

*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



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Ocean City, New Jersey 08226

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*Jacqueline S. Jones, Executive Director*

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June 15, 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, June 21, 2022 at 3:30 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, June 21, 2022  
3:30 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 May 17, 2022
  - b. Executive Session on May 17, 2022
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:

# 2022-24	Approval of Monthly Expenses <b>(updated)</b>
# 2022-25	PHA Certification of Compliance Annual Plan
# 2022-26	Capitalization Policy
# 2022-27	Award Exterminating Services
# 2022-28	Resolution Authorizing Payments of Draw 26
# 2022-29	Adopting Policies for the Municipal Excess Liability Joint Insurance Fund Cyber Risk Management Compliance Program
# 2022-30	Resolution to Approve Tax Credit Investor for Peck's Beach Family Redevelopment <b>(to be provided at Board Meeting)</b>
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**

**May 17, 2022 – 4:30 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held May 17, 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	(arrived 4:32 p.m. via Zoom)
Commissioner Brian Broadley	
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 April 19, 2022. A motion was made by Commissioner McCall and seconded by Commissioner Broadley. The following vote was taken:

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

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

Ms. Cavallo reviewed the Financial Report for the seven months ending April 30, 2022. Commissioner Henry asked about RAD consulting expenses. Mrs. Jones explained RAD conversion is complete for Speitel and Bayview, but Peck's Beach Family still needs to convert to RAD. A motion was made by Commissioner McCall and seconded by Commissioner Broadley. The following vote was taken:

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

### **Executive Director's Report**

Mrs. Jones reported there is a resolution for today's meeting to discuss the roof project at Bayview Manor and she will save that discussion for the resolution portion of the meeting. The Board will also go into executive session to further discuss the resolution.

The exterior renovations for Bayview Manor are almost completed, but some supply chain issues are causing the hold up.

Insurance evaluation - Mrs. Jones has been in communication with the Authority's risk manager and they would like to provide an evaluation at next month's meeting. The Authority is working on Bayview renovations. The first and fifth floor need to be put out for bid.

Mrs. Jones stated Rick Ginnetti will present tonight regarding a couple of items namely the Family Development. Last month it was briefly discussed regarding NJHMFA and potential investors. Tax credits will be discussed. Mrs. Jones stated work sessions with the Board will be scheduled in the next few weeks and she will be reaching out to everyone to see what will work with everyone's schedule. The work sessions will be with three commissioners at a time.

Rick Ginnetti stated using tax credits is the only way to develop Affordable Housing. The Family Development new construction can only be done through financing with Tax Credits with the City through an agreement. He understands this is confusing and he wanted to assure the Board this is how it is done. The City has a COAH obligation as well. Rick explained the investor with a tax credit deal becomes the majority owner of the project with an interest only in the project. This is a 4% tax credit transaction. The city money under the law will have to be a loan. There will be a soft mortgage in second position behind NJHMFA's mortgage at possibly a 1% interest rate, but there will be no payments and deferred 35-40 years with a balloon payment. It has to show up as a loan for tax credit purposes. Everything in this transaction will go in as a loan. To enhance the project, the Housing Authority will have to put Capital money and other money in its public housing accounts as a loan. There will be one mortgage with two notes. Note two will be the construction notes because on 4% tax credit deals that money is generated by a tax-exempt bond. Rick discussed the bond process. The investors want to do a conduit which are allowed. The NJHMFA does not like to do it. The Authority worked for 2 months to get them to agree. An application for a declaration of intent needs to be submitted to the NJHMFA. A commitment from a Tax Creditor Investor also has to be submitted. The goal is to submit the declaration of intent to NJHMFA in June to be able to get on their agenda for approval. Then the goal would be to get the site plan approval with the City.

Mrs. Jones stated the funding and financing process for the Peck's Beach Family redevelopment will be further explained during the work sessions.

Commissioner Mumman commented on a job well done on the Speitel Dedication.

Commissioner Henry stated he is not happy. Sitting before you are two lawyers, one retired and one practicing, a tax expert, as well as successful business professionals and Mr. Ginnetti's statement stating that they could never understand this process he finds to be offensive. Commissioner Henry stated they may not be able to understand all of it, but believe they have the ability collectively to understand enough of it to make sure it is a good deal. Surely Mr. Ginnetti must have an idea in his head of the structure that he is shooting towards and driving towards. He should put it down on a piece of paper for the board so they can see. The Board of Commissioners understands it is going to change and understand the idea. Mr. Henry stated if he does not receive a full, complete explanation that satisfies him he will not vote for any of it. He would like to see a professional presentation.

Mrs. Jones stated she understands the presentation Commissioner Henry is requesting and that is why there is a plan for work sessions where the project will be shown with hand-outs including charts and a written process of the project.

Mr. Ginnetti stated he understands what Commissioner Henry is saying. He respects everyone's knowledge and ability. Unfortunately, there are a lot of unknowns with these types of transactions. He apologizes if he offended anyone.

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

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

**Committee Reports** – None.

**Old Business** – Commissioner McCall want to echo Commissioner Henry's concerns.

**New Business** – None.

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

**Resolution #2022-18**  
**Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$484,250.91. Mrs. Jones stated there is nothing unusual on this bill list. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. The following vote was taken:

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

**Resolution #2022-19**  
**Authorizing use of Contract #R200501 Pursuant to N.J.S.A. 52:34-6.2(b)(3)**  
**Elevator Maintenance Contract for Speitel Commons**

Chairman Barr called for a motion to approve Resolution #2022-19. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones explained this resolution. Ron Miller explained OMNIA. The following vote was taken:

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

**Resolution #2022-20**  
**Authorizing Payments of Draw 25**

Chairman Barr called for a motion to approve Resolution #2022-20. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. 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	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

**Resolution #2022-21**  
**2022 Capital Budget**

Chairman Barr called for a motion to approve Resolution #2022-21. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Mrs. Jones explained this is the Public Housing Capital fund amount that was approved by HUD. This is strictly for Peck's Beach Family because this is the only property left that is public housing. Once it is converted to RAD there will be no more capital funds from HUD. The following vote was taken:

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

**Resolution #2022-22**  
**Executive Session**

Chairman Barr called for a motion to approve Resolution #2022-22. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated Executive Session is to discuss the contract with Winchester Roofing with regard to Bayview Manor. The following vote was taken:

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

Regular Meeting closed for Executive Session at 5:13 p.m.  
Regular Meeting re-opened at 5:30 p.m.

Solicitor Harry Furman stated in Executive Session the Board discussed the proposed Resolution with regard to a potential final payment to Winchester Roofing Corporation.

**Resolution #2022-23**  
**Approving Change Orders for Bayview Manor Roof Replacement  
and Final Payment to Winchester Roofing Corporation**

Chairman Barr called for a motion to approve Resolution #2022-23. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. The following vote was taken:

Commissioner Robert Halliday	(Absent)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Yes)
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 further comments.

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 5:32 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

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

Month Ending: May 2022



	<b>TOTAL</b>			
	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU May</b>	<b>ACTUAL THRU May</b>	<b>VARIANCE THRU May</b>
<b><u>INCOME</u></b>				
DWELLING RENTAL	\$ 563,010	\$ 374,570	\$ <u>362,016</u>	\$ (12,554)
TOTAL TENANT REVENUE	\$ 563,010	\$ 374,570	\$ 362,016	\$ (12,554)
HUD OPERATING SUBSIDY	\$ 100,000	\$ 66,667	\$ <u>217,696</u>	\$ 151,029
HUD Asset Repositioning Fee - Operating Grant	93,000	62,000	<u>62,072</u>	72
PBV HAP SUBSIDY	381,680	254,200	<u>251,169</u>	(3,031)
HUD CAPITAL FUNDS-OPERATIONS	71,580	47,720	-	(47,720)
CDBG INCOME	40,000	26,667	<u>9,439</u>	(17,228)
TOTAL HUD FUNDING	\$ 686,260	\$ 457,253	\$ 540,376	\$ 83,122
INVESTMENT INCOME- UNRESTRICTED	\$ 130	\$ 87	\$ <u>54</u>	\$ (33)
NONDWELLING RENTAL INCOME	40,800	27,200	-	(27,200)
OTHER INCOME-LAUNDRY	7,020	5,265	<u>4,684</u>	(581)
OTHER INCOME-FRAUD RECOVERY	-	-	<u>9,553</u>	9,553
OTHER INCOME-MISCELLANEOUS	13,190	9,007	<u>30,271</u>	21,264
TOTAL INCOME	\$ 1,310,410	\$ 873,382	\$ 946,953	\$ 73,572
<b><u>EXPENSES</u></b>				
AUDIT FEES	\$ 9,000	\$ 6,000	\$ <u>6,000</u>	\$ -
ADVERTISING	1,050	700	<u>435</u>	(265)
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 11,320	\$ 7,547	\$ <u>680</u>	\$ (6,866)
CONSULTANTS-RAD CONVERSION	2,940	1,960	<u>9,500</u>	7,540
COPIER	2,660	1,773	<u>2,661</u>	887
DUES & PUBLICATIONS	1,100	733	<u>539</u>	(195)
OFFICE SUPPLIES	1,090	727	<u>348</u>	(379)
PHONE & INTERNET	12,430	8,287	<u>9,766</u>	1,479
POSTAGE	1,690	1,127	<u>1,519</u>	393
LEGAL	7,940	5,387	<u>10,995</u>	5,609
CRIMINAL BACKGROUND CHECKS	160	107	<u>95</u>	(12)
LEGAL-RAD	4,000	2,667	-	(2,667)
TRAVEL	70	47	-	(47)
TRAINING	2,420	1,613	-	(1,613)
ACCOUNTING	19,650	13,100	<u>13,100</u>	-
MANAGEMENT FEES	178,000	118,667	<u>99,608</u>	(19,059)
MISCELLANEOUS-SUNDRY	14,270	9,687	<u>10,731</u>	1,045
TOTAL ADMINISTRATIVE EXPENSES	\$ 269,790	\$ 180,127	\$ 165,978	\$ (14,149)

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

Month Ending: May 2022



	<b>TOTAL</b>			
	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU May</b>	<b>ACTUAL THRU May</b>	<b>VARIANCE THRU May</b>
<b>OTHER TENANT SERVICES</b>	\$ 12,000	\$ 8,000	\$ <u>1,640</u>	\$ (6,360)
<b>TENANT SVCS – BEHAVIORAL HEALTH</b>	39,100	26,067	<u>9,439</u>	(16,628)
<b>TOTAL OTHER TENANT SERVICES</b>	\$ 51,100	\$ 34,067	\$ 11,078	\$ (22,988)
<b>WATER/SEWER</b>	\$ 95,570	\$ 65,329	\$ <u>62,181</u>	\$ (3,148)
<b>ELECTRIC</b>	126,420	93,974	<u>71,973</u>	(22,002)
<b>GAS</b>	47,110	39,264	<u>38,197</u>	(1,067)
<b>TOTAL UTILITY EXPENSES</b>	\$ 269,100	\$ 198,568	\$ 172,350	\$ (26,217)
<b>MAINTENANCE LABOR</b>	\$ 59,850	\$ 39,900	\$ <u>31,348</u>	\$ (8,552)
<b>MAINT. MATERIALS</b>	131,850	87,900	<u>58,782</u>	(29,118)
<b>MAINT. CONTRACT COSTS</b>	222,910	149,090	<u>151,491</u>	2,401
<b>EMPLOYEE BENEFITS</b>	37,000	24,667	<u>23,511</u>	(1,156)
<b>TOTAL MAINTENANCE</b>	\$ 451,610	\$ 301,557	\$ 265,131	\$ (36,426)
<b>INSURANCE</b>	\$ 74,310	\$ 49,540	\$ <u>56,398</u>	\$ 6,858
<b>FLOOD INSURANCE</b>	26,600	17,733	<u>14,880</u>	(2,853)
<b>BAD DEBTS</b>	17,430	11,620	<u>11,624</u>	4
<b>COMPENSATED ABSENCES</b>	2,060	1,373	<u>1,376</u>	3
<b>PAYMENT IN LIEU OF TAXES</b>	29,390	19,593	<u>19,592</u>	(1)
<b>PENSION</b>	10,690	7,127	<u>7,846</u>	719
<b>RETIREE BENEFITS</b>	28,060	18,707	<u>18,552</u>	(155)
<b>TOTAL OTHER EXPENSES</b>	\$ 188,540	\$ 125,693	\$ 130,267	\$ 4,574
<b>TOTAL EXPENDITURES</b>	\$ 1,230,140	\$ 840,011	\$ 744,804	\$ (95,206)
<b>Replacement Reserve</b>	\$ 44,550	\$ 29,700	\$ <u>29,708</u>	\$ 8
<b>PROFIT</b>	\$ 35,720	\$ 3,671	\$ 172,441	\$ 168,770

