

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



204 4th Street
Ocean City, New Jersey 08226

Phone: 609-399-1062
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Jacqueline S. Jones, Executive Director

August 10, 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, August 16, 2022 at 4:30 pm at Administrative Offices – 204 4th Street, Ocean City, NJ 08226.**

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

Very truly yours,

Jacqueline S. Jones
Executive Director

REVISED
Ocean City Housing Authority
AGENDA

Tuesday, August 16, 2022
4:30 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Reading of the "Sunshine Law Statement"
4. Roll Call
5. Approval of Minutes:
 - a. Regular Meeting on July 19, 2022
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:

# 2022-39	Approval of Monthly Expenses <i>(updated)</i>
# 2022-40	Awarding Resident Wellness Program
# 2022-41	Adopting Revised Personnel Policy
# 2022-42	Authorizing Payment of Draw #1 Pecks Beach Family Redevelopment
# 2022-43	Awarding Bayview Manor 1 st and 5 th Floor Renovations
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

July 19, 2022 – 4:30 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held July 19, 2022, at 4:30 p.m. at the Administrative Offices – 204 4th Street, Ocean City, New Jersey 08226.

The meeting was called to order by Chairman Barr. Chairman Barr requested everyone to rise for the Pledge of Allegiance.

Chairman Barr read the Sunshine Law.

Upon roll call those present were:

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

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Harry Furman, Esquire – Solicitor and Linda Cavallo – Accountant.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from June 21, 2022. A motion was made by Commissioner McCall and seconded by Commissioner Mumman. The following vote was taken:

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

Chairman Barr moved the order of the agenda to New Business.

New Business:

Mrs. Jones stated Kevin Kreiser of Heist Insurance Agency – the Authority’s JIF Risk Manager will be presenting the Authority’s insurance coverage. Mr. Kreiser introduced himself and his role as the JIF Risk Manager. Mr. Kreiser provided an overview of the Municipal Excess Liability Joint Insurance Fund. He reviewed and discussed the handout provided to the Board, which included the Schedule of Locations, Schedule of Vehicles, 2022 Property & Casualty Renewal, 2022 Renewal Coverage Summaries as well as Flood & Name Storm Deductibles & NFIP Coverage Requirement. There was a brief discussion regarding the insurance of the Scattered Site Project. Discussion regarding storm coverage and what is reimbursed. Coverage for OCCDC was discussed. The auto liability was also discussed.

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the nine months ending June 30, 2022. Commissioner Henry asked what would be done with the excess money. Mrs. Jones stated it will go into the RAD transaction at conversion and settlement. It will be used in reserve accounts that will be required and building reserves. This happens automatically during the RAD transaction and no need for the board motion. A motion was made by Commissioner Halliday and seconded by Commissioner McCall. The following vote was taken:

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

Executive Director's Report

Mrs. Jones reported there is a close out payment to Gardner Construction for Speitel Commons on the bill list.

For Bayview Manor - Regarding the replacement of roof system/capping and painting, there were some issues that Mr. Furman assisted the Authority with to complete this project with the contractor. As of today, Mr. Furman heard back from the contractor's attorney and all necessary documents were received.

The vent covers for the Exterior Renovations at Bayview Manor are being received a few at a time. This project should be closed out within the next couple of months.

The Interior Renovations at Bayview Manor has been advertised for bids to be received in August with the anticipation to award this project in September.

The specifications for the Bayview Manor Landscaping Project are being developed and hopeful for a Fall planting.

Peck's Beach Family redevelopment application is on its way to NHMFA. It will take a few months to get to closing. Mrs. Jones will provide updates as she receives them.

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

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

Committee Reports – Patrick Mumman reported for the Finance Committee. He stated the Finance Committee recently met to review the YE 2023 Budget, which was sent to all via email for review. The Board has a copy of the budget today. The recommendation of the Finance Committee is that the Board approve the budget as is. Mrs. Jones briefly reviewed and explained line items of the budget. She discussed the need for a Site Manager and how this affects the budget. Mrs. Jones also discussed the Capital Budget items.

Old Business or additional New Business – None.

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

Resolution #2022-32
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$473,103.61. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones briefly discussed the bill list with nothing unusual on the bill list. The following vote was taken:

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

Resolution #2022-33
Approving Change Order #18 for Construction of Speitel Commons at Bayview Manor

Chairman Barr called for a motion to approve Resolution #2022-33. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Mrs. Jones reported the change order is to replace hinges on the doors at Speitel. The following vote was taken:

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

Resolution #2022-34
Resolution Authorizing Participation Under the State Health Benefit Program (SHBP)

Chairman Barr called for a motion to approve Resolution #2022-34. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones explained the OCHA was under the SHBP for many years. The prior administration (Executive Director) suggested moving to a private plan and off of the SHBP. Mrs. Jones is unclear why this suggestion was made. She recommends the OCHA go back to the SHBP. The Authority expects to see a savings with this change. The following vote was taken:

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

Resolution #2022-35
Authorizing Payments of Draw 27

Chairman Barr called for a motion to approve Resolution #2022-35. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones provided a brief explanation on the draw. The following vote was taken:

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

Resolution #2022-36
2022 Housing Authority Budget Resolution
Fiscal Year: October 1, 2022 to September 30, 2023

Chairman Barr called for a motion to approve Resolution #2022-36. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The following vote was taken:

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

Resolution #2022-37
Executive Session

Mr. Furman reported the Board will be going into Executive Session in regard to the performance of a contractor performing services on behalf of the Authority. There may be some questions with regard to said performance that may involve potential litigation. He recommends going into Executive Session to discuss this issue. Chairman Barr called for a motion to approve Resolution #2022-37. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

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

Regular Meeting closed for Executive Session at 5:26 p.m.
Regular Meeting re-opened at 5:54 p.m.

Solicitor Harry Furman stated there was a discussion in Executive Session with regard to performance issues with a particular contractor who has an agreement with the authority to provide certain services to the Authority. Based upon the discussion there will be a proposed resolution.

Resolution #2022-38
Resolution Authorizing for Additional Funds to be Expended
at the Discretion of the Executive Director with respect to Audits for the Periods of 2020 and 2021

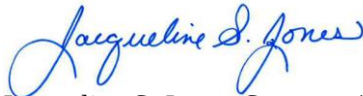
Chairman Barr called for a motion to approve Resolution #2022-38. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The following vote was taken:

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

Chairman Barr requested comments from the public. No public comments. Chairman Barr requested comments from Board Commissioners and/or Administration. Chairman Barr wanted to thank Linda Avena's office for all their hard work in regard to the audits.

