivery is expected in November/December. The project team is coordinating with Levy Construction to ensure that all materials are on-site prior to the work starting; this will alleviate disruptions to the tenants and expedite the completion of the project.</p> <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>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 &amp; vent covers; A time extension Change Order will be requested as the vendor is waiting for the items on order to complete this project;</p> <p><i>April update: Vent covers for each unit are outstanding; some minor punch list items remain;</i></p>
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## Peck's Beach Family Redevelopment Project

Scope of Work	Work Status	Comments
<b>Design Phase of the Redevelopment of Peck's Beach Family</b>	<ul style="list-style-type: none"> <li>June 2021- Award Special Architectural and Engineering (Electrical &amp; Mechanical) Services</li> <li>Award Special Engineering (Civil) Services</li> </ul>	<p>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>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;</p> <p><i>April update: Discussions continue 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**

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

Program Statistics Report	10/2021 - 9/2022	2022 MAR	2022 FEB	2022 JAN
<b><u>Tenant Accounts Receivable</u></b>				
Number of “non-payment of rent” cases referred to the solicitor	0	0	0	
<b><u>Unit Inspections</u></b>				
Total number of units to be inspected in fiscal year	121	121	121	
Number of inspections completed this month - all sites (include BB	121	121	166	
Total number of units inspected year-to-date - all sites	823	702	581	
<b><u>Occupancy</u></b>				
Monthly Unit Turnaround Time (Avg) (Down,Prep & Lease-up Time)	N/A	108	361	
Annual Unit Turnaround Time (For Fiscal Year)	257	257	307	
Monthly - Number of Vacancies Filled (this month)	0	3	1	
Monthly - Average unit turnaround time in days for Lease up	N/A	36	623	
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	N/A	N/A	90	
PIC Score	97.44%	97.44%	97.44%	
<b><u>Vacancies - At end of Month</u></b>				
Bay View Manor	4	2	2	
Speitel Commons	0	3	3	
Peck's Beach Family	1	1	1	
Total	5	6	6	
Occupancy Rate	95.87%	95.04%	95.04%	
<b><u>Vacancy Turnovers by VHA Maintenance Staff</u></b>				
Total Hours (Summarized Quarterly)	141			
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	34.00	0.00	36.50	
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	23.44	26.02	26.02	
<b><u>Rent Roll</u></b>				
Bay View Manor - Elderly/Disabled	\$ 12,908	\$ 13,716	\$ 13,661	
Speitel Commons - Elderly/Disabled	\$ 12,332	\$ 10,732	\$ 10,732	
Peck's Beach - Family	\$ 20,069	\$ 20,069	\$ 21,158	
Total Rent Roll	\$ 45,309	\$ 44,517	\$ 45,551	
<b><u>Public Housing Waiting List Applicants - All Waiting Lists are CLOSED as of 3/22/2022</u></b>				
Families - Ocean City Preference	14	6	6	
Families - No Ocean City Preference	97	45	45	
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	12	11	11	
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	134	116	116	
<b><u>Maintenance Department</u></b>				
Average work order turnaround time in days - Tenant Generated	0.09	0.06	0.06	
Total Tenant Generated Work Orders	27	20	36	
Number of routine work orders written this month	77	75	101	
Number of outstanding work orders from previous month	465	457	448	
Total number of work orders to be addressed this month	571	557	592	
Total number of work orders completed this month	98	92	135	
Total number of work orders left outstanding	473	465	457	
Number of emergency work orders written this month	2	5	7	
Total number of work orders written year-to-date	720	614	514	
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0	0	
<b><u>Real Estate Assessment Center (REAC) Scores</u></b>				
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68	

**Ocean City Housing Authority**  
**Cash Report**  
**As of March 31, 2022**

**Net Cash Position:**

Cash Balance per Reconciled Bank Statements at 03/31/2022	\$934,313.13
<b>2021 Capital Fund Balance for PH (pbfamily)</b>	<b>\$121,578.00</b>
Add: A/R-Tenants 03/2022	Current \$22,949.63
	Past \$17,741.56

**Reimbursements Due From The City**

Reimbursement for Behavioral Health Svcs - CDBG Grant - Jan 2022 - City of OC - Acenda	\$1,668.94
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$152,179.60