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



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU May	ACTUAL THRU May	VARIANCE THRU May	ANNUAL BUDGET	BUDGET THRU May	ACTUAL THRU May	VARIANCE THRU May	ANNUAL BUDGET	BUDGET THRU May	ACTUAL THRU May	VARIANCE THRU May
<b>INCOME</b>												
DWELLING RENTAL	\$ 194,610	\$ 129,450	\$ <u>105,446</u>	\$ (24,004)	\$ 143,400	\$ 95,120	\$ <u>93,684</u>	\$ (1,436)	\$ 225,000	\$ 150,000	\$ <u>162,886</u>	\$ 12,886
TOTAL TENANT REVENUE	\$ 194,610	\$ 129,450	\$ 105,446	\$ (24,004)	\$ 143,400	\$ 95,120	\$ 93,684	\$ (1,436)	\$ 225,000	\$ 150,000	\$ 162,886	\$ 12,886
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 66,667	\$ <u>217,696</u>	\$ 151,029
HUD Asset Repositioning Fee - Operating Grant	-	-	-	-	-	-	-	-	93,000	62,000	<u>62,072</u>	72
PBV HAP SUBSIDY	155,940	103,960	<u>122,834</u>	18,874	225,740	150,240	<u>128,335</u>	(21,905)	-	-	-	-
HUD CAPITAL FUNDS- OPERATIONS	-	-	-	-	-	-	-	-	71,580	47,720	-	(47,720)
CDBG INCOME	16,400	10,933	<u>2,597</u>	(8,336)	10,400	6,933	<u>1,745</u>	(5,189)	13,200	8,800	<u>5,097</u>	(3,703)
TOTAL HUD FUNDING	\$ 172,340	\$ 114,893	\$ 125,431	\$ 10,538	\$ 236,140	\$ 157,173	\$ 130,080	\$ (27,094)	\$ 277,780	\$ 185,187	\$ 284,865	\$ 99,678
INVESTMENT INCOME- UNRESTRICTED	\$ 50	\$ 33	\$ <u>23</u>	\$ (10)	\$ 30	\$ 20	\$ <u>0</u>	\$ (20)	\$ 50	\$ 33	\$ <u>30</u>	\$ (3)
NONDWELLING RENTAL INCOME	40,800	27,200	-	(27,200)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	3,400	2,550	<u>1,581</u>	(969)	1,220	915	<u>713</u>	(202)	2,400	1,800	<u>2,390</u>	590
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	-	-	<u>9,553</u>	9,553
OTHER INCOME-MISCELLANEOUS	2,470	1,757	<u>2,981</u>	1,224	1,220	850	<u>24,679</u>	23,829	9,500	6,400	<u>2,611</u>	(3,789)
TOTAL INCOME	\$ 413,670	\$ 275,883	\$ 235,463	\$ (40,421)	\$ 382,010	\$ 254,078	\$ 249,156	\$ (4,923)	\$ 514,730	\$ 343,420	\$ 462,335	\$ 118,915
<b>EXPENSES</b>												
AUDIT FEES	\$ 2,520	\$ 1,680	\$ <u>1,680</u>	\$ -	\$ 1,620	\$ 1,080	\$ <u>1,080</u>	\$ -	\$ 4,860	\$ 3,240	\$ <u>3,240</u>	\$ -
ADVERTISING	170	113	<u>122</u>	8	550	367	<u>78</u>	(288)	330	220	<u>235</u>	15
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 2,160	\$ 1,440	\$ <u>190</u>	\$ (1,250)	\$ 5,000	\$ 3,333	\$ <u>122</u>	\$ (3,211)	\$ 4,160	\$ 2,773	\$ <u>367</u>	\$ (2,406)
CONSULTANTS-RAD CONVERSION	820	547	<u>907</u>	360	530	353	<u>583</u>	229	1,590	1,060	<u>8,011</u>	6,951
COPIER	740	493	<u>1,147</u>	654	480	320	<u>613</u>	293	1,440	960	<u>901</u>	(59)
DUES & PUBLICATIONS	170	113	<u>151</u>	37	600	400	<u>97</u>	(303)	330	220	<u>291</u>	71
OFFICE SUPPLIES	200	133	<u>162</u>	28	500	333	<u>101</u>	(232)	390	260	<u>85</u>	(175)
PHONE & INTERNET	2,180	1,453	<u>2,858</u>	1,404	4,940	3,293	<u>4,106</u>	813	5,310	3,540	<u>2,802</u>	(738)
POSTAGE	420	280	<u>427</u>	147	450	300	<u>273</u>	(27)	820	547	<u>819</u>	272
LEGAL	2,140	1,427	<u>4,139</u>	2,712	1,380	920	<u>1,356</u>	436	4,420	3,040	<u>5,501</u>	2,461
CRIMINAL BACKGROUND CHECKS	40	27	<u>15</u>	(12)	20	13	<u>9</u>	(4)	100	67	<u>71</u>	4
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	2,667	-	(2,667)
TRAVEL	20	13	-	(13)	10	7	-	(7)	40	27	-	(27)
TRAINING	140	93	-	(93)	2,000	1,333	-	(1,333)	280	187	-	(187)

**Commissioner's Report - Property Detail**  
 Month Ending: May 2022



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU May</i>	<i>ACTUAL THRU May</i>	<i>VARIANCE THRU May</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU May</i>	<i>ACTUAL THRU May</i>	<i>VARIANCE THRU May</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU May</i>	<i>ACTUAL THRU May</i>	<i>VARIANCE THRU May</i>
<b>ACCOUNTING</b>	5,500	3,667	<u>3,668</u>	1	3,540	2,360	<u>2,358</u>	(2)	10,610	7,073	<u>7,074</u>	1
<b>MANAGEMENT FEES</b>	49,840	33,227	<u>27,891</u>	(5,336)	32,040	21,360	<u>17,930</u>	(3,430)	96,120	64,080	<u>53,787</u>	(10,293)
<b>MISCELLANEOUS-SUNDRY</b>	2,980	2,160	<u>3,586</u>	1,426	6,460	4,307	<u>2,204</u>	(2,103)	4,830	3,220	<u>4,942</u>	1,722
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	\$ 70,040	\$ 46,867	\$ 46,941	\$ 75	\$ 60,120	\$ 40,080	\$ 30,910	\$ (9,170)	\$ 139,630	\$ 93,180	\$ 88,126	\$ (5,054)
<b>OTHER TENANT SERVICES</b>	\$ 4,800	\$ 3,200	\$ <u>1,640</u>	\$ (1,560)	\$ 4,800	\$ 3,200	\$ -	\$ (3,200)	\$ 2,400	\$ 1,600	\$ -	\$ (1,600)
<b>TENANT SVCS – BEHAVIORAL HEALTH</b>	15,500	10,333	<u>2,643</u>	(7,691)	10,400	6,933	<u>1,699</u>	(5,234)	13,200	8,800	<u>5,097</u>	(3,703)
<b>TOTAL OTHER TENANT SERVICES</b>	\$ 20,300	\$ 13,533	\$ 4,282	\$ (9,251)	\$ 15,200	\$ 10,133	\$ 1,699	\$ (8,434)	\$ 15,600	\$ 10,400	\$ 5,097	\$ (5,303)
<b>WATER/SEWER</b>	\$ 20,250	\$ 13,617	\$ <u>13,221</u>	\$ (396)	\$ 12,760	\$ 8,582	\$ <u>6,628</u>	\$ (1,954)	\$ 62,560	\$ 43,130	\$ <u>42,332</u>	\$ (798)
<b>ELECTRIC</b>	94,140	71,680	<u>51,760</u>	(19,920)	23,300	15,533	<u>12,807</u>	(2,727)	8,980	6,761	<u>7,406</u>	645
<b>GAS</b>	-	-	-	-	11,000	7,333	<u>3,164</u>	(4,170)	36,110	31,931	<u>35,033</u>	3,102
<b>TOTAL UTILITY EXPENSES</b>	\$ 114,390	\$ 85,297	\$ 64,981	\$ (20,316)	\$ 47,060	\$ 31,449	\$ 22,599	\$ (8,850)	\$ 107,650	\$ 81,822	\$ 84,771	\$ 2,949
<b>MAINTENANCE LABOR</b>	\$ 16,760	\$ 11,173	\$ <u>15,919</u>	\$ 4,746	\$ 10,770	\$ 7,180	\$ <u>5,329</u>	\$ (1,851)	\$ 32,320	\$ 21,547	\$ <u>10,099</u>	\$ (11,448)
<b>MAINT. MATERIALS</b>	10,420	6,947	<u>43,449</u>	36,502	100,180	66,787	<u>5,931</u>	(60,856)	21,250	14,167	<u>9,402</u>	(4,765)
<b>MAINT. CONTRACT COSTS</b>	81,050	54,033	<u>81,122</u>	27,088	64,110	43,223	<u>17,026</u>	(26,198)	77,750	51,833	<u>53,344</u>	1,511
<b>EMPLOYEE BENEFITS</b>	10,360	6,907	<u>7,687</u>	781	6,660	4,440	<u>4,183</u>	(257)	19,980	13,320	<u>11,641</u>	(1,679)
<b>TOTAL MAINTENANCE</b>	\$ 118,590	\$ 79,060	\$ 148,177	\$ 69,117	\$ 181,720	\$ 121,630	\$ 32,468	\$ (89,162)	\$ 151,300	\$ 100,867	\$ 84,485	\$ (16,381)
<b>INSURANCE</b>	\$ 29,510	\$ 19,673	\$ <u>19,722</u>	\$ 48	\$ 18,290	\$ 12,193	\$ <u>10,614</u>	\$ (1,580)	\$ 26,510	\$ 17,673	\$ <u>26,062</u>	\$ 8,389
<b>FLOOD INSURANCE</b>	3,500	2,333	<u>3,129</u>	796	3,200	2,133	<u>453</u>	(1,680)	19,900	13,267	<u>11,298</u>	(1,969)
<b>BAD DEBTS</b>	1,500	1,000	<u>1,000</u>	-	930	620	<u>624</u>	4	15,000	10,000	<u>10,000</u>	-
<b>COMPENSATED ABSENCES</b>	500	333	<u>336</u>	3	310	207	<u>208</u>	1	1,250	833	<u>832</u>	(1)
<b>PAYMENT IN LIEU OF TAXES</b>	8,020	5,347	<u>5,344</u>	(3)	9,630	6,420	<u>6,424</u>	4	11,740	7,827	<u>7,824</u>	(3)
<b>PENSION</b>	3,000	2,000	<u>2,197</u>	197	2,430	1,620	<u>1,412</u>	(208)	5,260	3,507	<u>4,237</u>	730
<b>RETIREE BENEFITS</b>	8,800	5,867	<u>5,194</u>	(672)	5,460	3,640	<u>3,340</u>	(300)	13,800	9,200	<u>10,018</u>	818
<b>TOTAL OTHER EXPENSES</b>	\$ 54,830	\$ 36,553	\$ 36,922	\$ 368	\$ 40,250	\$ 26,833	\$ 23,075	\$ (3,758)	\$ 93,460	\$ 62,307	\$ 70,271	\$ 7,964
<b>TOTAL EXPENDITURES</b>	\$ 378,150	\$ 261,310	\$ 301,304	\$ 39,993	\$ 344,350	\$ 230,126	\$ 110,751	\$ (119,374)	\$ 507,640	\$ 348,575	\$ 332,750	\$ (15,826)
<b>Replacement Reserve</b>	\$ 26,950	\$ 17,967	\$ <u>18,084</u>	\$ 117	\$ 17,600	\$ 11,733	\$ <u>11,624</u>	\$ (109)	\$ -	\$ -	\$ -	\$ -
<b>PROFIT</b>	\$ 8,570	\$ (3,394)	\$ (83,925)	\$ (80,531)	\$ 20,060	\$ 12,219	\$ 126,780	\$ 114,561	\$ 7,090	\$ (5,155)	\$ 129,586	\$ 134,741

# **Ocean City Housing Authority**

## **Administrative Report**

**DATE:** June 13, 2022

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

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

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

**PERIOD:** May 11, 2022 to June 13, 2022

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### **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.