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 5:57 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Jul 2022



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July
<u>INCOME</u>				
DWELLING RENTAL	\$ 563,010	\$ 468,790	\$ <u>463,750</u>	\$ (5,040)
TOTAL TENANT REVENUE	\$ 563,010	\$ 468,790	\$ 463,750	\$ (5,040)
HUD OPERATING SUBSIDY	\$ 100,000	\$ 83,333	\$ <u>240,644</u>	\$ 157,311
HUD Asset Repositioning Fee - Operating Grant	93,000	77,500	<u>73,594</u>	(3,906)
PBV HAP SUBSIDY	381,680	317,390	<u>308,854</u>	(8,536)
HUD CAPITAL FUNDS-OPERATIONS	71,580	59,650	-	(59,650)
CDBG INCOME	40,000	33,333	<u>9,766</u>	(23,567)
TOTAL HUD FUNDING	\$ 686,260	\$ 571,207	\$ 632,858	\$ 61,651
INVESTMENT INCOME- UNRESTRICTED	\$ 130	\$ 108	\$ <u>71</u>	\$ (37)
NONDWELLING RENTAL INCOME	40,800	34,000	-	(34,000)
OTHER INCOME-LAUNDRY	7,020	5,265	<u>5,583</u>	318
OTHER INCOME-FRAUD RECOVERY	-	-	<u>14,027</u>	14,027
OTHER INCOME-MISCELLANEOUS	13,190	11,098	<u>31,924</u>	20,825
TOTAL INCOME	\$ 1,310,410	\$ 1,090,468	\$ 1,148,213	\$ 57,745
<u>EXPENSES</u>				
AUDIT FEES	\$ 9,000	\$ 7,500	\$ <u>7,500</u>	\$ -
ADVERTISING	1,050	875	<u>498</u>	(377)
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 11,320	\$ 9,433	\$ <u>680</u>	\$ (8,753)
CONSULTANTS-RAD CONVERSION	2,940	2,450	<u>9,500</u>	7,050
COPIER	2,660	2,217	<u>2,291</u>	74
DUES & PUBLICATIONS	1,100	917	<u>539</u>	(378)
OFFICE SUPPLIES	1,090	908	<u>473</u>	(435)
PHONE & INTERNET	12,430	10,358	<u>11,541</u>	1,183
POSTAGE	1,690	1,408	<u>1,909</u>	500
LEGAL	7,940	6,663	<u>13,395</u>	6,732
CRIMINAL BACKGROUND CHECKS	160	133	<u>95</u>	(38)
LEGAL-RAD	4,000	3,333	-	(3,333)
TRAVEL	70	58	-	(58)
TRAINING	2,420	2,017	-	(2,017)
ACCOUNTING	19,650	16,375	<u>16,375</u>	-
MANAGEMENT FEES	178,000	148,333	<u>122,941</u>	(25,392)
MISCELLANEOUS-SUNDRY	14,270	11,978	<u>12,595</u>	617
TOTAL ADMINISTRATIVE EXPENSES	\$ 269,790	\$ 224,958	\$ 200,332	\$ (24,626)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Jul 2022



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July
OTHER TENANT SERVICES	\$ 12,000	\$ 10,000	\$ <u>2,040</u>	\$ (7,960)
TENANT SVCS - BEHAVIORAL HEALTH	39,100	32,583	<u>11,256</u>	(21,327)
TOTAL OTHER TENANT SERVICES	\$ 51,100	\$ 42,583	\$ 13,296	\$ (29,288)
WATER/SEWER	\$ 95,570	\$ 80,772	\$ <u>77,869</u>	\$ (2,903)
ELECTRIC	126,420	110,339	<u>84,764</u>	(25,575)
GAS	47,110	43,155	<u>40,564</u>	(2,591)
TOTAL UTILITY EXPENSES	\$ 269,100	\$ 234,265	\$ 203,197	\$ (31,068)
MAINTENANCE LABOR	\$ 59,850	\$ 49,875	\$ <u>35,726</u>	\$ (14,149)
MAINT. MATERIALS	131,850	109,875	<u>63,453</u>	(46,422)
MAINT. CONTRACT COSTS	222,910	186,000	<u>200,771</u>	14,771
EMPLOYEE BENEFITS	37,000	30,833	<u>23,876</u>	(6,957)
TOTAL MAINTENANCE	\$ 451,610	\$ 376,583	\$ 323,826	\$ (52,757)
INSURANCE	\$ 74,310	\$ 61,925	\$ <u>72,210</u>	\$ 10,285
FLOOD INSURANCE	26,600	22,167	<u>19,132</u>	(3,035)
BAD DEBTS	17,430	14,525	<u>14,530</u>	5
COMPENSATED ABSENCES	2,060	1,717	<u>1,720</u>	3
PAYMENT IN LIEU OF TAXES	29,390	24,492	<u>24,490</u>	(2)
PENSION	10,690	8,908	<u>7,509</u>	(1,399)
RETIREE BENEFITS	28,060	23,383	<u>23,209</u>	(175)
TOTAL OTHER EXPENSES	\$ 188,540	\$ 157,117	\$ 162,799	\$ 5,683
TOTAL EXPENDITURES	\$ 1,230,140	\$ 1,035,507	\$ 903,451	\$ (132,056)
Replacement Reserve	\$ 44,550	\$ 37,125	\$ <u>37,135</u>	\$ 10
PROFIT	\$ 35,720	\$ 17,837	\$ 207,627	\$ 189,791