Less: Bill List payments -March 2022 (\$246,141.85)

Accrued Expenses - Total from detail below (\$27,459.00)

<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	6	3,019.00
Bad Debt	17,430.00	6	8,715.00
Comp Absences	2,060.00	6	1,030.00
P.I.L.O.T.	29,390.00	6	14,695.00
Net Accrual	149,790.00		27,459.00

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

Net Cash Balance \$776,830.01

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 93,784	9.96	Months
Per Day	\$ 3,126	248	Days

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

**RESOLUTION NO. 2022-15  
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 **\$246,141.85**.

**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:** April 19, 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

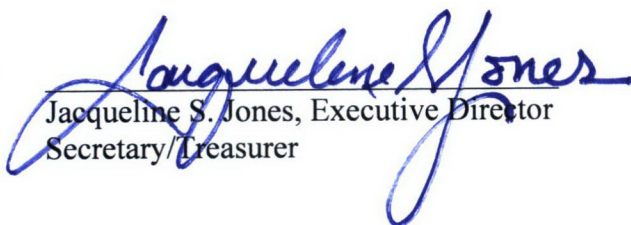
BY: \_\_\_\_\_

  
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 April 19, 2022 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

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

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer



OCEAN CITY HOUSING AUTHORITY			
BILL LIST - April 2022			
BANK: COCC			
Check #	Vendor	Invoice Notes	Total Amount
964	ACENDA	Jan 2022 Resident Wellness Svcs	\$ 1,668.94
1009	ATLANTIC CITY ELECTRIC	Mar 2022 electric	\$ 11,507.97
1010	ATLANTIC COAST ALARM	Svc call - Speitel	\$ 89.00
1011	AT&T	Apr 2022 BVM elevator phone svc	\$ 116.81
1012	LINDA AVENA	Apr 2022 accounting	\$ 1,637.50
1013	CALL EXPERTS	Apr 2022 answering service	\$ 71.97
1014	CLEAN SWEEP SERVICES	Mar 2022 BVM cleaning svc	\$ 1,850.00
1015	COMCAST	Apr 2022 Business Internet - Admin/Speitel	\$ 503.79
1016	COPIER PLUS	Apr 2022 Copier contract	\$ 20.00
1017	DAILY JOURNAL	Ad for 2022 Bd Mtg list	\$ 35.04
1018	DRAIN DOCTOR	Plumbing Svcs - PBFamily	\$ 930.00
1019	FLORENCE DRISCOLL	Apr 2022 Tenant svcs	\$ 200.00
1020	DUDLEY GENERAL CONTRACTING	BVM unit cabintet install - #107 & 109	\$ 1,998.00
1021	FEDERAL EXPRESS	Overnight delivery	\$ 84.45
1022	GEN X ELECTRICAL CONTRACTORS	BVM electrical - #105, 107 & 109	\$ 1,330.00
1023	GENRON INC	Extinguisher certifications/Hydro tests	\$ 517.50
1024	GLEN STULL	Apr 2022 Medicare/prescription copay reimb	\$ 170.10
1025	W.W. GRAINGER INC	Maint Supplies	\$ 1,247.06
1026	ASHLEY HARRIS	Apr 2022 BVM/Speitel cleaning	\$ 200.00
1027	ROBERT HARRIS	Apr 2022 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
1028	HD SUPPLY	Maint Supplies	\$ 314.10
1029	HOME DEPOT CREDIT SERVICES	Maint Supplies	\$ 188.02
1030	THE HOME DEPOT PRO	Maint Supplies	\$ 1,242.65
1031	HUMANA INSURANCE	May 2022 retiree ins	\$ 76.50
1032	IRRIGATION SOUTH	Sprinkler start up/blow out - Speitel	\$ 185.00
1033	JOHN SPITZ	Apr 2022 Medicare reimb; prescription reimb	\$ 969.48
1034	LENEGAN PLUMBING & HEATING	HVAC/plumbing repairs - Pbfamily & BVM	\$ 1,210.00
1035	MATTEO FAMILY KITCHENS	BVM cabinets	\$ 5,698.00
1036	NJ AMERICAN WATER	Mar 2022 water	\$ 7,284.45
1037	OMEGA PEST MGMT	Apr 2022 pest control	\$ 1,943.50
1038	ROBERT ROWELL	Apr 2022 maint contract grounds	\$ 200.00
1039	SOUTH JERSEY GAS	Mar 2022 gas	\$ 6,385.23
1040	TK ELEVATOR	BVM elevator repair	\$ 850.00
1041	TREASURER, STATE OF NJ/DCA ELSA	BVM elevator registration renewal	\$ 516.00
1042	VECTOR SECURITY	Camera system annual svc agreement	\$ 481.08
1043	VERIZON DSL	Apr 2022 telephone - Admin Ofc/Speitel elevator	\$ 510.37
1044	VERIZON WIRELESS	Apr 2022 maint cell phone	\$ 51.46
1045	VINELAND HOUSING AUTHORITY	Apr 2022 management fee;Office coverage/maint - Mar 2022;Postage reimb - Mar 2022	\$ 21,519.45
3232022	ADP	payroll processing fee 3/23/2022	\$ 76.05
3232022	ADP	payroll & taxes 3/23/2022	\$ 2,245.45
4062022	ADP	payroll processing fee 4/6/2022	\$ 76.05
4062022	ADP	payroll & taxes 4/6/2022	\$ 1,837.47
9660816	NJ DIV OF PENSIONS & BENEFITS	Mar 2022 pension pymt	\$ 337.04
9660827	NJ DIV OF PENSIONS & BENEFITS	2022 Annual Employer Appropriation	\$ 7,509.00
	OCHA REPLACEMENT RESERVE	Apr 2022 replacement reserve deposit - BVM/Speitel	\$ 3,713.00
20220405105	AETNA	Apr 2022 premium - G Stull	\$ 506.46
20220405106	AETNA	Apr 2022 premium - J Spitz	\$ 345.12
20220405107	AETNA	Apr 2022 premium - P Spitz	\$ 226.59
917659648	HORIZON BCBS OF NJ	Apr 2022 Health Benefits	\$ 3,017.62
	PNC BANK FEE - MAR		\$ 68.98
	<b>TOTAL APR DISBURSEMENTS (sturcocc)</b>		<b>\$ 93,962.25</b>
	<b>TOTAL APR DISBURSEMENTS CONSTR ACCT (sturcons)</b>		<b>\$ 152,179.60</b>
	<b>TOTAL BILL LIST - APR 2022</b>		<b>\$ 246,141.85</b>