### **Punch List items:**

#### **Work to begin on 6/22/22 on the following items:**

- ✓ Roof top AC units to be checked; Door closers to finish with patching and painting;
- ✓ Two broken windows to be repaired;
- ✓ Some flooring issues;

**June update:** The Brooke Group and staff are working on the final close out of this project with the NJHMFA.

### **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	<p>Contract Awarded to Winchester Roofing/In Progress/</p> <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; Lightening protection system scheduled to be completed by</p>	<p>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.</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 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>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>April update: Final payment to the vendor is pending.</p> <p>May update: In attorney review to determine final payment.</p> <p><b>June update:</b> <i>A resolution approving the agreement to close out the Bayview Manor roof project was approved by the Board at the May meeting. The agreement has been signed, the vendor has been paid via their attorney.</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><b>December update:</b> 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><b>January update:</b> 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><b>February update:</b> 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><b>March update:</b> 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> <p><b>May update:</b> Some vent covers have not been received due to supply chain issues and 5 PTEC units are to be received; very minor punch list items remain;</p> <p><i>June update: Same as above;</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><b>Project kick-off meeting with Professional Team has been completed; Subdivision approval is complete.</b></p> <p><b>October update: The architect is completing the “massing” of the Family development for presentation to the board.</b></p> <p><b>November update: The Architect will present “massing” ideas of the Family development to board at the November meeting.</b></p> <p><b>December update: Work continues on the “massing” for the Family development; More progress is expected in January 2022.</b></p> <p><b>January update: Massing for the Family development continues; Update to be given at board meeting.</b></p> <p><b>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.</b></p> <p><b>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;</b></p> <p><b>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;</b></p> <p><b>May update – Finalizing discussions with NJHMFA for funding options; Next step will be to obtain investor commitment for tax credit proposal;</b></p> <p><b>June update – Board presentation will occur at the June meeting; Next steps are investor commitment and file tax credit application with the NJHMFA.</b></p>

## Construction Related Work Opportunities at Bayview Manor

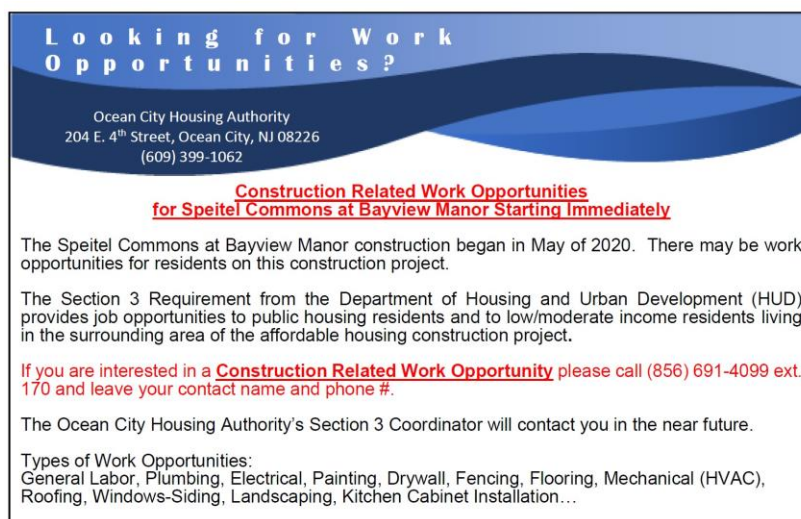
*Update: The Section 3 postcard) seeking employees for work opportunities at Bayview Manor is being mailed to OCHA residents through December 2021. Due to the delays in the renovation projects at Bayview Manor, because of supply manufacturing and shipping delays, the Section 3 postcards will be mailed 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

<b>Program Statistics Report</b>	<b>10/2021 - 9/2022</b>	<b>2022 MAY</b>	<b>2022 APR</b>	<b>2022 MAR</b>
<b><u>Tenant Accounts Receivable</u></b>				
Number of "non-payment of rent" cases referred to the solicitor	0	11	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 insp.)	119	0	129	
Total number of units inspected year-to-date - all sites	587	468	468	
<b><u>Occupancy</u></b>				
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	181	N/A	N/A	
Annual Unit Turnaround Time (For Fiscal Year)	242	257	257	
Monthly - Number of Vacancies Filled (this month)	1	0	0	
Monthly - Average unit turnaround time in days for Lease up	110	N/A	N/A	
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	71	N/A	N/A	
PIC Score	97.44%	97.44%	97.44%	
<b><u>Vacancies - At end of Month</u></b>				
Bay View Manor	3	4	4	
Speitel Commons	0	0	0	
Peck's Beach Family	1	1	1	
Total	4	5	5	
Occupancy Rate	96.69%	95.87%	95.87%	
<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)	0.00	0.00	34.00	
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	23.44	23.44	23.44	
<b><u>Rent Roll</u></b>				
Bay View Manor - Elderly/Disabled	\$ 13,284	\$ 12,943	\$ 13,609	
Speitel Commons - Elderly/Disabled	\$ 13,265	\$ 13,096	\$ 13,243	
Peck's Beach - Family	\$ 24,755	\$ 19,638	\$ 19,791	
Total Rent Roll	\$ 51,304	\$ 45,677	\$ 46,643	
<b><u>Public Housing Waiting List Applicants - All Waiting Lists are CLOSED as of 3/22/2022</u></b>				
Families - Ocean City Preference	14	14	14	
Families - No Ocean City Preference	93	97	97	
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	8	8	12	
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	131	132	134	
<b><u>Maintenance Department</u></b>				
Average work order turnaround time in days - Tenant Generated	0.13	0.06	0.09	
Total Tenant Generated Work Orders	72	34	27	
Number of routine work orders written this month	53	59	77	
Number of outstanding work orders from previous month	484	474	466	
Total number of work orders to be addressed this month	609	567	572	
Total number of work orders completed this month	141	83	98	
Total number of work orders left outstanding	468	484	474	
Number of emergency work orders written this month	0	0	2	
Total number of work orders written year-to-date	938	813	720	
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 May 31, 2022**

**Net Cash Position:**

Cash Balance per Reconciled Bank Statements at 05/31/2022		\$918,742.86
<i>2021 Capital Fund Balance for PH (pbfamily)</i>		\$121,578.00
<i>2022 Capital Fund Balance for PH (pbfamily)</i>		\$148,746.00
Add: A/R-Tenants 05/2022	Current	\$11,310.86
	Past	\$25,218.74

**Reimbursements Due From The City**

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$1,647.98
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$407,444.50

Less: Bill List payments - May 2022 (\$509,604.80)

Accrued Expenses - Total from detail below (\$52,424.00)

<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	8	19,837.33
Bad Debt	17,430.00	8	11,620.00
Comp Absences	2,060.00	8	1,373.33
P.I.L.O.T.	29,390.00	8	19,593.33
Net Accrual	149,790.00		52,424.00

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

Net Cash Balance \$872,660.14

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 93,101	9.87	Months
Per Day	\$ 3,103	281	Days

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

**RESOLUTION NO. 2022-24  
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 \$509,604.80.

**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:** June 21, 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

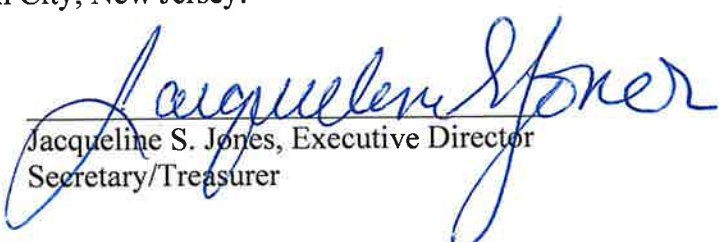
BY: \_\_\_\_\_

  
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 June 21, 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 - June 2022**

**BANK: COCC**

Check #	Vendor	Invoice Notes	Total Amount
1089	ACENDA	Feb - Apr 2022 Resident Wellness Svcs	\$ 1,647.98
1090	ATLANTIC CITY ELECTRIC	May 2022 electric	\$ 4,845.10
1091	ATLANTIC COAST ALARM INC	Intercom svc call	\$ 89.00
1092	LINDA AVENA	June 2022 accounting	\$ 1,637.50
1093	CALL EXPERTS	June 2022 answering svc	\$ 65.39
1094	CAPE MAY HOUSING AUTHORITY	May 2022 Maint svcs	\$ 1,764.28
1095	CLEAN SWEEP SERVICES	May 2022 BVM cleaning svc	\$ 2,380.00
1096	COMCAST	June 2022 business internet	\$ 250.17
1097	THE DAILY JOURNAL OF NJ	OCCDC Scat Sites IFB	\$ 91.20
1098	DRAIN DOCTOR	Plumbing repairs; sewer line video	\$ 1,760.00
1099	FLORENCE DRISCOLL	June 2022 Tenant svcs	\$ 200.00
1100	DUDLEY GENERAL CONTRACTING	Unit make ready - pbfamily	\$ 1,875.00
1101	ERNIE'S MAGIC CARPET	Carpet installation - BVM	\$ 4,865.80
1102	FEDERAL EXPRESS	Overnight delivery	\$ 39.73
1103	FRANK MAZZA & SON	new unit renovations - BVM	\$ 13,487.46
1104	EISENSTAT, GABAGE & FURMAN	Legal svcs.	\$ 300.00
1105	GLEN STULL	May/June 2022 Medicare reimb; May 2022 RX copay reimb	\$ 490.21
1106	ASHLEY HARRIS	June 2022 BVM/Speitel cleaning	\$ 200.00
1107	ROBERT HARRIS	June 2022 BVM/Speitel trash rm cleaning; reyclable removal	\$ 200.00
1108	THE HOME DEPOT PRO	Maint Supplies	\$ 1,029.21
1109	HUMANA INSURANCE	July 2022 retiree ins	\$ 76.50
1110	JC'S CUSTOM PAINTING	Unit painting - 5 units BVM	\$ 3,062.00
1111	JOHN SPITZ	June 2022 Medicare reimb; RX plan/prescrip co pays	\$ 1,327.55
1112	LENEGAN PLUMBING & HEATING	Emergency repair work - pbfamily	\$ 4,200.00
1113	MATTEO FAMILY KITCHENS	Cabinets & countertop; Units 113 BVM	\$ 2,849.00
1114	NJ AMERICAN WATER	May 2022 water	\$ 7,546.01
1115	OMEGA PEST MGMT	May/June 2022 pest control	\$ 2,991.00
1116	THE PRESS OF ATLANTIC CITY	OCCDC Scat Sites IFB (2 ads)	\$ 193.60
1117	PRINT SOLUTIONS PLUS	#10 envelopes	\$ 115.00
1118	RK AUTO GROUP	Vehicle maintenance	\$ 73.02
1119	ROBERT ROWELL	June 2022 maint contract grounds	\$ 200.00
1120	SHERWIN WILLIAMS	Paint supplies	\$ 77.74
1121	SOUTH JERSEY GAS	May 2022 gas bill	\$ 3,021.68
1122	TK ELEVATOR	Jun-Aug 2022 BVM elevator w/monitoring	\$ 1,706.70
1123	VERIZON CONNECT FLEET	Mar-Jun 2022 vehicle GPS tracking	\$ 56.42
1124	VERIZON	June 2022 Speitel elevator phone	\$ 257.63
1125	VERIZON WIRELESS	June 2022 Maint cell phone	\$ 102.56
1126	VINELAND HOUSING AUTHORITY	Office coverage/maint/postage - May 2022; June 2022 management fee; expense reimb	\$ 28,106.01
1127	WALLACE HARDWARE	Maint Supplies	\$ 51.40
1128	IRRIGATION SOUTH NEW JERSEY (LEAFY GREEN)	Speitel sprinkler start up; orig check #1032 never rec'd & stop pymt issued	\$ 185.00
1129	ROBERT ROWELL	May 2022 naint contract grounds; orig check #1080 never rec'd & stop pymt issued	\$ 200.00
5182022	ADP	payroll & taxes 5/18/2022	\$ 2,080.32
5182022	ADP	payroll processing fee 5/18/2022	\$ 73.16
6012022	ADP	payroll & taxes 6/1/2022	\$ 407.41
6012022	ADP	payroll processing fee 6/1/2022	\$ 76.05
6152022	ADP	payroll & taxes 6/15/2022	\$ 1,023.91
20220622	OCHA REPLACEMENT RESERVE	June 2022 repl reserve deposit - BVM/Speitel	\$ 3,713.00
20220603105	AETNA	June 2022 premium - G Stull	\$ 506.46
20220603106	AETNA	June 2022 premium - J Spitz	\$ 345.12
20220603107	AETNA	June 2022 premium - P Spitz	\$ 226.59
20220614	NJ DIV OF PENSIONS & BENEFITS	Apr 2022 pension pymt	\$ 22.45
	PNC BANK FEE - MAY		\$ 68.98