Commissioner's Report - Property Detail

Month Ending: Jul 2022



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July
<u>INCOME</u>												
DWELLING RENTAL	\$ 194,610	\$ 162,030	\$ <u>133,248</u>	\$ (28,782)	\$ 143,400	\$ 119,260	\$ <u>120,234</u>	\$ 974	\$ 225,000	\$ 187,500	\$ <u>210,268</u>	\$ 22,768
TOTAL TENANT REVENUE	\$ 194,610	\$ 162,030	\$ 133,248	\$ (28,782)	\$ 143,400	\$ 119,260	\$ 120,234	\$ 974	\$ 225,000	\$ 187,500	\$ 210,268	\$ 22,768
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 83,333	\$ <u>240,644</u>	\$ 157,311
HUD Asset Repositioning Fee - Operating Grant	-	-	-	-	-	-	-	-	93,000	77,500	<u>73,594</u>	(3,906)
PBV HAP SUBSIDY	155,940	129,950	<u>147,819</u>	17,869	225,740	187,440	<u>161,035</u>	(26,405)	-	-	-	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	71,580	59,650	-	(59,650)
CDBG INCOME	16,400	13,667	<u>2,689</u>	(10,978)	10,400	8,667	<u>1,804</u>	(6,863)	13,200	11,000	<u>5,274</u>	(5,726)
TOTAL HUD FUNDING	\$ 172,340	\$ 143,617	\$ 150,507	\$ 6,891	\$ 236,140	\$ 196,107	\$ 162,839	\$ (33,268)	\$ 277,780	\$ 231,483	\$ 319,512	\$ 88,028
INVESTMENT INCOME-UNRESTRICTED	\$ 50	\$ 42	\$ <u>30</u>	\$ (12)	\$ 30	\$ 25	\$ <u>0</u>	\$ (25)	\$ 50	\$ 42	\$ <u>41</u>	\$ (1)
NONDWELLING RENTAL INCOME	40,800	34,000	-	(34,000)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	3,400	2,550	<u>1,747</u>	(803)	1,220	915	<u>1,093</u>	178	2,400	1,800	<u>2,743</u>	943
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	-	-	<u>14,027</u>	14,027
OTHER INCOME-MISCELLANEOUS	2,470	2,113	<u>4,093</u>	1,980	1,220	1,035	<u>24,829</u>	23,794	9,500	7,950	<u>3,001</u>	(4,949)
TOTAL INCOME	\$ 413,670	\$ 344,352	\$ 289,626	\$ (54,726)	\$ 382,010	\$ 317,342	\$ 308,995	\$ (8,347)	\$ 514,730	\$ 428,775	\$ 549,592	\$ 120,817
<u>EXPENSES</u>												
AUDIT FEES	\$ 2,520	\$ 2,100	\$ <u>2,100</u>	\$ -	\$ 1,620	\$ 1,350	\$ <u>1,350</u>	\$ -	\$ 4,860	\$ 4,050	\$ <u>4,050</u>	\$ -
ADVERTISING	170	142	<u>139</u>	(2)	550	458	<u>90</u>	(369)	330	275	<u>269</u>	(6)
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 2,160	\$ 1,800	\$ <u>190</u>	\$ (1,610)	\$ 5,000	\$ 4,167	\$ <u>122</u>	\$ (4,044)	\$ 4,160	\$ 3,467	\$ <u>367</u>	\$ (3,099)
CONSULTANTS-RAD CONVERSION	820	683	<u>907</u>	223	530	442	<u>583</u>	141	1,590	1,325	<u>8,011</u>	6,686

Commissioner's Report - Property Detail

Month Ending: Jul 2022



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE
	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU
	BUDGET	July	July	July	BUDGET	July	July	July	BUDGET	July	July	July
COPIER	740	617	<u>777</u>	161	480	400	<u>613</u>	213	1,440	1,200	<u>901</u>	(299)
DUES & PUBLICATIONS	170	142	<u>151</u>	9	600	500	<u>97</u>	(403)	330	275	<u>291</u>	16
OFFICE SUPPLIES	200	167	<u>197</u>	30	500	417	<u>124</u>	(293)	390	325	<u>153</u>	(172)
PHONE & INTERNET	2,180	1,817	<u>3,020</u>	1,203	4,940	4,117	<u>5,104</u>	987	5,310	4,425	<u>3,418</u>	(1,007)
POSTAGE	420	350	<u>536</u>	186	450	375	<u>343</u>	(32)	820	683	<u>1,029</u>	346
LEGAL	2,140	1,783	<u>4,811</u>	3,027	1,380	1,150	<u>1,788</u>	638	4,420	3,730	<u>6,797</u>	3,067
CRIMINAL BACKGROUND CHECKS	40	33	<u>15</u>	(19)	20	17	<u>9</u>	(7)	100	83	<u>71</u>	(12)
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	3,333	-	(3,333)
TRAVEL	20	17	-	(17)	10	8	-	(8)	40	33	-	(33)
TRAINING	140	117	-	(117)	2,000	1,667	-	(1,667)	280	233	-	(233)
ACCOUNTING	5,500	4,583	<u>4,585</u>	2	3,540	2,950	<u>2,948</u>	(3)	10,610	8,842	<u>8,843</u>	1
MANAGEMENT FEES	49,840	41,533	<u>34,424</u>	(7,109)	32,040	26,700	<u>22,130</u>	(4,570)	96,120	80,100	<u>66,387</u>	(13,713)
MISCELLANEOUS-SUNDRY	2,980	2,570	<u>4,087</u>	1,517	6,460	5,383	<u>2,528</u>	(2,856)	4,830	4,025	<u>5,980</u>	1,956
TOTAL ADMINISTRATIVE EXPENSES	\$ 70,040	\$ 58,453	\$ 55,939	\$ (2,515)	\$ 60,120	\$ 50,100	\$ 37,827	\$ (12,273)	\$ 139,630	\$ 116,405	\$ 106,566	\$ (9,838)
OTHER TENANT SERVICES	\$ 4,800	\$ 4,000	\$ <u>2,040</u>	\$ (1,960)	\$ 4,800	\$ 4,000	\$ -	\$ (4,000)	\$ 2,400	\$ 2,000	\$ -	\$ (2,000)
TENANT SVCS – BEHAVIORAL HEALTH	15,500	12,917	<u>3,152</u>	(9,765)	10,400	8,667	<u>2,026</u>	(6,641)	13,200	11,000	<u>6,078</u>	(4,922)
TOTAL OTHER TENANT SERVICES	\$ 20,300	\$ 16,917	\$ 5,191	\$ (11,725)	\$ 15,200	\$ 12,667	\$ 2,026	\$ (10,641)	\$ 15,600	\$ 13,000	\$ 6,078	\$ (6,922)
WATER/SEWER	\$ 20,250	\$ 17,061	\$ <u>16,583</u>	\$ (478)	\$ 12,760	\$ 10,751	\$ <u>8,814</u>	\$ (1,937)	\$ 62,560	\$ 52,960	\$ <u>52,471</u>	\$ (489)
ELECTRIC	94,140	83,001	<u>59,396</u>	(23,605)	23,300	19,417	<u>16,023</u>	(3,394)	8,980	7,921	<u>9,345</u>	1,424
GAS	-	-	-	-	11,000	9,167	<u>3,622</u>	(5,545)	36,110	33,988	<u>36,942</u>	2,954
TOTAL UTILITY EXPENSES	\$ 114,390	\$ 100,062	\$ 75,980	\$ (24,082)	\$ 47,060	\$ 39,334	\$ 28,459	\$ (10,875)	\$ 107,650	\$ 94,869	\$ 98,758	\$ 3,889
MAINTENANCE LABOR	\$ 16,760	\$ 13,967	\$ <u>18,109</u>	\$ 4,142	\$ 10,770	\$ 8,975	\$ <u>6,073</u>	\$ (2,902)	\$ 32,320	\$ 26,933	\$ <u>11,544</u>	\$ (15,389)
MAINT. MATERIALS	10,420	8,683	<u>47,862</u>	39,178	100,180	83,483	<u>5,966</u>	(77,517)	21,250	17,708	<u>9,625</u>	(8,083)
MAINT. CONTRACT COSTS	81,050	67,542	<u>100,120</u>	32,579	64,110	53,667	<u>25,383</u>	(28,284)	77,750	64,792	<u>75,268</u>	10,476