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 #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
153	COMCAST	Speitel - Splice box covers installation	2,080.00
	LEVY CONSTRUCTION	BVM HVAC Renovations - Draw #24	67,628.34
	MARATHON ENGINEERING	Speitel Constr Liason Svcs - Draw #24	948.00
	SCUILLO ENGINEERING	Pecks Sr Redevelopmt (Speitel) - Demo/Bid Observ Svcs - Draw #24	951.00
	DONOVAN ARCHITECTS LLC	Speitel - Constr Admin/Energy Star Compliance - Draw #24	13,039.35
	THE BROOKE GROUP LLC	BVM/Speitel consulting - Draw #24	8,415.00
	<b>TOTAL APR DISBURSEMENTS (sturcons)</b>		<b>\$ 152,179.60</b>



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

**RESOLUTION NO. 2022-16  
A Resolution Awarding Janitorial Cleaning Services Contract**

**WHEREAS**, the Ocean City Housing Authority recognizes the need to have janitorial cleaning services; and

**WHEREAS**, this is a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Authority received one quote for janitorial cleaning services; and,

**WHEREAS**, **Clean Sweep Services – 1221 West Avenue; 1<sup>st</sup> Floor, Ocean City, NJ** provided the lowest most responsible rates; and,

**WHEREAS**, Clean Sweep Services – 1221 West Avenue; 1<sup>st</sup> Floor, Ocean City, NJ has completed and submitted a Political Contributions Disclosure form which certifies that Clean Sweep Services has not made any reportable contributions to a political or candidate committee in the Ocean City Housing Authority in the previous one year, and that the contract will prohibit the Clean Sweep Services from making any reportable contributions through the term of the contract, and

**WHEREAS**, funds are available for the purpose of entering into a contract not to exceed \$34,580 (see attached certification); and,

**WHEREAS**, the Authority recommends the award of contract be made to **Clean Sweep Services**; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby awards the contract for janitorial cleaning services and approves the expenditure of funds in the amount not to exceed \$44,000 to **Clean Sweep Services – 1221 West Avenue; 1<sup>st</sup> Floor, Ocean City, NJ**.