**OCEAN CITY HOUSING AUTHORITY**

**BILL LIST - June 2022**

<b>TOTAL JUN DISBURSEMENTS (sturcocc)</b>	<b>\$ 102,160.30</b>
<b>TOTAL JUN DISBURSEMENTS CONSTR ACCT (sturcons)</b>	<b>\$ 407,444.50</b>
<b>TOTAL BILL LIST - JUN 2022</b>	<b>\$ 509,604.80</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
19597	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
	LEVY CONSTRUCTION	BVM HVAC Renovations - Draw #25	73,712.94
	AMERICAN DEMOLITION CORP	Pecks Sr site demo (Speitel)	166,150.00
	THE BROOKE GROUP LLC	BVM/Speitel consulting - Draw #25	19,293.75
	SCUILLO ENGINEERING	Pecks Sr Redevelopmt (Speitel) - Demo/Bid Observ Svcs - Draw #25	2,219.00
19695	KREISER & ASSOC PC IOLTA - WINCHESTER	BVM roofing contract final pymt - Draw #26	36,994.25
	GARY F GARDNER INC	Speitel construction - Draw #26	1,096.26
	THE BROOKE GROUP LLC	BVM/Speitel consulting - Draw #26	8,253.75
	SCUILLO ENGINEERING	Pecks Sr Redevelopmt (Speitel) - Draw #26	5,214.50
	DONOVAN ARCHITECTS LLC	Speitel construction - Draw #26	3,276.00
	<b>TOTAL JUN DISBURSEMENTS (sturcons)</b>		<b>\$ 407,444.50</b>

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

**RESOLUTION NO. 2022-25  
PHA Certifications of Compliance  
with the PHA Annual Plan (2022-2023) and Related Regulations  
Board Resolution to Accompany the PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman, I approve the submission of the **Annual Plan (2022-2023)** for PHA fiscal year beginning October 1, 2022, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing & Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate state or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this board of boards in developing the Plan, and considered the recommendations of the board or boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining its programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site-based waiting lists:
  - φ The PHA regularly submits required data to HUD's MTCS in an accurate, complete, and timely manner (as specified in PIH Notice 99-2);

- φ The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - φ Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - φ The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - φ The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
- 8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
- 9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR, Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
- 10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR, Part 135.
- 11. The PHA has submitted with the Plan a certification with regard to a drug-free workplace required by 24 CFR, Part 24, Subpart F.
- 12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by the Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
- 13. For PHA Plan that includes a PHDEP Plan as specified in 24 CFR 761.21: The PHDEP Plan is consistent with and conforms to the "Plan Requirements" and "Grantee Performance Requirements" as specified in 24 CFR 761.21 and 761.23, respectively, and the PHA will maintain and have available for review/inspection (at all times), records or documentation of the following:
  - φ Baseline law enforcement services for public housing developments assisted under the PHDEP plan;
  - φ Consortium agreement(s) between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);
  - φ Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services, or other in-kind resources for PHDEP-funded activities;


- φ Coordination with other law enforcement efforts;
  - φ Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and
  - φ All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.
- 14. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR, Part 24, as applicable.
- 15. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- 16. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
- 17. With respect to public housing, the PHA will comply with Davis-Bacon or HUD-determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- 18. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- 19. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- 20. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
- 21. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
- 22. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and attachments at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

**ADOPTED:** June 21, 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 June 21, 2022 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

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

<b>Streamlined Annual PHA Plan</b> <i>(Small PHAs)</i>	<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226</b> <b>Expires: 03/31/2024</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** The Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

<b>A.</b>	<b>PHA Information.</b>																														
<b>A.1</b>	<p>PHA Name: <u>Ocean City Housing Authority</u> <span style="float: right;">PHA Code: <u>NJ053</u></span>          PHA Type: <input checked="" type="checkbox"/> Small          PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/2022</u>          PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)          Number of Public Housing (PH) Units <u>40</u>    Number of Housing Choice Vouchers (HCVs) _____          Total Combined <u>40</u>          PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission    <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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Lead PHA:																															

<b>B.</b>	<b>Plan Elements Submitted with 5-Year PHA Plans.</b> Required elements for Small PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a Small PHA is not submitting its 5-Year Plan. See sub-section below for required elements in all other years (Years 1-4).
<b>B.1</b>	<p><b>Revision of Existing PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <u>Five-Year PHA Plan</u> submission?</p> <p>Y   N</p> <p><input type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office Review.</p>
<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y   N</p> <p><input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
<b>B.3</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>The Authority was issued the RAD Conversion Commitment (RCC) on 1/22/2020 for 81 units (Bayview &amp; Pecks Beach Senior) and has been approved for a Section 18 demolition/disposition of 20 ACC units (Pecks Beach Senior). The Authority has built Speitel Commons at Bayview Manor, a 32 unit residential building on existing OCHA property next to the Bayview Manor building. The building was completed utilizing funds from the City of Ocean City and the NJ Housing &amp; Mortgage Finance Agency. Construction was completed and residents moved into the building in August 2021. The 32 units in Speitel Commons and 49 units in Bayview Manor are funded through Project Based Vouchers administered by the Vineland Housing Authority. Twenty of those vouchers are at Fair Market Rent. Pecks Beach Senior, 20 units of senior housing, was demolished in early 2022.</p> <p>The Authority is currently trying to obtain a builder for 10 units of affordable housing to be managed by OCHA.</p> <p>Work is ongoing for the remaining 40 family public housing units that will be converted to RAD and relocated to the former Pecks Beach Senior site. Twenty additional units of affordable housing will also be located on site with the family units. It is the intention of the OCHA that the remaining 40 family units will be converted to Project Based Vouchers through a Section 18/RAD Blend pursuant to PIH 2021-07 (HA) as may be amended from time to time.</p>

<b>B.4</b>	<b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.
<b>B.5</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
	<b>Plan Elements Submitted All Other Years (Years 1-4).</b> Required elements for all other fiscal years. This section does not need to be completed in years when a Small PHA is submitting its 5-Year PHA Plan.
<b>B.1</b>	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.  <input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.  <input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.  <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.  <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.  <input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.  <input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.  <input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review.</p>
<b>B.2</b>	<b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.
<b>C</b>	<b>Other Document or Certification Requirements for Annual Plan Submissions.</b> Required in all submission years.
<b>C.1</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p>

	<p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.2	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p>Form HUD-50077-CRT-SM, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p><b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>

D.	Affirmatively Furthering Fair Housing (AFFH).							
D.1	<p><b>Affirmatively Furthering Fair Housing.</b></p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) <b>Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart.</b> The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item</p> <table border="1"> <tr> <td><b>Fair Housing Goal:</b></td> </tr> <tr> <td><u>Describe fair housing strategies and actions to achieve the goal</u></td> </tr> <tr> <td></td> </tr> </table> <table border="1"> <tr> <td><b>Fair Housing Goal:</b></td> </tr> <tr> <td><u>Describe fair housing strategies and actions to achieve the goal</u></td> </tr> <tr> <td></td> </tr> </table> <table border="1"> <tr> <td><b>Fair Housing Goal:</b></td> </tr> </table>	<b>Fair Housing Goal:</b>	<u>Describe fair housing strategies and actions to achieve the goal</u>		<b>Fair Housing Goal:</b>	<u>Describe fair housing strategies and actions to achieve the goal</u>		<b>Fair Housing Goal:</b>
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*Describe fair housing strategies and actions to achieve the goal*

# Certifications of Compliance with PHA Plan and Related Regulations (Small PHAs)

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

## PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that Have Changed

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the      5-Year and/or   x   Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 10/01/2022 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice (AI) or Assessment of Fair Housing (AFH) as applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR § 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last

Annual PHA Plan (check all policies, programs, and components that have been changed):

     903.7a Housing Needs

     903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies

     903.7c Financial Resources

     903.7d Rent Determination Policies

     903.7h Demolition and Disposition

     903.7k Homeownership Programs

     903.7r Additional Information

     A. Progress in meeting 5-year mission and goals

     B. Criteria for substantial deviation and significant amendments

     C. Other information requested by HUD

         1. Resident Advisory Board consultation process

         2. Membership of Resident Advisory Board

         3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
  6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101

et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.

7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For a PHA Plan that includes a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing; and
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.

19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Ocean City Housing Authority  
PHA Name

NJ053  
PHA Number/HA Code


5-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_

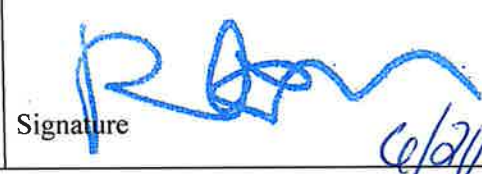
Annual PHA Plan for Fiscal Year 2022

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director: Jacqueline S. Jones

Name of Board Chairman: Robert Barr

  
Signature Date 6/21/22

  
Signature Date 6/21/22

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

**RESOLUTION NO. 2022-26  
Resolution Establishing Capitalization Policy**

**WHEREAS**, there is a need for a Capitalization Policy at the Ocean City Housing Authority to safeguard assets, enhance accountability and to provide for more accurate and uniform financial reporting, and

**WHEREAS**, a Capitalization Policy will distinguish between items expensed and those items capitalized on the general ledger, and

**WHEREAS**, there is a need to provide and account for non-expendable equipment owned by the Ocean City Housing Authority valued at \$3,500.00 or more, and

**WHEREAS**, there is an ongoing need for a subsidiary ledger accounting for all listed capitalized equipment,

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Ocean City Housing Authority that:

1. All non-expendable items of value of \$3,500.00 with a service life of one year or more shall be capitalized on the general ledger of the authority.
2. A subsidiary equipment ledger shall be maintained in a current status.
3. The attached Capitalization Policy is hereby adopted.

**ADOPTED:** June 21, 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 June 21, 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  
County of Cape May  
State of New Jersey**

**RESOLUTION NO. 2022-27  
Resolution Awarding Exterminating Services Contract**

**WHEREAS**, the Ocean City Housing Authority has solicited Requests for Quotes for Extermination 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**, one extermination company submitted a quote; and

**WHEREAS**, Omega Pest Management LLC provided the lowest qualified submission; and

**WHEREAS**, Omega Pest Management LLC – 373 Harding Highway – Pittsgrove, NJ 08318 has completed and submitted a Political Contributions Disclosure form which certifies that Omega Pest Management LLC 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 Omega Pest Management LLC from making any reportable contributions through the term of the contract, and

**WHEREAS**, it is recommended to the Board of Commissioners to contract Omega Pest Management LLC to provide the Ocean City Housing Authority with its extermination services for a 12-month period commencing August 1, 2022 through July 31, 2023 in an amount not to exceed \$44,000.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Extermination Services contract Omega Pest Management LLC for the term indicated above.

**ADOPTED:** June 21, 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 June 21, 2022 at 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:

### **EXTERMINATION SERVICES CONTRACT**

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-07-000.

  
Wendy Hughes

Certifying Financial Officer



Date

# THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

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

EXTERMINATING SERVICES

UNIT PRICING TABLE PAGE 2 OF 2

CODE	DESCRIPTION	UNIT PRICE	# of Times Services are Rendered	Total
EXT-BED-0BR	Provide Price for treatment of Bed Bugs in an efficiency apartment.	288		
EXT-BED-1BR	Provide Price for treatment of Bed Bugs in a one (1) bedroom apartment.	315		
EXT-BED-2BR	Provide Price for treatment of Bed Bugs in a two (2) bedroom apartment.	376		
EXT-BED-3BR	Provide Price for treatment of Bed Bugs in a three (3) bedroom apartment.	420		
EXT-BED-4BR	Provide Price for treatment of Bed Bugs in a four (4) bedroom apartment.	472		
EXT- HOURS	Provide Price for 1 exterminator per hour. (Unit costed for hourly wage rate)	100		
VEG-SPEITEL	Provide a price to complete vegetation control (Defined in specification above)	98	6	588
VEG-PCKSFAMILY	Provide a price to complete vegetation control (Defined in specification above)	480	6	2880
VEG-BAYVIEW	Provide a price to complete vegetation control (Defined in specification above)	110	6	660

Apartment Size by "Average Total Square Footage"

370	Average Square footage for an EFFICIENCY apartment
704	Average Square footage for a ONE BEDROOM apartment
722	Average Square footage for a TWO BEDROOM apartment
756	Average Square footage for a THREE BEDROOM apartment
1008	Average Square footage for a FOUR BEDROOM apartment

# THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

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

EXTERMINATING SERVICES

UNIT PRICING TABLE PAGE 1 OF 2

CODE	DESCRIPTION	UNIT PRICE (TREATMENT FOR 1 MONTH)	# OF TIMES SERVICES ARE RENDERED	TOTAL PRICE
EXT-BAYVIEW	Provide price to exterminate at Bayview Manor (Defined in specification above, service all units 1 time)	172.75	12	\$2073 -
EXT-SPEITEL	Provide price to exterminate at Speitel Commons (Defined in specification above, service all units 1 time)	117.50	12	\$1410 -
EXT-PECKS-FAMILY	Provide price to exterminate at Pecks Beach Family (Defined in specification above, service all units 1 time)	147.00	12	\$1764 -
BB-INSPECTION-BAYVIEW	Provide price to complete K-9 Bed Bug inspection at Bayview Manor (inspect all units 1 time) (Quarterly)	1053.25	4	\$4213 -

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 \$ 9460 -

Nineteen thousand four hundred and sixty dollars and no cent

TOTAL PRICE IN WRITTEN WORD FORM

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

Omega Pest Management by Dennis Mayhew

Firm Name

323 Harding Hwy, Pittsgrove, NJ 08318

Street, Town, State, Zip Code

856-692-5150

Telephone

856-839-0220

Fax

Sworn to and subscribed  
before me on  
this

16th

day of June 20 20

NA

Signature of proposer if the proposer is an individual

NA

Signature of partner if proposer is a partnership

Dennis Mayhew

Signature of officer if the proposer is a corporation

Notary Public

(SEAL)

Owner

Title

LUZ S RIVERA  
Notary Public - State of New Jersey  
My Commission Expires Apr 29, 2023

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

**RESOLUTION NO. 2022-28  
Resolution Authorizing Payment of Draw 26**

**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 #26 in the amount of \$54,834.76**  
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:** June 21, 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 June 21, 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

June 15, 2022

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #26

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$54,834.76. 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
Winchester Roofing Corp.	8 Democrat Way Gibbsboro, NJ 08012	\$36,994.25
Gary F. Gardner Inc.	624 Gravelly Hollow Rd, PO Box 599 Medford, NJ 08055	\$1,096.26
The Brooke Group LLC	209 E Egnor., Galloway, NJ 08205	\$8,253.75
Sciullo Engineering	17 S. Gordon's Alley, Ste 3, Atlantic City, NJ 08401	\$5,214.50
Donnovan Architects	9 Tanner St, Suite 201 Haddonfield, NJ 08033	\$3,276.00
	<b>TOTAL</b>	<b>\$54,834.76</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 #26 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).