Commissioner's Report - Property Detail

Month Ending: Jul 2022



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July
EMPLOYEE BENEFITS	10,360	8,633	<u>7,870</u>	(763)	6,660	5,550	<u>4,245</u>	(1,305)	19,980	16,650	<u>11,761</u>	(4,889)
TOTAL MAINTENANCE	\$ 118,590	\$ 98,825	\$ 173,961	\$ 75,136	\$ 181,720	\$ 151,675	\$ 41,667	\$ (110,008)	\$ 151,300	\$ 126,083	\$ 108,198	\$ (17,885)
INSURANCE	\$ 29,510	\$ 24,592	\$ <u>24,149</u>	\$ (443)	\$ 18,290	\$ 15,242	\$ <u>13,460</u>	\$ (1,782)	\$ 26,510	\$ 22,092	\$ <u>34,601</u>	\$ 12,509
FLOOD INSURANCE	3,500	2,917	<u>4,023</u>	1,106	3,200	2,667	<u>583</u>	(2,084)	19,900	16,583	<u>14,526</u>	(2,057)
BAD DEBTS	1,500	1,250	<u>1,250</u>	-	930	775	<u>780</u>	5	15,000	12,500	<u>12,500</u>	-
COMPENSATED ABSENCES	500	417	<u>420</u>	3	310	258	<u>260</u>	2	1,250	1,042	<u>1,040</u>	(2)
PAYMENT IN LIEU OF TAXES	8,020	6,683	<u>6,680</u>	(3)	9,630	8,025	<u>8,030</u>	5	11,740	9,783	<u>9,780</u>	(3)
PENSION	3,000	2,500	<u>2,103</u>	(397)	2,430	2,025	<u>1,352</u>	(673)	5,260	4,383	<u>4,055</u>	(328)
RETIREE BENEFITS	8,800	7,333	<u>6,498</u>	(835)	5,460	4,550	<u>4,178</u>	(372)	13,800	11,500	<u>12,532</u>	1,032
TOTAL OTHER EXPENSES	\$ 54,830	\$ 45,692	\$ 45,123	\$ (569)	\$ 40,250	\$ 33,542	\$ 28,643	\$ (4,899)	\$ 93,460	\$ 77,883	\$ 89,034	\$ 11,151
TOTAL EXPENDITURES	\$ 378,150	\$ 319,949	\$ 356,193	\$ 36,245	\$ 344,350	\$ 287,318	\$ 138,623	\$ (148,695)	\$ 507,640	\$ 428,240	\$ 408,635	\$ (19,605)
Replacement Reserve	\$ 26,950	\$ 22,458	\$ <u>22,577</u>	\$ 119	\$ 17,600	\$ 14,667	\$ <u>14,558</u>	\$ (109)	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ 8,570	\$ 1,945	\$ (89,144)	\$ (91,089)	\$ 20,060	\$ 15,357	\$ 155,814	\$ 140,457	\$ 7,090	\$ 535	\$ 140,957	\$ 140,423

Ocean City Housing Authority

Administrative Report

DATE: August 10, 2022

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for July 2022)

PERIOD: July 12, 2022 to August 9, 2022

Speitel Commons and Bayview Manor

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

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;

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

August update: There are a few minor items to be completed on this project by the contractor. A retainage is being held from the next payment to cover the cost of completion.

Bayview – Renovation Projects

The following renovation projects are part of the improvements because of the RAD conversion:

Scope of Work	Work Status	Comments
Replacement of Roof System & Painting of Roof Capping	Contract Awarded to Winchester Roofing/In Progress/ Two extensions for time for completion; Job not completed; Contract expired; Based on Architect & Manufacturer Representatives review-work required to complete the project has been determined; Attorneys for Authority and Contractor are working on a solution to finish this project; Agreement on a Project Checklist with Milestones and completion dates has been developed & agreed upon; A new foreman for Winchester has been assigned to this project & is communicating with The Brooke Group Project Manager; Milestones to date have been reached; The roof is ready for an inspection by manufacturer to secure the warranty; metal capping is in process with assistance of manufacturer for proper installation; Lightning protection system scheduled to be completed by	8/11/21 – procured by the Authority; Satisfactory work continues on the roof project, new metal capping is being ordered and should be installed within the next 6-weeks. The manufacturer representative inspected the roof, an updated punch list was provided to the contractor and there are currently no roof leaks. October update: The metal capping has been shipped. 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. December update: The metal capping has been installed; There is some work left to be done on the lightning protection system; Project Manager and Architect are organizing inspections to work toward completing this project. 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. 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. March update: The work on this project is complete with the Architect's sign-off; Final payment to the vendor is the next step. April update: Final payment to the vendor is pending. May update: In attorney review to determine final payment. June update: 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. July update: A resolution approving the agreement to close out the Bayview Manor roof project

**This
Project is
Closed Out.
8/10/22**

Bayview – Renovation Projects (continued)