**ADOPTED:** April 19, 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

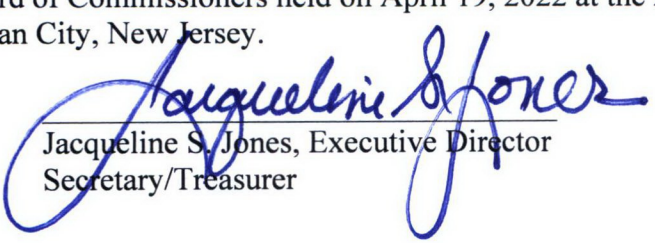
BY: \_\_\_\_\_

  
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 April 19, 2022 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

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

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

## CERTIFICATION

Funding is available for:

### JANITORIAL CLEANING SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-10-000.



Wendy Hughes  
Certifying Financial Officer

4/19/2022

Date

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

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

CLEANING SERVICES

UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	UNIT PRICE (each service)	# OF TIMES SERVICES ARE RENDERED	TOTAL PRICE
CLEAN-A-BAYVIEW	Provide price to clean Bayview Manor - A-SCHEDULE (Defined in specification above)	275	52	\$ 14,300.00
CLEAN-B-BAYVIEW	Provide price to clean Bayview Manor - B-SCHEDULE (Defined in specification above)	150	52	\$ 7,800.00
CLEAN-A-SPEITEL	Provide price to clean Speitel Commons - A-SCHEDULE (Defined in specification above)	165	52	\$ 8,580.00
CLEAN-B-SPEITEL	Provide price to clean Speitel Commons - B-SCHEDULE (Defined in specification above)	75	52	\$ 3,900.00

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Total Price of all rows \$ 34,580.00

Thirty four thousand five hundred eighty

TOTAL PRICE IN WRITTEN WORD FORM

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

Clean Sweep Services

Firm Name

1221 West Ave 1st Fl.

Street, Town, State, Zip Code

609-398-4466

Telephone

609-398-4466

Fax

8th

Sworn to and subscribed before me on this

day of April, 2022

Signature of proposer if the proposer is an individual

Signature of partner if proposer is a partnership

Signature of officer if the proposer is a corporation

Notary Public

(SEAL)

President

Title

GABRIELA MARTINEZ-CHANG  
Notary Public - State of New Jersey  
My Commission Expires Oct 8, 2024



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

**RESOLUTION NO. 2022-17  
Resolution Authorizing Payment of Draw 24**

**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 #24 in the amount of \$90,981.69**  
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:** April 19, 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

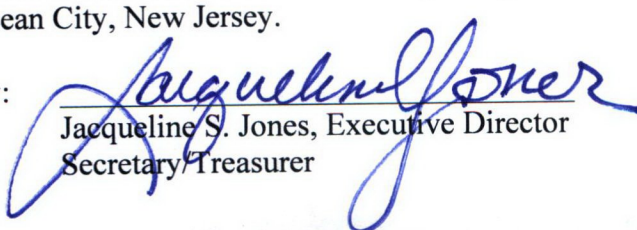
BY: \_\_\_\_\_

  
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 April 19, 2022 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

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

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

# HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones  
Executive Director  
Ocean City Housing Authority

April 14, 2022

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #24

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$90,981.69. 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	\$67,628.34
The Brooke Group LLC	209 E Egnor., Galloway, NJ 08205	\$8,415.00
Marathon Engineering	3 Killdeer Ct., Ste 302, Swedesboro, NJ 08085	\$948.00
Sciullo Engineering	17 S. Gordon's Alley, Ste 3, Atlantic City, NJ 08401	\$951.00
Donovan Architects LLC	9 Tanner St., Ste 201, Haddonfield, NJ 08033	\$13,039.35
	<b>TOTAL</b>	<b>\$90,981.69</b>

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #24 Submission to Ocean City

If you have any questions please feel free to contact Holly Ginnetti of The Brooke Group, LLC at (609) 652-7788 or by email at [hollyf@brookegroupllc.com](mailto:hollyf@brookegroupllc.com).