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

RESOLUTION NO. 2022-29  
Resolution Adopting Policies for the Municipal Excess Liability  
Joint Insurance Fund Cyber Risk Management Compliance Program

WHEREAS, it is necessary for the Authority to adopt policies to be in compliance with the Municipal Excess Liability Joint Insurance Fund Cyber Risk Management Program; and

WHEREAS, it is in the best interest of the Authority to adopt the following policies:

- 1. Master IT Policy
- 2. Cyber Security Incident Response Plan
- 3. Remote Access Policy (*included in the Master IT Policy*)

WHEREAS, it is the intent of the Board of Commissioners of the Ocean City Housing Authority to adopt the proposed policies listed above and attached here to; and


NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Ocean City Housing Authority adopts the proposed policies listed above and attached here to

ADOPTED: June 21, 2022

VOTE:

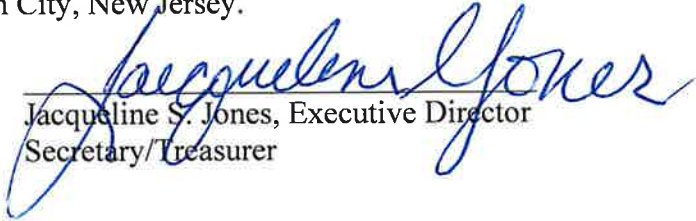
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday				✓		
Commissioner McCall	✓				✓	
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					✓
Commissioner Broadley				✓		
Chairman Barr	✓					

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 June 21, 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**

## **Master Technology Policy**

Version 2.2

OCHA Cyber Risk Management Program

# Document Management

Document Owner:	Housing Authority of the City of Ocean City
Document Name:	Master Technology Policy

Version No: 12.2

Adoption Date:	3/8/2021
Distribution Date:	3/8/2021
Author (Source):	Lou Romero, Secure Data Consulting Services Lromero@SecureDataCS.com
Last Review Date:	3/8/2021
Next Review Date:	1/1/2022
Data Classification:	<b>Sensitive</b>

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# 1. Policy Statement

The Technology Policy defines the technology security practices necessary to ensure the security of the Ocean City Housing Authority's technology systems and the information it stores, processes, and/or transmits.

## 2. Reason for the Policy

We act as the custodian of a wealth of sensitive information relating to the services we provide and the constituents we serve. We also rely on technology for much of our daily operations. Accordingly, an appropriate set of security measures must be implemented to guard against unauthorized access to, alteration, disclosure, or destruction of this information and/or the technology systems that store, process, or transmit the information.

This policy affirms our commitment to technology security by specifying the policies and standards necessary to achieve our security objectives, including compliance with all Federal and State requirements, as well as the Municipal Excess Liability Joint Insurance Fund's (MEL) Minimum Technology Proficiency Standards.

## 3. Scope

All technology systems and users are expected to comply with this policy.

## 4. Tier 1 Operational Policies

The Ocean City Housing Authority shall implement practices and policies that meet or exceed the MEL's requirements at a minimum.

### 6.1. Information Backup Policy

#### **Objective:**

The objective of the Information Backup Policy is to ensure all data is regularly "backed up" and available when needed in the event of an incident (e.g., ransomware, flood, fire, etc.). If the network is virtual, meaning no local data is stored on devices, the requirement to backup devices does not apply.

#### **Requirements:**

- a) Use of standardized system images or virtualized desktops
- b) A back-up of applications, operating systems and network configuration software must always be available
- c) Daily incremental backups with a minimum of 14 days of versioning on off-network device of all data
- d) Weekly, off-network, full back-up of all data
- e) All backups are spot-checked monthly
- f) Third-party and cloud-based application data must also be backed-up to the same standards

## 6.2. Patch Management Policy

### **Objective:**

The objective of the Patch Management Policy is to ensure all systems and applications are patched on a timely basis. Outdated and/or unsupported operating systems/applications shall not be used.

### **Requirements:**

Patch all operating systems, applications, and infrastructure equipment with latest versions.

- a. Use automatic updating where practicable, particularly as related to security patches.
- b. All security and critical updates and patches are installed as soon as possible following release.  
Following are examples:
  - Microsoft products (Windows, Desktops, Servers, Office, SQL Data Bases, Outlook, etc.)
  - Search engines (Google, Firefox, Microsoft Edge, Bing, etc.)
  - Technical infrastructure equipment that requires regular security updates (switches, firewalls, routers, etc.)
  - Third-Party applications (finance, animal license, construction, code enforcement, etc.)
- c. Annually review all non-standard applications for possible replacement/upgrade

## 6.3. Defensive Software Policy

### **Objective:**

The objective of the Defensive Software Policy is to ensure all systems are protected by software that minimizes the likelihood of an attack by malicious individuals and/or malware that can compromise the confidentiality, integrity and availability of that system or information.

### **Requirements:**

- a. Antivirus and firewalls are enabled for all desktops and laptops
- b. Antispam and antivirus filters are enabled for all email servers
- c. Firewalls, switches, routers, and any interconnecting devices must ensure unused or non-active ports are closed
- d. Antivirus and antimalware must be enabled for network servers that connect to the internet
- e. Firewall rules and policies need to be reviewed at least twice per year
- f. All Microsoft Office applications automatically open all downloaded files in "Protected Mode"

## 6.4. Security Awareness Training Policy

### **Objective:**

The objective of the Security Awareness Training Policy is to ensure all personnel with access to the Ocean City Housing Authority's technology assets receive appropriate cyber awareness education to reduce the likelihood of a cyber incident by understanding potential cyber threats.

**Requirements:**

All personnel with access to the Ocean City Housing Authority's technology assets shall receive annual training of at least one hour that includes malware identification (email and websites), password construction, identifying security incidents, and social engineering.

## **6.5. Password Policy**

**Objective:**

The objective of the Password Policy is to ensure that users construct passwords that minimize the likelihood of unauthorized access to the Ocean City Housing Authority's data and technology systems.

**Requirements:**

There are two options for compliance: 1) Follow the set of standards below; or 2) Follow the NIST Password Standards 800-63B (03/02/2020 Updates).

**Option 1****1- Change Frequency**

- a. Network users' passwords are updated every three (3) months.

**2- Construction**

- b. Passwords must be unique from passwords used on all other programs, websites, devices, etc., both personal and work.
- c. Passwords must be a minimum of ten (10) characters.
- d. Sequential or repetitive characters of more than two in succession are not to be permitted.
  - Example: "123", "AAA", etc.
- e. Commonly used passwords are not to be permitted.
  - Example, "password", "123456789", "qwerty", "abc123", etc.
  - Full lists of commonly used passwords can be found in various cybersecurity reports.
- f. Context-specific words are not to be permitted.
  - Example, the name of the application or website being logged into.

**3- Previously Breached Passwords**

The Ocean City Housing Authority shall implement a process for identifying breaches containing user email addresses and utilize a breach corpus search for breached passwords, and such passwords shall be updated and not used again.

**4- Failed Login Lockout**

The user account shall be locked out after five (5) failed attempts for a period of no less than 30 minutes. In lieu of a timed lockout, the Ocean City Housing Authority may utilize a positive identification process to unlock the account.

**Option 2 (NIST)****1- Failed Login Lockout**

- a. Limit the number of failed authentication attempts

**2- Password**

- a. Suggest users use "memorized secrets" instead of passwords

- b. Memorized Secrets are secret values intended to be chosen and memorized by the user; something you know
- 3- **Length**
  - a. 8 characters minimum to at least 64 characters maximum
- 4- **Change**
  - a. Only change if there is evidence of compromise
- 5- **Screening**
  - a. Screen passwords against a list of known compromised passwords
- 6- **Hints**
  - a. Disable password hints and knowledge-based security questions
- 7- **Composition Minimums**
  - a. Skip character composition rules
- 8- **Composition Restrictions**
  - a. Do not allow
    - i. Dictionary words
    - ii. Repetitive or sequential characters
    - iii. Context-specific words (i.e. service name or username)
- 9- **Copy & Paste**
  - a. Allow copying and pasting passwords from a password manager
- 10- **Other Characters**
  - a. Allow ASCII and UNICODE, including emojis

## 6.6. Email Warning Policy

### **Objective:**

The objective of the Email Warning Policy is to reduce spoofing emails and social engineering emails by identifying when emails are coming from outside the organization.

### **Requirements:**

Example of email warning label:

#### **CAUTION:**

This email originated from outside of our email domain. Do not click on links or open attachments unless you recognize the sender and know the content is safe. If unsure, do not reply to this email and call the sender directly.

## 6.7. Cyber Incident Response Plan

### **Objective:**

The objective of the Incident Response Plan is to define the methods for identifying, tracking, and responding to technology security incidents.

**Requirements:**

Please refer to the Incident Response Plan.

Need to insert Cyber Security Incident Response Plan Link Here

## 6.8. Technology Practice Policy

**Objective:**

The objective of the Technology Practice Policy is to ensure management/governing bodies adopt a Technology Practices Policy that includes all the subject items outlined in the MEL Cyber Risk Management Program.

**Requirements:**

This document shall serve as the Technology Practice Policy.

## 6.9. Government Cybersecurity Membership Policy

**Objective:**

The objective of the Government Cybersecurity Membership policy is to ensure the Ocean City Housing Authority stays current with cyber threat notifications and relevant information.

**Requirements:**

The Ocean City Housing Authority shall register and become a Member of New Jersey Cybersecurity Communications Integration Cell (NJCCIC) and Multi-State Information Sharing and Analysis Center (MS-ISA C).

**New Jersey Cybersecurity & Communications Integration Cell (NJCCIC)** - <https://www.cyber.nj.gov/>

The New Jersey Cybersecurity and Communications Integration Cell is the state's one-stop shop for cybersecurity information sharing, threat intelligence, and incident reporting. Acting in a cyber fusion center capacity, the NJCCIC is a component organization within the New Jersey Office of Homeland Security and Preparedness.

The NJCCIC works to make New Jersey more resilient to cyberattacks by promoting statewide awareness of cyber threats and widespread adoption of best practices. We provide a wide array of cybersecurity services, including the development and distribution of cyber alerts and advisories, cyber tips, and best practices for effectively managing cyber risk. Other services include threat briefings, risk assessments, incident response support, and training.

**Multi-State Information Sharing & Analysis Center (MS-ISAC)** – <https://www.cisecurity.org/ms-isac>

The mission of MS-ISAC is to improve the overall cybersecurity posture of the nation's state, local, tribal, and territorial governments through focused cyber threat prevention, protection, response, and recovery.

The Center for Internet Security, Inc. (CIS®) makes the connected world a safer place for people, businesses, and governments through our core competencies of collaboration and innovation.

We are a community-driven nonprofit, responsible for the CIS Controls® and CIS Benchmarks™, globally recognized best practices for securing technology systems and data. We lead a global community of technology professionals to continuously evolve these standards and provide products and services to proactively safeguard against emerging threats. Our CIS Hardened Images® provide secure, on-demand, scalable computing environments in the cloud.

CIS is home to the Multi-State Information Sharing and Analysis Center® (M S-ISAC®), the trusted resource for cyber threat prevention, protection, response, and recovery for U.S. State, Local, Tribal, and Territorial government entities, and the Elections Infrastructure Information Sharing and Analysis Center® (EI-ISAC®), which supports the rapidly changing cybersecurity needs of U.S. elections offices.