<u>Exterior Renovations</u> <u>at Bayview Manor</u> a. Replacement of façade metal spandrel to compliment Speitel. b. Install exterior ADA compliant handrail; c. Replace approx 150 windows; d. Replacement of AC vents; e. Installation of new heating & AC systems in all units. f. Unit renovation based on need and budget;	Contract Award to Levy Construction Co, Inc. – May 2021 Working with vendor to order materials, due to availability expected construction start date is a minimum of 16-weeks after materials are ordered. Submittals, field measurements, and ordering of materials is in progress. Start date is a minimum of 16-weeks after materials are ordered; Construction meeting held 8/3/2021; Materials have been ordered, window and PTAC delivery is expected in November/December. The project team is coordinating with Levy Construction to ensure that all materials are on-site prior to the work starting; this will alleviate disruptions to the tenants and expedite the completion of the project. October update: Team meetings continue with Levy Construction; the PTEC units for the HVAC have been delivered; The windows are on order with no immediate delivery schedule; Façade metal spandrel to compliment Speitel is on order; New vent capping to match brick exterior in process; Exterior handrail is on order. November update: Team meetings will continue with Levy Construction; Left side windows have not been received; Waiting on delivery of windows to begin project.	December update: The windows and HVAC equipment have been received; Work is to begin in December for the installation of the windows and HVAC units in resident apartments. January update: Work on replacement of windows has begun; Window replacement project is on track for an end of January completion; Install of new PTEC units and wiring to be scheduled next. February update: Work on replacement of windows is almost complete; PTEC units are in with wiring complete; siding panel replacement is in process; Railing in the back and the front of the building are on order; Overhead door for the shop is on order; Expecting a punch list for this project by the end of February. March update: Punch list items are being worked on; Window, PTEC units and siding are all complete; Items on order are front and back railings, shop overhead door & vent covers; A time extension Change Order will be requested as the vendor is waiting for the items on order to complete this project; April update: Vent covers for each unit are outstanding; some minor punch list items remain; May update: 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; June update: Same as above; July update: Vent covers that were received are being painted & installed; PTEC covers are being installed; <i>August update: A few items remain on the punch list; this project is close to close-out;</i>
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Bayview – Renovation Projects (continued)

<u>Interior Renovations</u> a. Renovate Lobby; b. Addition of Mail Room; c. Renovate Community Room; d. Renovate Community Bathrooms; e. Renovate Laundry Room; f. New Flooring in Common Areas; g. All Common Areas painted; h. Maintenance Shop; i. Office & Conference Room; j. New Handrails throughout Common hallways;	Project Specifications have been advertised for bids to be received in early August; Anticipate September Contract Award	<i>August update: Proposals for the Interior Renovations were received August 10, 2022; Documents will be reviewed by staff and attorney with a possible September contract award;</i>
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Bayview – Renovation Projects (continued)

Bayview Manor Landscaping Project	Project Specifications are being developed for hopeful Fall plantings;	<i>August Update: A meeting with the landscape architect is being scheduled;</i>
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Peck's Beach Family Redevelopment Project

Scope of Work	Work Status	Comments
Design Phase of the Redevelopment of Peck's Beach Family	- June 2021- Award Special Architectural and Engineering (Electrical & Mechanical) Services - Award Special Engineering (Civil) Services	Project kick-off meeting with Professional Team has been completed; Subdivision approval is complete. October update: The architect is completing the "massing" of the Family development for presentation to the board. November update: The Architect will present "massing" ideas of the Family development to board at the November meeting. December update: Work continues on the "massing" for the Family development; More progress is expected in January 2022. January update: Massing for the Family development continues; Update to be given at board meeting. 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. 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; 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; May update – Finalizing discussions with NJHMFA for funding options; Next step will be to obtain investor commitment for tax credit proposal; June update – Board presentation will occur at the June meeting; Next steps are investor commitment and file tax credit application with the NJHMFA. July update – NJHMFA application is in process; August update – NJHMFA has received the application.

Construction Related Work Opportunities at Bayview Manor

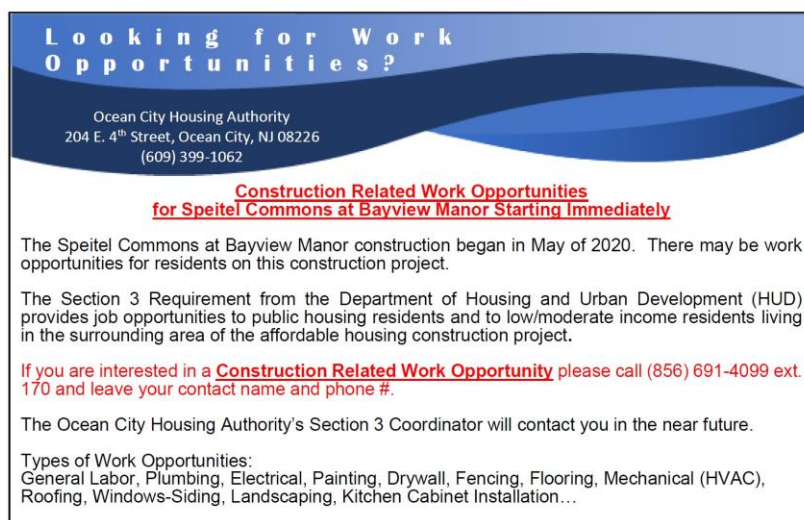
Update: The Section 3 postcard) seeking employees for work opportunities at Bayview Manor is being mailed to OCHA residents through December 2021. Due to the delays in the renovation projects at Bayview Manor, because of supply manufacturing and shipping delays, the Section 3 postcards will be mailed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

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

Program Statistics Report	10/2021 - 9/2022	2022 JUL	2022 JUN	2022 MAY
<u>Tenant Accounts Receivable</u>				
Number of “non-payment of rent” cases referred to the solicitor	0	0	0	
<u>Unit Inspections</u>				
Total number of units to be inspected in fiscal year	121	121	121	
Number of inspections completed this month - all sites (include BB insp.)	139	2	119	
Total number of units inspected year-to-date - all sites	728	589	587	
<u>Occupancy</u>				
Monthly Unit Turnaround Time (Avg) (Down,Prep & Lease-up Time)	N/A	N/A	181	
Annual Unit Turnaround Time (For Fiscal Year)	242	242	242	
Monthly - Number of Vacancies Filled (this month)	0	0	1	
Monthly - Average unit turnaround time in days for Lease up	N/A	N/A	110	
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	N/A	N/A	71	
PIC Score	97.44%	97.44%	97.44%	
<u>Vacancies - At end of Month</u>				
Bay View Manor	4	4	3	
Speitel Commons	0	0	0	
Peck's Beach Family	2	2	1	
Total	6	6	4	
Occupancy Rate	95.04%	95.04%	96.69%	
<u>Vacancy Turnovers by VHA Maintenance Staff</u>				
Total Hours (Summarized Quarterly)		65		
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	0.00	26.98	0.00	
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	30.61	30.61	31.06	
<u>Rent Roll</u>				
Bay View Manor - Elderly/Disabled	\$13,907	\$13,907	\$13,284	
Speitel Commons - Elderly/Disabled	\$13,285	\$13,285	\$13,265	
Peck's Beach - Family	\$24,538	\$24,755	\$24,755	
Total Rent Roll	\$51,730	\$51,947	\$51,304	
<u>Public Housing Waiting List Applicants - All Waiting Lists are CLOSED as of 3/22/2022</u>				
Families - Ocean City Preference	14	14	14	
Families - No Ocean City Preference	93	93	93	
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	7	8	8	
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	129	131	131	
<u>Maintenance Department</u>				
Average work order turnaround time in days - Tenant Generated	0.09	0.14	0.13	
Total Tenant Generated Work Orders	44	39	72	
Number of routine work orders written this month	159	57	53	
Number of outstanding work orders from previous month	469	470	485	
Total number of work orders to be addressed this month	673	566	610	
Total number of work orders completed this month	92	97	140	
Total number of work orders left outstanding	581	469	470	
Number of emergency work orders written this month	1	0	0	
Total number of work orders written year-to-date	1238	1034	938	
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0	0	
<u>Real Estate Assessment Center (REAC) Scores</u>				
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68	

Ocean City Housing Authority
Cash Report
As of July 31, 2022

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 07/31/2022	\$1,044,388.36
<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 07/2022	
Current	\$10,850.09
Past	\$25,460.44

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$1,817.62
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$371,264.45
Reimbursement for Pecks Family Redevelopment - City of OC	\$20,890.00

Less: Bill List payments - August 2022 (\$524,057.28)

Accrued Expenses - Total from detail below (\$3,896.00)

<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	10	(36,837.33)
Bad Debt	17,430.00	10	14,525.00
Comp Absences	2,060.00	10	1,716.67
P.I.L.O.T.	29,390.00	10	24,491.67
Net Accrual	149,790.00		3,896.00

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

Net Cash Balance \$1,017,041.68

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 90,345	11.56	Months
Per Day	\$ 3,012	338	Days

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

RESOLUTION NO. 2022-39
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 \$524,057.28.

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: August 16, 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 August 16, 2022 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

**OCEAN CITY HOUSING AUTHORITY
BILL LIST - August 2022**

BANK: COCC (old acct)

Check #	Vendor	Invoice Notes	Total Amount
20220803	AETNA	August 2022 premium - G Stull	\$ 506.46
20220803	AETNA	August 2022 premium - J Spitz	\$ 345.12
20220803	AETNA	August 2022 premium - P Spitz	\$ 226.59

BANK: COCC MGMT (new acct)

Check #	Vendor	Invoice Notes	Total Amount
1001	ACENDA	May 2022 Resident Wellness Svcs	\$ 327.50
1040	ACENDA	June 2022 Resident Wellness Svcs	\$ 1,490.12
1041	ACE PLUMBING, HEATING & ELECTRICAL	Maint Supplies	\$ 54.95
1042	ATLANTIC CITY ELECTRIC	July 2022 electric	\$ 4,675.31
1043	ATLANTIC COAST ALARM	Annual Fire Alarm testing - BVM/Speitel	\$ 2,700.00
1044	LINDA AVENA	Aug 2022 accounting; OCCDC Form 990-EZ & schedules for 9/2021	\$ 2,432.50
1045	CALL EXPERTS	Aug 2022 answering svc	\$ 98.27
1046	CAPE MAY HOUSING AUTHORITY	Maint Svcs - July 2022	\$ 3,040.50
1047	CENTURY SAVINGS BANK	Deposit for PBF redevelopment tax credit proposal	\$ 10,000.00
1048	CLEAN SWEEP SERVICES	July 2022 BVM/Speitel cleaning svc	\$ 2,660.00
1049	COMCAST	Aug 2022 business internet - Speitel/Admin Office	\$ 381.38
1050	THE DAILY JOURNAL	Ads for RFP for Resident Wellness & IFB for BVM renovations	\$ 133.26
1051	FLORENCE DRISCOLL	Aug 2022 Tenant svcs	\$ 200.00
1052	FEDERAL EXPRESS	Overnight delivery	\$ 39.73
1053	GLEN STULL	Aug 2022 Medicare reimb & medical co-pays	\$ 1,252.86
1054	W.W. GRAINGER INC	Maint uniforms	\$ 430.65
1055	ASHLEY HARRIS	Aug 2022 BVM/Speitel cleaning	\$ 200.00
1056	ROBERT HARRIS	Aug 2022 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
1057	HD SUPPLY	Maint Supplies	\$ 574.56
1058	HOME DEPOT CREDIT SVCS	Maint Supplies	\$ 191.88
1059	HUMANA INSURANCE	Sept 2022 retiree ins	\$ 76.50
1060	JC'S CUSTOM PAINTING	Apt painting - BVM	\$ 475.00
1061	JOHN SPITZ	Aug 2022 Medicare reimb & medical co-pays	\$ 506.87
1062	NFIP DIRECT SERVICING AGENT	Flood Insurance renewals	\$ 26,057.00
1063	NICKELS ULTRA DRY CARPET CLEANING	Carpet cleaning - BVM vacant unit	\$ 125.00
1064	NJ AMERICAN WATER	July 2022 water	\$ 8,140.07
1065	NJ PHA JIF	Insurance - 2nd installment	\$ 47,436.00
1066	OMEGA PEST MGMT	July/Aug 2022 pest control; bedbug inspection	\$ 2,362.25
1067	ROBERT ROWELL	July 2022 maint contract grounds	\$ 200.00
1068	SHOEMAKER LUMBER	Maint Supplies	\$ 204.69
1069	SOUTH JERSEY GAS	July 2022 gas svc	\$ 1,551.10
1070	VECTOR SECURITY	Fire sys inspection & monitoring	\$ 349.20
1071	VERIZON CONNECT FLEET	Vehicle tracking -Dec 2021/Aug 2022	\$ 30.83
1072	VERIZON	July 2022 business phone line; elevator line - BVM/Speitel	\$ 564.43
1073	VINELAND HOUSING AUTHORITY	Office coverage/maint/postage/exp reimb - July 2022; Aug 2022 management fee	\$ 26,142.99
1074	WALLACE HARDWARE	Maint Supplies	\$ 45.39
7272022	ADP	07/27/22 payroll & taxes	\$ 1,140.39
7272022	ADP	07/27/22 payroll invoice	\$ 80.62
8102022	ADP	08/10/22 payroll & taxes	\$ 1,360.88
txfr	OCHA REPLACEMENT RESERVE	Aug 2022 repl reserve deposit - BVM/Speitel	\$ 3,713.00
	PNC BANK FEE - JULY		\$ 68.98
TOTAL AUG DISBURSEMENTS (both COCC accts)			\$ 152,792.83
TOTAL AUG DISBURSEMENTS CONSTR ACCT (sturcons)			\$ 350,374.45
TOTAL AUG DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)			\$ 20,890.00
TOTAL BILL LIST - AUG 2022			\$ 524,057.28

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
20092	GARY F GARDNER INC	Speitel construction - Draw #27	346,818.34
20093	THE BROOKE GROUP LLC	BVM/Speitel consulting - Draw #27	3,303.75
TOTAL AUG DISBURSEMENTS (sturcons)			\$ 350,374.45

OCEAN CITY HOUSING AUTHORITY

BILL LIST - August 2022

BANK: PBFAMILY GENERAL FUND (pbfamily)

Check/Wire #	Vendor	Invoice Notes	Total Amount
	SCIULLO ENGINEERING	PBF predevelopment engineering - Draw #1	16,860.00
	THE BROOKE GROUP LLC	PBF predevelopment consulting - Draw #1	4,030.00
	TOTAL AUG DISBURSEMENTS (sturgen)		\$ 20,890.00

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

**RESOLUTION NO. 2022-40
Resolution Awarding Resident Wellness Program Services Contract**

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Resident Wellness Program Services to offer mental health wellness and education services for residents of the Ocean City Housing Authority to be funded by the City of Ocean City – Community Development Block Grant; and

WHEREAS, one proposal for Resident Wellness Services was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners to award contract to **Acenda, Inc. – 42 S. Delsea Drive, Glassboro, NJ 08028** to provide the Ocean City Housing Authority with Resident Wellness Services commencing September 1, 2022 through August 30, 2023 per the rates attached hereunto.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Resident Wellness Program Services contract to **Acenda, Inc.** for the term indicated above.

ADOPTED: August 16, 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 August 16, 2022 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

CERTIFICATION

Funding is available for:

Resident Wellness Program Services Contract

from the Operating Budget. The line item to be charged for the above expenditure is Account #4220-02.



Wendy Hughes

Certifying Financial Officer



Date

Comparision of Resident Wellness Firms submitting 2022 Proposals

Evaluation Factors	Vendor Name									
	Possible Points		Acenda, Inc.							
1. General Experience; Summary of experience of firm performing similar work	20									
2. Experience with Resident Health; Conflict Resolution; Housing Issues; Health and Welfare	30									
3. Specialized experience of key personnel in resident programs; submission of key personnel resumes	20									
4. Firm's Equal Opportunity Policy. Each proposer must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, or national origin	10									
5. Fee structure as shown in the RFP unit pricing document	20									
Total Average Score	100	0	0.00	0.00						
Cost Breakdown										
Price per hour for a Resident Services Coordinator			\$ 75.00							
Price per hour for a Resident Services Case Worker			\$ 75.00							
Price per hour for a Resident Services - Social Worker			\$ 75.00							

No other RFP's received.

THE OCEAN CITY HOUSING AUTHORITY
 UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM
 RESIDENT WELLNESS PROGRAM
 UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
WELL-CORD	Provide a price per hour for a Resident Services Coordinator	\$ 75.00	200	\$ 15,000.00
WELL-CASE	Provide a price per hour for a Resident Services Case Worker	\$ 75.00	200	\$ 15,000.00
WELL-MSW	Provide a price per hour for a Resident Services - Social Worker	\$ 75.00	200	\$ 15,000.00

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.
 THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Total Price of all rows \$ **45,000.00**

Forty-Five Thousand Dollars & 00/100
 TOTAL PRICE IN WRITTEN WORD FORM

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

Acenda, Inc. BY: _____
Firm Name

42 South Deluca Drive, Glassboro, NJ 08028
Street, Town, State, Zip Code

844-422-3642 856-881-5508
Telephone Fax

Sworn to and subscribed before me on this 26th day of July, 2022

Signature of proposer if the proposer is an individual

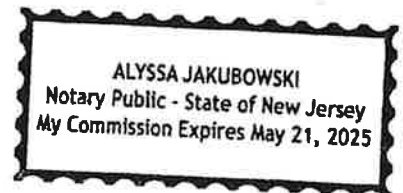
Signature of partner if proposer is a partnership

Alyssa Jakubowski
Notary Public

Signature of officer if the proposer is a corporation

President & CEO
Title

(SEAL)



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

**RESOLUTION NO. 2022-41
A RESOLUTION APPROVING THE ADOPTION OF THE OCEAN CITY HOUSING
AUTHORITY PERSONNEL POLICY AND EMPLOYEE MANUAL**

WHEREAS, the Ocean City Housing Authority (the “Authority”) has promulgated Personnel Policies and an Employee Manual, with codified policies and procedures applicable to its employees, volunteers, and appointed officials (the “Personnel Policies”);

WHEREAS, the Authority is a member of the New Jersey Municipal Excess Liability Joint Insurance Fund (“NJ MEL”);

WHEREAS, the Authority has implemented the NJ MEL’s model employment practices risk control program (“Risk Control Program”);

WHEREAS, the NJ MEL’s Risk Control Program requires the Authority to make certain updates to its Personnel Policies, every two years;

WHEREAS, the NJ MEL has provided required and recommended policies for New Jersey municipalities and authorities, which contains the most recent updates to the Risk Control Program, in accordance with recent developments and enactments under New Jersey and federal law; and

WHEREAS, the Authority’s Board of Commissioners has determined that updated Personnel Policies should be adopted so that the Authority can implement and promulgate the NJ MEL’s most recent updates and suggestions regarding the Risk Control Program; and

WHEREAS, the members of the Authority’s Board of Commissioners have been provided with a copy of the updated Personnel Policies.

NOW, THEREFORE BE IT ADOPTED by the Board of Commissioners of the Ocean City Housing Authority that the Authority shall adopt and distribute to all employees, volunteers, and appointed officials, the aforementioned updated Personnel Policies and Employee Manual;

BE IT FURTHER ADOPTED that the Authority and its Executive Director, in consultation with the Authority Labor and Employment Attorney, shall be authorized to make additional and non-material revisions to the Personnel Policies and Employee Manual, prior to the Personnel Policies being issued to Authority employees, volunteers, and appointed officials.

BE IT FURTHER ADOPTED that the final version of the Authority’s Personnel Policies and Employee Manual shall be distributed to Authority employees, volunteers, and appointed officials.

ADOPTED: August 16, 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 August 16, 2022 at the Administrative Offices – 204 4th 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. 2022-42
Resolution Authorizing Payment of Draw #1
Pecks Beach Family Redevelopment**

WHEREAS, the Ocean City Housing Authority through a Shared Services Agreement with the City of Ocean City have committed to the redevelopment of an Authority property known as Peck's Beach Family; and

WHEREAS, the Ocean City Housing Authority is committed to redeveloping the Peck's Beach Family property; and

WHEREAS, the funding for the redevelopment Peck's Family Redevelopment is through a combination of funding through the Ocean City Housing Authority, the City of Ocean City and a tax credit investor;

WHEREAS, the payment to the vendors for this pre-development expense of Peck's Beach Family 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 #1 in the amount of \$20,890 is 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: August 16, 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 August 16, 2022 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones
Executive Director
Ocean City Housing Authority

August 11, 2022

Re: Payment to Service Providers for Pecks Beach Family Pre-Development Draw 1

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$20,890.00. 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 service providers as follows:

Contractor	Address	Draw Amount
Sciullo Engineering Services LLC	17 S.Gordon's Alley, Suite 3 Atlantic City, NJ 08401	\$16,860.00
The Brooke Group LLC	209 E Egnor., Galloway, NJ 08205	\$4,030.00
	TOTAL	\$20,890.00

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- Copy of Pre-Development Draw #1

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

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

**RESOLUTION NO. 2022-43
Resolution Awarding Bayview Manor 1st and 5th Floor Renovations**

WHEREAS, the Ocean City Housing Authority solicited an Invitation for Bids for the Bayview Manor 1st and 5th Floor Renovations; and,

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

WHEREAS, the lowest responsible bidder for this project is **Levy Construction Company, Inc. – 800 Newton Avenue, Oaklyn, NJ 08107** with a bid amount of **\$1,106,600**; and

WHEREAS, the Authority recommends the contract be awarded to **Levy Construction Company, Inc.**; and,

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby awards the contract for the Bayview Manor 1st and 5th Floor Renovations project and approves the expenditure of funds in the amount of **\$1,106,600** to **Levy Construction Company, Inc.**

ADOPTED: August 16, 2022

VOTE:

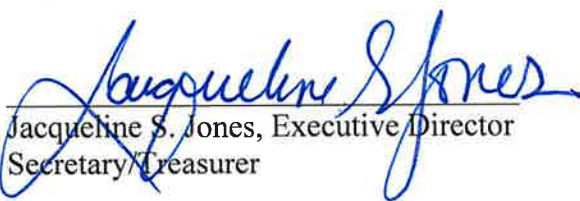
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					
Commissioner McCall	✓				✓	
Commissioner Jackson	✓					
Commissioner Henry	✓					
Commissioner Mumman	✓					✓
Commissioner Broadley	✓					
Chairman Barr	✓					

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 August 16, 2022 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

CERTIFICATION

Funding is available for:

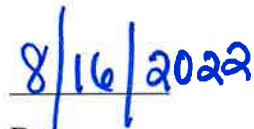
Bayview Manor 1st and 5th Floor Renovations

from the Bayview/Speitel Construction. The line item to be charged for the above expenditure is Account # 1405-05-000 (Construction in Progress).



Wendy Hughes

Certifying Financial Officer



Date

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

1.1 BID INFORMATION

- A. Bidder: LEVY CONSTRUCTION COMPANY, INC.
800 Newton Avenue
- B. Project Name: Bayview Manor 1st and 5th Floors Renovations
Oakton, NJ 08107-1236
1. Project Location: 635 West Avenue & East Sixth Street, Ocean City, NJ.
- C. Owner: Ocean City Housing Authority, 204 4th Street, Ocean City, NJ 08226
- D. Architect: Donovan Architects LLC, 9 Tanner Street, Suite 201, Haddonfield, NJ, 08033.
- E. Architect Project Number: 21-005.

1.2 CERTIFICATIONS AND BASE BID

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Donovan Architects LLC and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

1. ONE million one hundred Dollars (\$ 1,106,600.⁰⁰).

2. The above amount may be modified by amounts indicated by the Bidder on the attached Document 004323 "Alternates Form."

SIX THOUSAND SIX HUNDRED

END OF DOCUMENT 004113



August 12, 2022

Jacqueline Jones, Executive Director
Ocean City Housing Authority
204 4th Street
Ocean City, NJ 08226

Re: Bayview Manor 1st and 5th Floor Renovations
Recommendation to Award

Dear Ms. Jones,

On Wednesday, August 10th, 2022 a bid was publicly opened and read aloud for the above referenced project. Two contractors submitted a bid for the project. The low base bid was submitted by Levy Construction Company, Inc. of Oaklyn, New Jersey in the amount of \$1,106,600.00. Our office has evaluated their bid and believe it to be responsive and complete. Therefore, we recommend the board of the Ocean City Housing Authority award a construction contract to Levy Construction Company, Inc.

Thank you for the opportunity to be of service.

Sincerely,

Michael R. Donovan, AIA

donovan
a r c h i t e c t s

9 TANNER ST. | SUITE 201
HADDONFIELD NJ 08033
donovanarchitects.com