## **5. Tier 2 Operational Policies**

### **5.1. Server Security Policy**

#### **Objective:**

The objective of the Server Security Policy is to prevent unauthorized physical access, damage, and interference to the Ocean City Housing Authority's server(s) and network equipment.

#### **Requirements:**

The Ocean City Housing Authority's servers and network equipment shall be protected by physical barriers with restricted access controls and must not be in common public areas. The servers and network equipment may be stored in an enclosed cabinet, data closet, or office with secure entries.

### **5.2. Access Privilege Controls Policy**

#### **Objective:**

The objective of the Access Privilege Control Policy is to control access to all technology digital assets. Access to all technology shall be controlled by role-based access controls.

#### **Requirements:**

- a. System and Network administrative rights are to be limited to those who are authorized to make changes to the systems, computers, and network.
- b. Network and system access to file and folders are granted based on the individual's job function and level of responsibility.
- c. Access rights need to be reviewed and updated upon any personnel change. Exiting employees' access must be revoked immediately upon separation.
- d. A review process is to be implemented to ensure access rights are up to date. Minimal review frequency is six (6) months.

### 5.3. Technology Support Policy

**Objective:**

The objective of the Technology Support Policy is to ensure the Ocean City Housing Authority has the technical support expertise and structure in place to effectively mitigate and triage technology and cyber related issues.

**Requirements:**

Technical support can be provided by a qualified and experienced employee or vendor.

### 5.4. System and Event Logging Policy

**Objective:**

The objective of the Logging Policy is to ensure system activities, information security events, and system utilization and performance are captured.

**Requirements:**

The Ocean City Housing Authority shall use the following Microsoft logs (or similar for other operating systems) to monitor system activities, information security events, and system utilization and performance.

- a- System
- b- Application
- c- Security

### 5.5. Protected Information Policy

**Objective:**

The objective of the Protected Information Policy is to ensure all digital files and data containing sensitive information, Personally Identifiable Information (PII), and Protected Health Information (PHI) are protected in accordance with statutory, regulatory, and contractual requirements.

**Requirements:**

All digital documents containing Personally Identifiable Information (PII), Protected Health Information (PHI) and documents deemed by the Ocean City Housing Authority as sensitive shall be encrypted.

### 5.6. Remote Access Policy

**Objective:**

The purpose of Remote Access Policy is to secure remote access connectivity into the Ocean City Housing Authority's network using a Virtual Private Network (VPN).

Users shall be required to utilize Multi-Factor Authentication when accessing Virtual Private Network (VPN).

**Requirements:**

The Ocean City Housing Authority shall deploy a Virtual Private Network (VPN) for those who need to remotely access the Ocean City Housing Authority's network. Only approved users, third-parties, vendors, and contractors may utilize the VPN service to connect to the Ocean City Housing Authority's network. VPN profiles shall be created upon request from the relevant department head, approving authorities, or designated sponsor.

**Using Personal Devices:**

The following requirements only apply to those approved users, third-party, vendor or contractors who use their personal devices to access the Ocean City Housing Authority's network.

- All personal devices must be up to date with all applicable operating systems, security patches and virus/malware protection software.
- Users with remote access privileges shall ensure their remote access connection is used explicitly for Ocean City Housing Authority work and used in a manner consistent with their on-site connection to the Ocean City Housing Authority's network.
- Personal equipment shall not be used to connect to the Ocean City Housing Authority network unless authorized and approved in writing by someone in senior management charged with approving cybersecurity changes.
- VPN users are automatically disconnected from the Ocean City Housing Authority network after thirty (30) minutes of inactivity. The user must then logon again to re-authenticate in order to reconnect to the network.
- All personal devices are required to use a password to protect from tampering using the same standards and requirements as the Ocean City Housing Authority's equipment.
- The Ocean City Housing Authority shall not allow remote users to save any data to their personal devices (i.e. Ocean City Housing Authority can utilize Content Access Controls or a Cloud Access Security Broker).

## **5.7. Leadership Expertise Policy**

**Objective:**

The objective of the Leadership Expertise Policy is to ensure the Ocean City Housing Authority's senior management has access to resources with expertise in their respective fields to support technology decision making, such as risk assessments, planning, budgeting, etc.

**Requirements:**

The Ocean City Housing Authority's senior management shall have access to resources with expertise in their respective fields leveraging their technology support and the JIF's or MEL's available resources.

## **5.8. Technology Business Continuity Plan Policy**

**Objective:**

The objective of the Technology Business Continuity Plan Policy is to ensure the Ocean City Housing Authority is prepared and can effectively recover from a disruption in service, including cyber breaches, denial of service or ransomware attacks, and be able to restore continuity of operations.

**Requirements:**

The Emergency Management/Continuity of Government (CoG) plan shall include a Technology Business Continuity Plan as part of its Disaster Recovery section.

When developing a Technology Business Continuity Plan the Ocean City Housing Authority shall consider the following

***Recovery Strategies***

- 5.1. Identify all operational functions
- 5.2. Identify key support personnel and communications plan
- 5.3. Prioritize based on Recovery Time Objectives (RTOs)
- 5.4. Consider and accommodate the following impacts:
  - Loss of Computing (Systems and Data)
  - Loss of Telecommunications
  - Loss of Personnel
  - Denial of Physical Access
  - Critical vendors' services

**5.9. Banking Control Policy****Objective:**

The objective of the Banking Control Policy is to prevent or reduce fraudulent banking transactions .

**Requirements:**

The Ocean City Housing Authority shall implement internal controls to minimize fraudulent banking transactions. The following are required:

- Use Multi-Factor Authentication when accessing the bank's system and making financial transactions, where available.
- Establish procedures requiring multiple approvals for request to change banking information.
- Establish procedures requiring multiple approvals and source verification for financial transaction requests over \$5,000.

**6. Tier 3 Operational Policies****6.1. Network Segmentation Policy****Objective:**

The objective of the Network Segmentation Policy is to reduce the spread of a cyber-attack by dividing the network into multiple zones or sub-networks, virtually or physically, and applying security protocols to each zone. The Ocean City Housing Authority shall consider isolating key business units or sensitive departments, such as finance and human resources.

**Requirements:**

Divide the network into multiple zones or sub-networks, virtually or physically, and apply security protocols to each zone. The Ocean City Housing Authority shall consider isolating key business units or sensitive departments, such as finance and human resources.

Utilities shall have an "air gap" between their primary network and their Industrial Control System (ICS) / SCADA system. An air gap is a network security measure that physically isolates one network from another to prevent external connections.

## **6.2. Remote Access Policy**

**Objective:**

The objective of the Remote Access Policy is to enhance the security level by adding a second layer of authentication when remotely accessing the Ocean City Housing Authority's network, as well as giving the Ocean City Housing Authority certain controls over the device remotely accessing the network.

**Requirements:**

This is only applicable if you allow remote access to your network (i.e . employee s, vendor s, etc.). Consider using Network Access Control (NAC) to limit remote network access to only pre-approved devices.

MFA shall be enabled for the following remote connections:

- Ocean City Housing Authority's network
- Email service (if cloud based)
- Third-Party applications that store or transmit PII or PHI information

The following Remote Security Controls shall be enabled for devices remotely accessing the above connections:

- The Ocean City Housing Authority shall require employees to immediately report a lost or stolen device.
- The Ocean City Housing Authority shall maintain the ability to remotely wipe a user's Ocean City Housing Authority-owned device.
- The Ocean City Housing Authority shall maintain the ability to disconnect any user from the Ocean City Housing Authority' s network.

## **6.3. Password Integrity Policy**

**Objective:**

The objective of the Password Integrity Policy is to frequently validate users' emails and passwords to ensure they have not been compromised.

**Requirements:**

The Ocean City Housing Authority shall implement a process where user emails are checked against an email breach service, such as HavelBeenPwned, to determine if any email addresses have been compromised. Ocean City Housing Authority must take necessary action to ensure integrity of any emails found to in the breach database.

The HavelBeenPwned website is: <https://haveibeenpwned.com/>

## 6.4. System and Event Logging Policy

### **Objective:**

Logs shall be reviewed every three (3) months by the technology professional.

### **Requirements:**

Logs shall be reviewed every three (3) months by the technology professional.

## 6.5. Third-Party Risk Management Policy

### **Objective:**

The objective of the Third-Party Risk Management (TPRM) Policy and Procedure is to ensure the protection of information that is accessible to outside vendors. It is important to properly identify and manage risks associated when working with third-party vendors.

### **Requirements:**

#### **Vendor Review Process** (*New and Existing Vendors*)

A Vendor Review shall take place for those vendors/partnerships who store, handle, access, and/or transmit any of the following sensitive data:

- Personally Identifiable Information (PII)
- Protected Health Information (PHI)
- Financial information
- Credit card information
- Access to the Ocean City Housing Authority's information system and/or computer network
- Any asset deemed sensitive and/or of value

The Vendor Review shall be in the form of an extensive Third-Party Security Questionnaire (attached and embedded below) which shall be forwarded to the vendor for completion. Following receipt of the questionnaire and any requested supporting documentation, the *Vendor Relationship Manager*\*\* shall engage the appropriate qualified and experienced professionals, including their Risk Manager, to review and opine on the information provided. The overall risk associated with the selection of the vendor shall be carefully considered.

**\*\*Vendor Relationship Manager-** Person responsible for the service, product, or agreement being requested.

#### **Technology Vendors**

It is paramount to select a technology vendor that has the expertise, experience, and certification to effectively design, implement, manage, and maintain your technology system.

### **Requirements:**

The following is a sample list of items that should be considered:

- Do they have the experience?
- Are they reliable and with references?
- Do they stay current with technology and trends?
- Do they provide a contract with Service Level Agreements (SLA)?
- Do they recommend ways to improve the performance and security of your network?
- Can they recommend how to design your network with security controls in mind?
- Can they design a network with redundancy built in to recover from a major incident?

# Technology Support Guidelines

Industry Standard Certifications	Certifications required based on support role					
	Help Desk Support	PC/ Printer Repair	Server Repair & Support	System Administration	Network & Infrastructure Support	Information Security
HDI technical support professional certification						
CompTIA IT Fundamentals (ITF+)						
CompTIAA+						
CompTIA Network+						
CompTIA Server+						
CompTIA Security+			•	•		
MCSE			•		•	•
CCNA						
CISSP						
CEH						

- Certifications marked with a bullet are not required but good to have depending on customer needs.

CompTIA IT Fundamentals (ITF+)	Entry level certification focusing on essential IT skills and knowledge such as the functions and features of common operating systems, establishing network connectivity, security best practices and how to identify common software applications.
CompTIAA+	The certification focuses on validating nine major IT skills, including hardware, operating systems, software troubleshooting, networking, hardware and network troubleshooting, security, mobile devices, virtualization and cloud computing and operational procedures.
CompTIA Network+	The certification focuses on configuring, managing, and maintaining network devices, implementing, and designing functional networks, network troubleshooting and network security.
CompTIA Server+	The certification focuses on knowledge of server hardware and technology as well as troubleshooting and repairing server issues, including disaster recovery.
CompTIA Security+	The certification focuses on threats, attacks and vulnerabilities, risk management, architecture and design, technology and tools, cryptography and PKI and identity and access management.
MCSE Microsoft Certified Systems Engineer	Though Microsoft has retired the MCSE certification program as of June 30, 2020, the certification focuses on designing, managing, and supporting Windows products and architecture.
CCNA Cisco Certified Network Associate	The CCNA certification focuses network fundamentals, network access, IP connectivity, IP services, security fundamentals and automation and programmability.
CISSP Certified Information Systems Security Professional	The CISSP certification focuses on critical security issues, including risk management, cloud computing, application development security, mobile security, etc.
Certified Ethical Hacker	The CEH certification specializes in penetration testing, vulnerability testing, and cyber forensics analysis.

# Cyber Risk Management Resources

We want to provide many resources and guides on many of the requirements in the MEL Cyber Risk Management Program, but your technology expert should be your first resource. You will find most the resources we highlight below are governmental entities, most notably MS-ISAC, US-CERT, CIS, NJCCIC and NIST. These organizations provide an extensive array of free resources to public entities, so we encourage contacting them for services. See the MEL's Cyber Resources guide: [https://njmel.org/wp-content/uploads/2019/06/Cyber-News-Free-Ocean-City-Housing-Authority-Resources.rev\\_.pdf](https://njmel.org/wp-content/uploads/2019/06/Cyber-News-Free-Ocean-City-Housing-Authority-Resources.rev_.pdf)

## Backups

NJCCIC offers tips for data back-up setups: <https://cyber.nj.gov/mitigation-guides/backups-the-cure-to-viral-cyber-infections>.

## Training

Consider using an outside vendor to provide the training. See the MEL's Cyber Hygiene Training Vendor guide attached. Cybersecurity Ventures, along with many other organizations, publishes an annual report of top vendors: <https://cybersecurityventures.com/security-awareness-training-companies/>.

## Passwords

Review NJCCIC's and NIST's password recommendations. NIST is the go-to source for cybersecurity standards and NJCCIC typically follows and provides some additional commentary:

<https://cyber.nj.gov/instructional-guides/passwords-passwords-passwords>  
<https://pages.nist.gov/800-63-3/>

There are many services available to run your organization's email addresses against known breaches, which are typically provided by your security software/SaaS provider, such as Norton, BitDefender, et c. A very popular provider is "Have I Been Pwned?": <https://haveibeenpwned.com/>.

## Multi-Factor Authentication (MFA)

NJCCIC offers an easy technical guide to deploying multi-factor authentication in your organization: <https://cyber.nj.gov/instructional-guides/steps-what-you-are-doing-and-enabling-mfa>.

## Government Cyber Ocean City Housing Authority

NJCCIC: <https://cyber.nj.gov/Ocean-City-Housing-Authority/>  
MS-ISAC: <https://learn.cisecurity.org/ms-isac-registration>  
Water-ISAC: <https://www.waterisac.org/>  
E-ISAC: <https://www.eisac.com/>  
US-CERT/ CISA: <https://us-cert.cisa.gov/>  
ICS-CERT: <https://us-cert.cisa.gov/ics>  
IT-ISAC: <https://www.it-isac.org/>  
Elections-ISAC: <https://www.cisecurity.org/ei-isac/>  
Surface Transportation-ISAC: <http://www.surfacetransportationisac.org/>

## Remote Access

This NJCCIC guide offers security tips for remote access: <https://cyber.nj.gov/things-is-security-tips-for-remote-workers-remote-access-security>.

NJCCIC Router security: <https://www.cyber.nj.gov/instructional-guides/how-to-configure-and-secure-a-home-wi-fi-router>

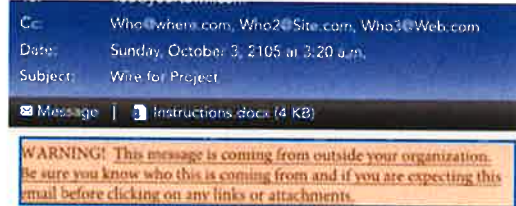
## Banking Controls

See NJ DCA's electronic payroll guide for assistance in this area of banking controls:

<https://www.state.nj.us/dca/divisions/dlgs/resources/pdf/payroll%20agency%20handbook.pdf>

## Email Warning Label for Outside Senders

Add a warning label to all emails coming from outside of your organization via the transport server.



Hi,  
I'm traveling and lost my phone. We need to wire money.

## Segmentation

NJCCIC guide to Network Segmentation: <https://www.cyber.nj.gov/this-is-security/network-segmentation>

## Employee Policies

Remote Working: Via the MEL's Cyber insurer (AXA XL), their partner InformationShield has provided a template Remote Working policy to use with your employees. See attached.

Mobile Device Access & Waiver: Via the MEL's Cyber insurer (AXA XL), their partner NetDiligence has provided a template policy for your employee's use of personal devices for work, giving authorization for you to access and wipe the device.



# Ocean City Housing Authority Cyber Incident Response Plan

### Document Management

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## 1. Policy Statement

The Incident Response Plan defines our methods for identifying, tracking, and responding to technology-based security incidents.

## 2. Reason for the Policy

The Incident Response Plan is established to assist in protecting the integrity, availability, and confidentiality of technology and assist in complying with statutory, regulatory and contractual obligations.

Responding quickly and effectively to an Incident is critical to minimizing the spread of the Incident and/or the business, financial, legal, and/or reputational impact. Incident Response generally includes the following phases:

- Detection, Reporting, and Analysis.
- Legal.
- Forensics.
- Containment, Eradication, and Recovery.
- Other Responses (i.e. Public Relations).
- Post-Incident Review.

## 3. Scope

This plan governs incidents that have a significant negative impact on information technology systems and/or sensitive information (hereinafter, "Incidents"). Incidents can include denial of service, malware, ransomware, and/or phishing attacks that can significantly impact operations and/or result in the unintended disclosure of sensitive data (e.g., constituent data, Protected Health Information, Personally Identifiable Information, credit card data, and law enforcement records).

Minor events (e.g., routine detection, and remediation of a virus, a minor infraction of a security policy, or other similar issues that have little impact on day-to-day business operations) are not considered an Incident under this policy.

## 4. Incident Identification

For cyber insurance purposes, a security incident is an event that is a: cyber security breach, or cyber extortion threat, or data breach.

### 4.1 Cyber Extortion Threat

A threat against a network to:

1. Disrupt operations.
2. Alter, damage, or destroy data stored on the network.
3. Use the network to generate and transmit malware to third parties.
4. Deface the member's website.
5. Access personally identifiable information, protected health information, or confidential business information stored on the network; made by a person or group, whether acting alone,

or in collusion with others, demanding payment, or a series of payments in consideration for the elimination, mitigation, or removal of the threat.

#### 4.2 Cyber Security Breach

Any unauthorized access to, use, or misuse of, modification to the network, and/or denial of network resources by attacks perpetuated through malware, viruses, worms, Trojan horses, spyware, adware, zero-day attack, hacker attack, or denial of service attack.

#### 4.3 Data Breach

The actual or reasonably suspected theft, loss, or unauthorized acquisition of data that has or may compromise the security, confidentiality and/or integrity of personally identifiable information, protected health information, or confidential business information.

Other cyber security incidents include:

- Attempts from unauthorized sources to access systems or data.
- Unplanned disruption to a service or denial of a service.
- Unauthorized processing or storage of data.
- Unauthorized changes to system hardware, access rights, firmware, or software.
- Presence of a malicious application, such as ransomware, or a virus.
- Presence of unexpected/unusual programs.

### 5. Designation of an Incident Response Manager

The OCHA shall designate an Incident Response Manager who is either a full or part time technology person working in the OCHA on a daily basis or the highest-ranking administrative person in the OCHA that employees would normally contact when having computer or technology problems. Ideally, this person should be readily available to employees in the case of a cyber security event.

#### 5.1 Responsibilities

- The OCHA has designated an Incident Response Manager that is responsible for determining whether an event, or a series of security events, is declared an Incident.
- The Incident Response Manager is responsible for ensuring that this policy is followed.
- The Incident Response Manager is responsible for establishing an Incident Response Team to support the execution of this plan.
- The Incident Response Team is tasked with executing this plan in accordance with and at the direction of the Incident Response Manager.
- The highest-ranking administrative official in the OCHA is responsible for ensuring that end-users have sufficient knowledge to recognize a potential security Incident and report it in accordance with this plan.
- Employees are responsible to report potential security incidents in a timely manner and provide any requires support during plan execution.

## 6. Incident Response Team and Notification

Establish an incident response team to be able to quickly respond to cyber security incidents, and a team broad enough to gather the needed resources and make the appropriate decisions to resolve the incident. Such team shall include the following.

Title / Position	Name	Telephone #
Highest-ranking Administrative Official	Jacqueline Jones	856-691-4099
General Counsel		
Human Resources Manager		
Incident Response Manager	Ron Miller	856-691-4099
JIF Risk Management Consultant		
JIF Claims Administrator		
Technology Support Contact	Ron Miller	856-691-4099
AXA XL Data Breach Hotline		855-566-4724

Please verify with your breach advisor/counsel that their firm will be handling the required breach notifications including, but potentially not limited to, those agencies listed below.

IC3	FBI Internet Crime Complaint Center: <a href="https://www.ic3.gov/">https://www.ic3.gov/</a>
NJ Cybersecurity and Communications Integration Cell (NJCCIC)	Incident Reporting: <a href="https://www.cyber.nj.gov/report">https://www.cyber.nj.gov/report</a> 609-963-6900 x7865

## 7. Incident Response Phases

### 7.1 Detection, Reporting, & Analysis

1. If a user, employee, contractor, or vendor observes a potential security event they should notify the Incident Response Manager immediately. If the Incident Response Manager is not available, the events should be immediately reported to the highest-ranking administrative official.
2. The Incident Response Manager is responsible for communicating the Incident, its severity, and the action plan to the highest-ranking administrative official.
3. If the Incident Response Manager or the highest-ranking administrative official are not available, a user should isolate the affected devices from the network or internet by removing the network cable from the device. If operating via wireless, turn off the wireless connection. If isolating the machine from the network is not possible then unplug the machine from its power source.
4. If you have determined or suspect that the Incident is a cyber security breach, cyber extortion threat, or data breach (*see Definitions Related to Cyber Liability Insurance – Section 4 of this document*) proceed to Step 5. If not, proceed to Step 6.
5. For a cyber security breach, please follow this process:

If the AXA XL Data Breach Hotline does not answer, leave a message with your contact information. Do not delay in calling the Hotline. When they respond, follow their instructions. They will refer the matter to a “breach advisor/counsel” (an attorney experienced in cybersecurity incidents) who will coordinate the response. The Breach Counsel will gather information about the Incident and work with you to determine an action plan.

**The Incident Response Manager should follow the advice from the Breach Counsel until the issue is resolved.**

6. *If the Incident is determined not to be a cyber security breach, cyber extortion threat, or data breach*, the Incident Response Manager should work with the Incident Response Team to assess the Incident, develop a plan to contain the Incident, and ensure the plan is communicated to and approved by the highest-ranking administrative official.
7. The Incident Response Manager should ensure that all actions are documented as they are taken and that the highest-ranking administrative official, Incident Response Team, and outside support are regularly updated.

## **7.2 Containment, Eradication, & Recovery**

**Containment** is the act of limiting the scope and magnitude of the attack as quickly as possible. Containment has two goals: preventing data of note from being exfiltrated and preventing the attacker from causing further damage.

### **Immediate triage:**

1. Immediately contact technology expert to report the event and follow their instructions. It is now the responsibility of technology expert to notify management of the incident and to execute the security incident response plan.
2. If technology expert is not available, isolate the affected devices from the network or internet by removing the network cable from the device. If operating via wireless, turn off the wireless connection. **DO NOT TURN OFF DEVICE OR REMOVE POWER SOURCE** unless instructed by technology expert.
3. Incident response team assembles and assesses if the incident is a cyber security breach, cyber extortion threat, or data breach. If it is, or if there is any question the incident may or may not be one, management contacts their JIF Claims Administrator to advise them of the incident and management (or technology support) will call the Cyber Insurer Hotline. Work with the breach coach and the other partners they suggest to help resolve the incident.
4. Document all actions as they are taken.

**Eradication** is the removal of malicious code, accounts, or inappropriate access. Eradication also includes repairing vulnerabilities that may have been the root cause of the compromise. A complete reinstallation of the OS and applications is preferred.

**Recovery** allows business processes affected by the Incident to recover and resume operations. It generally includes:

- Reinstall and patch the OS and applications.
- Change all user and system credentials.
- Restore data to the system.
- Return affected systems to an operationally ready state.
- Confirm that the affected systems are functioning normally.

### 7.3 Forensics

Security incidents of a significant magnitude may require that a forensics investigation take place. Once that need has been established all additional investigation/containment activities need to be directed and/or performed by a forensics specialist to ensure that the evidence and chain of custody is maintained. The highest-ranking administrative official, in consultation with the Incident Response Manager and/or XL Caitlin will advise if engaging a forensics firm is required.

### 7.4 Post-Incident Review

To improve the Incident Response processes and identify recurring issues each Incident should be reviewed and formally reported on. The report should include:

- Information about the Incident type
- A description of how the Incident was discovered.
- Information about the systems that were affected.
- Information about who was responsible for the system and its data.
- A description of what caused the Incident.
- A description of the response to the Incident and whether it was effective.
- A timeline of events, from detection to Incident closure
- Recommendations to prevent future Incidents.
- A discussion of lessons learned that will improve future responses.

## 8. Periodic Review

This policy and associated subordinate procedures will be reviewed at least annually by the Incident Response Manager to adjust processes considering new risks and security best practices. Material changes in this policy should be approved by the highest-ranking administrative official and/or governing body of the OCHA.

## 9. Special Situations/Exceptions

Any personally owned devices, such as PDAs, phones, wireless devices, or other electronic devices which have been used to access organizational data and are determined to be relevant to an Incident, may be subject to retention until the Incident has been eradicated.

# **Ocean City Housing Authority**

**County of Cape May  
State of New Jersey**

## **RESOLUTION NO. 2022-30**

### **RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE PROPOSAL FROM CENTURY SAVINGS BANK FOR THE OUTLINE OF BUSINESS TERMS FOR THE TAX CREDIT INVESTMENT AND THE ACQUISITION OF LIMITED PARTNERSHIP INTERESTS IN THE TO BE FORMED OWNERSHIP ENTITY FOR THE PECK'S BEACH FAMILY PROJECT**

**WHEREAS, Ocean City Housing Authority, A Public Housing Authority in the State of New Jersey** is organized to provide decent housing that is affordable to low-income and moderate-income people of the City of Ocean City, and

**WHEREAS, the Ocean City Housing Authority,** has forty family units remaining in its Public Housing portfolio known as Peck's Beach Family; and

**WHEREAS, the Ocean City Housing Authority,** intends to redevelop the Peck's Beach Family development into a sixty-unit affordable rental community, including forty units of Project Based Vouchers and twenty new Tax Credit units; and

**WHEREAS, the Ocean City Housing Authority,** intends to use several funding sources including but not limited to Rental Assistance Demonstration Program, Fair Market Rate Vouchers, Low Income Housing Tax Credits, HOME, Tax Exempt Bonds, Federal Home Loan Affordable Housing Program Funds, soft second mortgage from the City of Ocean City; and

**WHEREAS,** to obtain and to use Low Income Housing Tax Credits an investor is required to purchase the Credits and become the Limited Partner in the ownership structure; and

**WHEREAS, CENTURY Savings Bank** has reviewed the Peck's Beach Village Project pro-forma and has made a proposal to acquire an interest in the Project that will benefit the Project Owner Entity and allow for the necessary funding to develop the Project;

**NOW, THEREFORE,** be it resolved that the Commissioners of the Ocean City Housing Authority authorize the Executive Director to accept the proposal from CENTURY Savings Bank for the acquisition of limited partnership interests in the to be formed ownership entity for the Peck's Beach Village Project in substantially the form as attached.

*→ Resolution is approved subject  
to Attorney Review. JEF 6/21/22*

Adopted: June 21, 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 June 21, 2022 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

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

**CENTURY**  
SAVINGS BANK  
Since 1865

May 20, 2022

Sent via email to Jackie Jones ([jjones@vha.org](mailto:jjones@vha.org))  
Ocean City Housing Authority  
204 E. 4th Street  
Ocean City, NJ

CC via email:  
Rick Ginnetti ([rickg@brookegroupllc.com](mailto:rickg@brookegroupllc.com))  
Charlie Lewis ([charliel@brookegroupllc.com](mailto:charliel@brookegroupllc.com))

Dear Jackie,

Thank you for offering Century Savings Bank ("Bank") and/or its assignees ("Investor") an opportunity to propose terms for a tax credit investment for the Ocean City Housing Authority ("OCHA") and/or its special purpose entity.

As promised, this proposal contains a summary of the material terms and conditions for the Peck's Beach Family Redevelopment project. **Please note that this is not a commitment.** This proposal is expressly subject to the formal approval by the Investor.

**This letter is considered CONFIDENTIAL INFORMATION and its contents may not be shared with any party, other than OCHA's own legal counsel, without Investor's prior written consent.**

**Project:**

53 Cornwell Drive  
Bridgeton, NJ 08302  
856.451.3300

121 N Main Street  
Elmer, NJ 08318  
856.358.2100

[www.centurysb.com](http://www.centurysb.com)

The Project, known as Peck's Beach Family Redevelopment, will construct 60 affordable housing units  
Gibbstown, NJ 08027 856.423.1616  
Mullica Hill, NJ 08062 856.478.6200  
Vineland, NJ 08360 856.691.9600

Lending Department: 1376 W Sherman Avenue, Vineland NJ 08360 • 856.690.9105

**Main Office and Corporate Headquarters: 1376 W Sherman Avenue, Vineland NJ 08360 • 856.690.9100**

MEMBER  
**FDIC**



within Ocean City, NJ. All 60 units will be rented to eligible tenants and will be Low-Income Housing Tax Credit ("LIHTC") compliant.

**Project ownership:**

The Project will be owned by a limited partnership or Limited Liability Company ("Partnership"). Investor will acquire a 99.99% Limited Partner interest in the Partnership. The remaining 00.01% interest will be owned by a General Partner. The General Partner may be the OCHA or a special purpose entity that is 100% owned by OCHA.

**Purchase price:**

Investor will acquire its Limited Partner interest for a total Capital Contribution of \$7,838,053. This represents a \$0.92 price for every \$1.00 in federal LIHTCs.

This pricing assumes the Project's Partnership is consummated by April 30, 2023 and the final Capital Contribution is made by December 31, 2024.

**Tax credits:**

The project is expected to receive an allocation of federal LIHTCs from the New Jersey Housing and Mortgage Finance Agency ("NJHMFA") in the amount of \$8,520,470 (\$852,047 per year over ten years).

The Partnership agreement will address any adjustments to the final LIHTC allocation.

**Capital Contributions:**

Investor's Capital Contribution will be made based upon the following schedule and any other terms and conditions deemed necessary by Investor and/or its counsel.

- A. 1% at the execution of the Partnership agreement, which is subject to receipt and satisfactory review of Investor's due diligence checklist and the closing and initial funding/binding commitment of all financing sources.
- B. 89% after (A) described above is satisfied and receipt and satisfactory review of: final certificate of occupancy, architect's certificate of substantial completion, achievement of 95% physical and qualified occupancy for three consecutive calendar months, cost certification from an independent certified public accountant, general contractor's cost audit, and final 15-year operating proforma.

- C. 10% after (B) described above is satisfied and receipt and satisfactory review of: completed IRS Form 8609, achievement of three consecutive months of a 1.15x debt coverage ratio, move-in certifications for each tenant, and a completed cost segregation study (at Investor's option).

**Reserves:**

The Project shall be funded with reserves as required by the NJHMFA, which shall be no less than the following::

- \$25,000 for operating deficit;
- \$200,000 for working capital;
- \$40,000 for debt service; and
- \$9,000 for taxes.

Additionally, the General Partner will fund a replacement reserve account equaling \$400 per unit each year, increasing 3% annually.

The above reserves will be held in deposit accounts with Bank, subject to release terms to be mutually agreed upon between Investor and OCHA.

**Guarantees:**

The General Partner and the OCHA will be guarantors on a joint and several basis ("Guarantors"). The OCHA's guarantee will be subject to certain carveouts for its income and assets restricted by HUD and public housing projects and former public housing converted to Section 8 project-based assistance through HUD's Rental Assistance Demonstration program, including related property and reserve accounts.

The Guarantors will guarantee that the Project's construction is completed defect and lien free. The Guarantors will fund any cost overruns.

The Guarantors will guarantee payments to the Project to ensure it achieves a break-even level, which includes but is not limited to funding the operating deficit reserve.

The Guarantors will guarantee payment to Investor in the event there is a shortfall or recapture of the Project's LIHTCs.

The Guarantors will repurchase Investor's interest upon the occurrence of certain events in the Partnership agreement.

**Funding sources:**

- A. Title-insured, first-lien construction/permanent mortgage financing provided by NJHMFA. During construction, the maximum loan amount will be \$12,495,597. After construction and subject to the satisfaction of Investor's Capital Contributions described earlier, the loan will be paid down to a \$5,276,358 permanent mortgage provided by NJHMFA.
- B. Subordinate financing provided by Ocean City for \$9,370,250. The loan shall have a 30-year term, subordinated in both collateral and payment to the financing (A) described above.
- C. Deferred developer fees of \$1,391,214.
- D. Any other mutually agreed upon funding sources.

**Construction:**

The General Partner will arrange for a fixed or guaranteed maximum price contract with a general contractor subject to prior written non-objection by Investor. The contractor's obligations shall be secured by a payment and performance bond for an amount not less than the construction contract.

**Purchase Option and  
First Right of Refusal:**

The General Partner shall have a purchase option and first right of refusal to purchase the project or Investor's interest as detailed in the Partnership agreement.

**Reporting requirements:**

All necessary reporting and recordkeeping requirements to remain in compliance with LIHTC and NJHMFA regulations, including but not limited to tenant files, current leases, and tenant income certifications compliant with LIHTC requirements. The General Partner will provide notice of any NJHMFA audits and any findings to Investor. Annually, the General Partner will provide Investor with the following.

- Audited financial statements (including management letters) and tax returns on the Partnership (including Schedule K-1s for all

partners no later the February 15 of each year for the immediately preceding calendar year).

- Draft Schedule K-1s for all partners 30 days prior to calendar year end.
- Audited financial statements and tax returns (if applicable) for all Guarantors.
- Annual rent roll and detailed income and expense schedule for the Project.
- Owner's certificate of continuing program compliance, annual tenant information, annual project certifications, and any other documentation required to be submitted under the LIHTC program.

During lease-up and until such time the property achieves a 1.15x debt coverage ratio, the General Partner will provide quarterly internal income statement and balance sheets on the Project.

Investor shall have the right to inspect Partnership's books and records at any time.

**Due diligence checklist:**

The General Partner will satisfy all Investor's due diligence requirements, which will be detailed on a checklist provided by Investor's counsel. This checklist may include, but is not limited to, the following:

- Acceptable local law opinions;
- Financial projections, including eligible basis calculations, sources and uses, and cash flow statements;
- Market study;
- Engineering reports, such as a review of plans and specs;
- Appraisal report;
- Phase I/Preliminary Assessment report;

- Evidence of all necessary insurances, including title, hazard and liability, flood, builder's risk, and any other coverages deemed necessary by Investor; and
- Tax credit reservation/42m letter from the NJHMA.

**Other conditions:**

- Any change in the General Partner shall be subject to Investor's approval, in its sole discretion.
- Investor shall be able to remove the General Partner for cause as defined in the Partnership agreement.
- The General Partner shall execute an Indemnity Agreement that shall indemnify Investor, its officers, directors, and affiliates, as further defined in the Partnership agreement.
- The General Partner shall recertify each tenant in accordance with LIHTC requirements.
- The General Partner shall satisfy all minimum set-aside requirements.
- Investor may sell/assign/participate all or some of its Limited Partner interest.
- Any other term or condition deemed necessary by Investor, Bank and/or their counsel.

**Fees:**

The General Partner will pay all of Investor's and Bank's legal and documentation costs.

The General Partner will pay an annual \$10,000 asset management fee to Investor.

Please confirm your acceptance of this proposal by signing below and returning to us, along with a check representing a \$10,000 deposit which shall be non-refundable unless Investor fails to deliver on a written commitment to purchase the tax credits under terms which are materially consistent with this proposal.

If not accepted by June 3, 2022, this proposal will expire.

Sincerely,

Stephen Modzelewski, VP/Credit Officer

**Accepted by:**

Ocean City Housing Authority and/or a special purpose entity as General Partner

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

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Ocean City Housing Authority as Guarantor

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

Its: \_\_\_\_\_

Date: \_\_\_\_\_

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

RESOLUTION NO. 2022-31  
A Resolution Authorizing Executive Session

**WHEREAS**, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Ocean City Housing Authority to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

**WHEREAS**, the Ocean City Housing Authority has determined that 1 (insert number) issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on June 21, 2022 at 3:51 P.M, and

**WHEREAS**, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

☐

**"(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion."** The legal citation to the provision(s) at issue is: \_\_\_\_\_ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

\_\_\_\_\_;

☐

**"(2) Any matter in which the release of information would impair a right to receive funds from the federal government."** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

\_\_\_\_\_;

☐

**"(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly."** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

\_\_\_\_\_;

☐

**"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees**

of the public body” The collective bargaining contract(s) discussed are between the Board and \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_;

☐

**“(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_;

☐

**“(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_;

☒

**“(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.”** The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are to discuss potential contract negotiation with multiple vendors for a major renovation project and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is necessary to ensure no one has an advantage in regard to this internal Board discussion and with respect to the potential cost of the project;

☐

**“(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.”** Subject to the balancing of the public’s interest and the employee’s privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_;

☐

**“(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.”** The

nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

**WHEREAS**, the length of the Executive Session is estimated to be 60 minutes after which the public meeting of the Ocean City Housing Authority shall (circle one) reconvene and immediately adjourn or reconvene and proceed with business

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Ocean City Housing Authority will go into Executive Session for **only** the above stated reasons;

**BE IT FURTHER RESOLVED** that the Board of Commissioners hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure. For each of the above items, the estimated date by which such disclosure can be made and/or the occurrence that needs to take place before disclosure can be made are listed below (attach separate sheet if necessary)

Subject of Discussion	Estimated Date	Necessary Occurrence

**BE IT FURTHER RESOLVED** that the Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

**BE IT FURTHER RESOLVED** that the Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE OCEAN CITY HOUSING AUTHORITY AT ITS PUBLIC MEETING HELD ON June 21 2022

ADOPTED: 6/21/2022

**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: [Signature]  
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 \_\_\_\_\_ at \_\_\_\_\_

New Jersey \_\_\_\_\_  
By: [Signature]  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer