

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

September 14, 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, September 20, 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, September 20, 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 August 16, 2022
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:

# 2022-44	Approval of Monthly Expenses <i>(updated)</i>
# 2022-45	Certifying the 2020 Fiscal Year Annual Audit as Prescribed by the New Jersey Local Finance Board
# 2022-46	Certifying the 2021 Fiscal Year Annual Audit as Prescribed by the New Jersey Local Finance Board
# 2022-47	Adopt Budget
# 2022-48	Transfer of Vehicle Ownership from VHA to OCHA
# 2022-49	Award Accounting Services
# 2022-50	Award Auditing Services
# 2022-51	Award Legal Services
# 2022-52	Award Special Legal Services – Landlord Tenant
# 2022-53	Award Consulting Services
# 2022-54	Award Special Legal Services – Redevelopment Counsel
# 2022-55	Affordable Rental Structure for Bayview Manor
# 2022-56	Executive Session
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

August 16, 2022 – 4:30 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held August 16, 2022, at 4:30 p.m. at the Administrative Offices – 204 4th Street, Ocean City, New Jersey 08226.

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

Chairman Barr read the Sunshine Law.

Upon roll call those present were:

Commissioner Robert Halliday
Commissioner Patrick Mumman
Commissioner Beverly McCall
Commissioner Robert Henry
Commissioner Patricia Jackson
Commissioner Brian Broadley
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 July 19, 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	(Abstain)
Commissioner Brian Broadley	(Abstain)
Chairman Robert Barr	(Yes)

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the ten months ending July 31, 2022. A motion was made by Commissioner McCall and seconded by Commissioner Halliday. The following vote was taken:

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

Executive Director's Report

Mrs. Jones reported Speitel is almost closed out with the builder. The OCHA paid what is considered the final check but held back \$10,000 for some items that have been identified that need to be finished.

Bayview Manor roof project is closed out.

Bayview Manor exterior renovation is almost finished. A few items remain, nothing major. The building looks great.

In regard to Bayview Manor interior renovation, there is a resolution for award tonight and Ron will explain during the Resolution section of the meeting.

Regarding Bayview Manor landscaping - A meeting with landscape architect will be set up to begin the project to do some plantings in the fall.

The Peck's Beach Family application is at NJHMFA along with investor's information and everything needed to be put before the NJHFMA board for their September agenda.

The Board was provided the 2020 and 2021 audits. 2019, 2020 and 2021 audits have been filed with HUD. The 2020 and 2021 audits also have been filed with the Federal Clearing House. The next step for this process is a resolution for the board to approve the 2020 and 2021 audits. The resolutions will be presented next month once the Board has a chance to review these audits. There were no findings in either audit. Next month, the Authority should have RFP responses back for the Audit for YE 2022 and this can be discussed at next month's meeting.

Mrs. Jones would like the Board to think about something between now and next month's meeting. There are four units at Bayview that are going to be somewhat market rent. Mrs. Jones discussed some boundaries for the qualifications for rental. The intent is to rent the units to those that could not be assisted with a rental subsidy due to being considered "over-income" according to the very low, low and moderate income limits. The suggested target population would be those that have income in excess of 80% of the area median income, but not more than 120% of the area median income. The State of New Jersey income limits would be used to determine eligibility, which includes an asset limitation.

There was discussion regarding possible "preferences" as well as age requirements. Mrs. Jones will develop a draft policy for further discussion with the board.

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

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

Committee Reports – Chairman Barr stated there is not a Committee Report, but if the Board has any questions or thoughts with regard to the Audits or the four units at Bayview Manor to please reach out him ahead of the next meeting.

Old Business/New Business – Commissioner Jackson stated she is a new director for a behavior health services agency (Acenda) that provides services to the OCHA's residents. She was not sure what she should be abstaining from in regard to the Agency. Mrs. Jones explained Acenda is a company that the authority has contracted with in the past and is actually on the agenda tonight to provide behavior health services to its residents. The City of Ocean City provides reimbursement for this through CDBG funds. What has changed in the last 30 days or so is that Commissioner Jackson has now become

an employee of Acenda. She asked how to vote for certain matters that may pertain to Acenda. Mrs. Jones suggested that for the bill list, she can approve the bill list with the exception of any Acenda invoices and when the award of the Acenda contract is presented, which happens to be tonight, Commissioner Jackson should abstain. Mr. Furman stated the simple way to handle this is anything related to Commissioner Jackson's employment should be something that she abstains from voting on. Either directly or indirectly if there is a relationship to that employment, the safe thing to do is to simply abstain. That includes approving the bills with the exception of any bills that deal with Acenda.

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

Resolution #2022-39
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$524,057.28. A motion was made by Commissioner Mumman; seconded by Commissioner McCall. Mrs. Jones briefly discussed 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	(Yes)(Abstain for Acenda Invoices)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2022-40
Resolution Awarding Resident Wellness Program Services Contract

Chairman Barr called for a motion to approve Resolution #2022-40. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Ron Miller stated an RFP was advertised for the Resident Wellness Program which is funded by the City's CDBG program. Only one response was received by Acenda. The following vote was taken:

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

Resolution #2022-41
Resolution Approving the Adoption of the OCHA Personnel Policy & Employee Manual

Chairman Barr called for a motion to approve Resolution #2022-41. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Mrs. Jones briefly reviewed the few policy changes. The following vote was taken:

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

Resolution #2022-42
Authorizing Payment of Draw #1 – Pecks Beach Family Redevelopment

Chairman Barr called for a motion to approve Resolution #2022-42. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Mrs. Jones provided a brief explanation on the draw. Mrs. Jones stated this project is similar to Spietel/Bayview funding, but slightly different. The funding for this will come from the tax credit investor and the City of Ocean City. Since settlement has not happened yet for the tax credit piece of it, this draw will be reimbursed by the City of Ocean. Mrs. Jones believes the City funds will be exhausted first, then the tax credit funds will come in later near the end of project and the Authority will also be obtaining a construction loan through NJHMFA for part of the funding as well. The other piece of the funding will be the remainder of cash that Peck's Beach Family has once the property converts to RAD. The following vote was taken:

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

Resolution #2022-43
Resolution Awarding Bayview Manor 1st and 5th Floor Renovations
(Levy Construction)

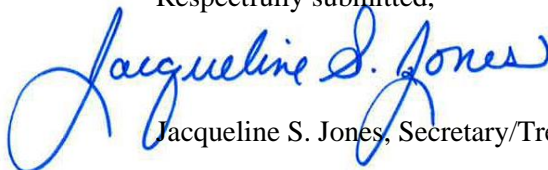
Chairman Barr called for a motion to approve Resolution #2022-43. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Ron Miller explained this is for the renovation of the 1st and 5th Floors as this is what project is being referred as, but it essentially all the floors in the building will be getting renovated. Two bids were received with Levy Construction being the lowest qualified bidder and happens to be the same contractor that did the exterior project of the building. This is essentially phase 2 of the project. The funding for this project is from the City of Ocean City. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(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 Halliday. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:01 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Aug 2022



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August
<u>INCOME</u>				
DWELLING RENTAL	\$ 563,010	\$ 515,900	\$ <u>515,524</u>	\$ (376)
TOTAL TENANT REVENUE	\$ 563,010	\$ 515,900	\$ 515,524	\$ (376)
HUD OPERATING SUBSIDY	\$ 100,000	\$ 91,667	\$ <u>237,605</u>	\$ 145,938
HUD Asset Repositioning Fee - Operating Grant	93,000	85,250	<u>73,594</u>	(11,656)
PBV HAP SUBSIDY	381,680	349,535	<u>341,719</u>	(7,816)
HUD CAPITAL FUNDS-OPERATIONS	71,580	65,615	-	(65,615)
CDBG INCOME	40,000	36,667	<u>11,256</u>	(25,411)
TOTAL HUD FUNDING	\$ 686,260	\$ 628,733	\$ 664,174	\$ 35,441
INVESTMENT INCOME-UNRESTRICTED	\$ 130	\$ 119	\$ <u>80</u>	\$ (39)
NONDWELLING RENTAL INCOME	40,800	37,400	-	(37,400)
OTHER INCOME-LAUNDRY	7,020	7,020	<u>5,974</u>	(1,046)
OTHER INCOME-FRAUD RECOVERY	-	-	<u>16,264</u>	16,264
OTHER INCOME-MISCELLANEOUS	13,190	12,144	<u>32,281</u>	20,137
TOTAL INCOME	\$ 1,310,410	\$ 1,201,317	\$ 1,234,296	\$ 32,980
<u>EXPENSES</u>				
AUDIT FEES	\$ 9,000	\$ 8,250	\$ <u>8,250</u>	\$ -
ADVERTISING	1,050	963	<u>785</u>	(177)
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 11,320	\$ 10,377	\$ <u>680</u>	\$ (9,696)
CONSULTANTS-RAD CONVERSION	2,940	2,695	<u>9,500</u>	6,805
COPIER	2,660	2,438	<u>2,291</u>	(148)
DUES & PUBLICATIONS	1,100	1,008	<u>539</u>	(470)
OFFICE SUPPLIES	1,090	999	<u>473</u>	(526)
PHONE & INTERNET	12,430	11,394	<u>12,514</u>	1,120
POSTAGE	1,690	1,549	<u>2,047</u>	498
LEGAL	7,940	7,302	<u>16,727</u>	9,426
CRIMINAL BACKGROUND CHECKS	160	147	<u>141</u>	(6)
LEGAL-RAD	4,000	3,667	-	(3,667)
TRAVEL	70	64	-	(64)
TRAINING	2,420	2,218	-	(2,218)
ACCOUNTING	19,650	18,013	<u>21,522</u>	3,509
MANAGEMENT FEES	178,000	163,167	<u>129,191</u>	(33,976)
MISCELLANEOUS-SUNDRY	14,270	13,124	<u>13,488</u>	364
TOTAL ADMINISTRATIVE EXPENSES	\$ 269,790	\$ 247,374	\$ 218,148	\$ (29,226)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Aug 2022



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August
OTHER TENANT SERVICES	\$ 12,000	\$ 11,000	\$ <u>2,240</u>	\$ (8,760)
TENANT SVCS – BEHAVIORAL HEALTH	39,100	35,842	<u>12,140</u>	(23,701)
TOTAL OTHER TENANT SERVICES	\$ 51,100	\$ 46,842	\$ 14,380	\$ (32,462)
WATER/SEWER	\$ 95,570	\$ 87,956	\$ <u>85,638</u>	\$ (2,318)
ELECTRIC	126,420	118,480	<u>93,162</u>	(25,319)
GAS	47,110	44,893	<u>43,249</u>	(1,644)
TOTAL UTILITY EXPENSES	\$ 269,100	\$ 251,330	\$ 222,049	\$ (29,281)
MAINTENANCE LABOR	\$ 59,850	\$ 54,863	\$ <u>39,118</u>	\$ (15,744)
MAINT. MATERIALS	131,850	120,863	<u>66,532</u>	(54,330)
MAINT. CONTRACT COSTS	222,910	204,455	<u>203,918</u>	(536)
EMPLOYEE BENEFITS	37,000	33,917	<u>24,160</u>	(9,757)
TOTAL MAINTENANCE	\$ 451,610	\$ 414,097	\$ 333,728	\$ (80,368)
INSURANCE	\$ 74,310	\$ 68,117	\$ <u>80,116</u>	\$ 11,998
FLOOD INSURANCE	26,600	24,383	<u>21,258</u>	(3,125)
BAD DEBTS	17,430	15,978	<u>15,983</u>	6
COMPENSATED ABSENCES	2,060	1,888	<u>1,892</u>	4
PAYMENT IN LIEU OF TAXES	29,390	26,941	<u>26,939</u>	(2)
PENSION	10,690	9,799	<u>7,509</u>	(2,290)
RETIREE BENEFITS	28,060	25,722	<u>26,123</u>	401
TOTAL OTHER EXPENSES	\$ 188,540	\$ 172,828	\$ 179,820	\$ 6,992
TOTAL EXPENDITURES	\$ 1,230,140	\$ 1,132,470	\$ 968,125	\$ (164,345)
Replacement Reserve	\$ 44,550	\$ 40,838	\$ <u>40,849</u>	\$ 11
PROFIT	\$ 35,720	\$ 28,009	\$ 225,323	\$ 197,314

Commissioner's Report - Property Detail

Month Ending: Aug 2022



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August
INCOME												
DWELLING RENTAL	\$ 194,610	\$ 178,320	\$ <u>147,155</u>	\$ (31,165)	\$ 143,400	\$ 131,330	\$ <u>133,600</u>	\$ 2,270	\$ 225,000	\$ 206,250	\$ <u>234,769</u>	\$ 28,519
TOTAL TENANT REVENUE	\$ 194,610	\$ 178,320	\$ 147,155	\$ (31,165)	\$ 143,400	\$ 131,330	\$ 133,600	\$ 2,270	\$ 225,000	\$ 206,250	\$ 234,769	\$ 28,519
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ <u>-</u>	\$ -	\$ -	\$ -	\$ <u>-</u>	\$ -	\$ 100,000	\$ 91,667	\$ <u>237,605</u>	\$ 145,938
HUD Asset Repositioning Fee - Operating Grant	-	-	<u>-</u>	-	-	-	<u>-</u>	-	93,000	85,250	<u>73,594</u>	(11,656)
PBV HAP SUBSIDY	155,940	142,945	<u>164,341</u>	21,396	225,740	206,590	<u>177,378</u>	(29,212)	-	-	<u>-</u>	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	<u>-</u>	-	-	-	<u>-</u>	-	71,580	65,615	<u>-</u>	(65,615)
CDBG INCOME	16,400	15,033	<u>3,106</u>	(11,928)	10,400	9,533	<u>2,072</u>	(7,461)	13,200	12,100	<u>6,078</u>	(6,022)
TOTAL HUD FUNDING	\$ 172,340	\$ 157,978	\$ 167,447	\$ 9,468	\$ 236,140	\$ 216,123	\$ 179,450	\$ (36,673)	\$ 277,780	\$ 254,632	\$ 317,277	\$ 62,646
INVESTMENT INCOME-UNRESTRICTED	\$ 50	\$ 46	\$ <u>33</u>	\$ (13)	\$ 30	\$ 28	\$ <u>0</u>	\$ (27)	\$ 50	\$ 46	\$ <u>46</u>	\$ 1
NONDWELLING RENTAL INCOME	40,800	37,400	<u>-</u>	(37,400)	-	-	<u>-</u>	-	-	-	<u>-</u>	-
OTHER INCOME-LAUNDRY	3,400	3,400	<u>1,839</u>	(1,561)	1,220	1,220	<u>1,211</u>	(9)	2,400	2,400	<u>2,924</u>	524
OTHER INCOME-FRAUD RECOVERY	-	-	<u>-</u>	-	-	-	<u>-</u>	-	-	-	<u>16,264</u>	16,264
OTHER INCOME-MISCELLANEOUS	2,470	2,292	<u>4,130</u>	1,839	1,220	1,128	<u>24,934</u>	23,807	9,500	8,725	<u>3,216</u>	(5,509)
TOTAL INCOME	\$ 413,670	\$ 379,436	\$ 320,605	\$ (58,831)	\$ 382,010	\$ 349,828	\$ 339,195	\$ (10,633)	\$ 514,730	\$ 472,053	\$ 574,497	\$ 102,444
EXPENSES												
AUDIT FEES	\$ 2,520	\$ 2,310	\$ <u>2,310</u>	\$ -	\$ 1,620	\$ 1,485	\$ <u>1,485</u>	\$ -	\$ 4,860	\$ 4,455	\$ <u>4,455</u>	\$ -
ADVERTISING	170	156	<u>294</u>	138	550	504	<u>123</u>	(381)	330	303	<u>368</u>	66
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 2,160	\$ 1,980	\$ <u>190</u>	\$ (1,790)	\$ 5,000	\$ 4,583	\$ <u>122</u>	\$ (4,461)	\$ 4,160	\$ 3,813	\$ <u>367</u>	\$ (3,446)

Commissioner's Report - Property Detail

Month Ending: Aug 2022



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL</i> <i>BUDGET</i>	<i>BUDGET</i> <i>THRU</i> <i>August</i>	<i>ACTUAL</i> <i>THRU</i> <i>August</i>	<i>VARIANCE</i> <i>THRU</i> <i>August</i>	<i>ANNUAL</i> <i>BUDGET</i>	<i>BUDGET</i> <i>THRU</i> <i>August</i>	<i>ACTUAL</i> <i>THRU</i> <i>August</i>	<i>VARIANCE</i> <i>THRU</i> <i>August</i>	<i>ANNUAL</i> <i>BUDGET</i>	<i>BUDGET</i> <i>THRU</i> <i>August</i>	<i>ACTUAL</i> <i>THRU</i> <i>August</i>	<i>VARIANCE</i> <i>THRU</i> <i>August</i>
CONSULTANTS-RAD CONVERSION	820	752	<u>907</u>	155	530	486	<u>583</u>	97	1,590	1,458	<u>8,011</u>	6,553
COPIER	740	678	<u>777</u>	99	480	440	<u>613</u>	173	1,440	1,320	<u>901</u>	(419)
DUES & PUBLICATIONS	170	156	<u>151</u>	(5)	600	550	<u>97</u>	(453)	330	303	<u>291</u>	(12)
OFFICE SUPPLIES	200	183	<u>197</u>	14	500	458	<u>124</u>	(335)	390	358	<u>153</u>	(205)
PHONE & INTERNET	2,180	1,998	<u>3,239</u>	1,240	4,940	4,528	<u>5,589</u>	1,061	5,310	4,868	<u>3,686</u>	(1,182)
POSTAGE	420	385	<u>575</u>	190	450	413	<u>368</u>	(44)	820	752	<u>1,104</u>	352
LEGAL	2,140	1,962	<u>5,389</u>	3,428	1,380	1,265	<u>2,242</u>	977	4,420	4,075	<u>9,096</u>	5,021
CRIMINAL BACKGROUND CHECKS	40	37	<u>61</u>	24	20	18	<u>9</u>	(9)	100	92	<u>71</u>	(21)
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	3,667	-	(3,667)
TRAVEL	20	18	-	(18)	10	9	-	(9)	40	37	-	(37)
TRAINING	140	128	-	(128)	2,000	1,833	-	(1,833)	280	257	-	(257)
ACCOUNTING	5,500	5,042	<u>6,026</u>	984	3,540	3,245	<u>3,874</u>	629	10,610	9,726	<u>11,622</u>	1,896
MANAGEMENT FEES	49,840	45,687	<u>36,174</u>	(9,513)	32,040	29,370	<u>23,255</u>	(6,115)	96,120	88,110	<u>69,762</u>	(18,348)
MISCELLANEOUS- SUNDRY	2,980	2,775	<u>4,327</u>	1,552	6,460	5,922	<u>2,683</u>	(3,239)	4,830	4,427	<u>6,478</u>	2,051
TOTAL ADMINISTRATIVE EXPENSES	\$ 70,040	\$ 64,247	\$ 60,617	\$ (3,630)	\$ 60,120	\$ 55,110	\$ 41,166	\$ (13,944)	\$ 139,630	\$ 128,017	\$ 116,364	\$ (11,653)
OTHER TENANT SERVICES	\$ 4,800	\$ 4,400	\$ <u>2,240</u>	\$ (2,160)	\$ 4,800	\$ 4,400	\$ -	\$ (4,400)	\$ 2,400	\$ 2,200	\$ -	\$ (2,200)
TENANT SVCS – BEHAVIORAL HEALTH	15,500	14,208	<u>3,399</u>	(10,809)	10,400	9,533	<u>2,185</u>	(7,348)	13,200	12,100	<u>6,556</u>	(5,544)
TOTAL OTHER TENANT SERVICES	\$ 20,300	\$ 18,608	\$ 5,639	\$ (12,969)	\$ 15,200	\$ 13,933	\$ 2,185	\$ (11,748)	\$ 15,600	\$ 14,300	\$ 6,556	\$ (7,744)
WATER/SEWER	\$ 20,250	\$ 18,646	\$ <u>18,223</u>	\$ (423)	\$ 12,760	\$ 11,750	\$ <u>9,854</u>	\$ (1,896)	\$ 62,560	\$ 57,560	\$ <u>57,561</u>	\$ 1
ELECTRIC	94,140	88,705	<u>64,025</u>	(24,680)	23,300	21,358	<u>18,409</u>	(2,949)	8,980	8,417	<u>10,727</u>	2,310
GAS	-	-	-	-	11,000	10,083	<u>4,529</u>	(5,555)	36,110	34,810	<u>38,721</u>	3,911
TOTAL UTILITY EXPENSES	\$ 114,390	\$ 107,351	\$ 82,249	\$ (25,102)	\$ 47,060	\$ 43,192	\$ 32,791	\$ (10,400)	\$ 107,650	\$ 100,787	\$ 107,009	\$ 6,222
MAINTENANCE LABOR	\$ 16,760	\$ 15,363	\$ <u>19,335</u>	\$ 3,971	\$ 10,770	\$ 9,873	\$ <u>6,671</u>	\$ (3,201)	\$ 32,320	\$ 29,627	\$ <u>13,112</u>	\$ (16,515)

Commissioner's Report - Property Detail

Month Ending: Aug 2022



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL</i>	<i>BUDGET</i>	<i>ACTUAL</i>	<i>VARIANCE</i>	<i>ANNUAL</i>	<i>BUDGET</i>	<i>ACTUAL</i>	<i>VARIANCE</i>	<i>ANNUAL</i>	<i>BUDGET</i>	<i>ACTUAL</i>	<i>VARIANCE</i>
	<i>BUDGET</i>	<i>THRU</i>	<i>THRU</i>	<i>THRU</i>	<i>BUDGET</i>	<i>THRU</i>	<i>THRU</i>	<i>THRU</i>	<i>BUDGET</i>	<i>THRU</i>	<i>THRU</i>	<i>THRU</i>
		<i>August</i>	<i>August</i>	<i>August</i>		<i>August</i>	<i>August</i>	<i>August</i>		<i>August</i>	<i>August</i>	<i>August</i>
<i>MAINT. MATERIALS</i>	10,420	9,552	<u>48,524</u>	38,972	100,180	91,832	<u>6,047</u>	(85,784)	21,250	19,479	<u>11,962</u>	(7,518)
<i>MAINT. CONTRACT COSTS</i>	81,050	74,296	<u>102,588</u>	28,293	64,110	58,888	<u>27,270</u>	(31,619)	77,750	71,271	<u>74,060</u>	2,790
<i>EMPLOYEE BENEFITS</i>	10,360	9,497	<u>7,973</u>	(1,524)	6,660	6,105	<u>4,295</u>	(1,810)	19,980	18,315	<u>11,892</u>	(6,423)
<i>TOTAL MAINTENANCE</i>	\$ 118,590	\$ 108,707	\$ 178,419	\$ 69,712	\$ 181,720	\$ 166,698	\$ 44,283	\$ (122,414)	\$ 151,300	\$ 138,692	\$ 111,026	\$ (27,666)
<i>INSURANCE</i>	\$ 29,510	\$ 27,051	\$ <u>26,363</u>	\$ (688)	\$ 18,290	\$ 16,766	\$ <u>14,883</u>	\$ (1,883)	\$ 26,510	\$ 24,301	\$ <u>38,870</u>	\$ 14,569
<i>FLOOD INSURANCE</i>	3,500	3,208	<u>4,470</u>	1,262	3,200	2,933	<u>648</u>	(2,285)	19,900	18,242	<u>16,140</u>	(2,102)
<i>BAD DEBTS</i>	1,500	1,375	<u>1,375</u>	-	930	853	<u>858</u>	6	15,000	13,750	<u>13,750</u>	-
<i>COMPENSATED ABSENCES</i>	500	458	<u>462</u>	4	310	284	<u>286</u>	2	1,250	1,146	<u>1,144</u>	(2)
<i>PAYMENT IN LIEU OF TAXES</i>	8,020	7,352	<u>7,348</u>	(4)	9,630	8,828	<u>8,833</u>	6	11,740	10,762	<u>10,758</u>	(4)
<i>PENSION</i>	3,000	2,750	<u>2,103</u>	(647)	2,430	2,228	<u>1,352</u>	(876)	5,260	4,822	<u>4,055</u>	(767)
<i>RETIREE BENEFITS</i>	8,800	8,067	<u>7,314</u>	(753)	5,460	5,005	<u>4,703</u>	(302)	13,800	12,650	<u>14,106</u>	1,456
<i>TOTAL OTHER EXPENSES</i>	\$ 54,830	\$ 50,261	\$ 49,434	\$ (827)	\$ 40,250	\$ 36,896	\$ 31,563	\$ (5,333)	\$ 93,460	\$ 85,672	\$ 98,823	\$ 13,152
<i>TOTAL EXPENDITURES</i>	\$ 378,150	\$ 349,174	\$ 376,358	\$ 27,184	\$ 344,350	\$ 315,829	\$ 151,989	\$ (163,840)	\$ 507,640	\$ 467,467	\$ 439,778	\$ (27,690)
<i>Replacement Reserve</i>	\$ 26,950	\$ 24,704	\$ <u>24,824</u>	\$ 120	\$ 17,600	\$ 16,133	\$ <u>16,025</u>	\$ (108)	\$ -	\$ -	\$ -	\$ -
<i>PROFIT</i>	\$ 8,570	\$ 5,557	\$ (80,578)	\$ (86,135)	\$ 20,060	\$ 17,866	\$ 171,181	\$ 153,315	\$ 7,090	\$ 4,585	\$ 134,719	\$ 130,134

Ocean City Housing Authority

Administrative Report

DATE: September 13, 2022

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for August 2022)

PERIOD: August 10, 2022 to September 12, 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.

September update: There are still a few minor items to be completed before this project is closed out.

Bayview – Renovation Projects

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

<p><u>Exterior Renovations at Bayview Manor</u></p> <ul style="list-style-type: none"> a. Replacement of façade metal spandrel to compliment Speitel. b. Install exterior ADA compliant handrail; c. Replace approx 150 windows; d. Replacement of AC vents; e. Installation of new heating & AC systems in all units. f. Unit renovation based on need and budget; 	<p>Contract Award to Levy Construction Co, Inc. – May 2021</p> <p>Working with vendor to order materials, due to availability expected construction start date is a minimum of 16-weeks after materials are ordered.</p> <p>Submittals, field measurements, and ordering of materials is in progress. Start date is a minimum of 16-weeks after materials are ordered; Construction meeting held 8/3/2021; Materials have been ordered, window and PTAC delivery is expected in November/December. The project team is coordinating with Levy Construction to ensure that all materials are on-site prior to the work starting; this will alleviate disruptions to the tenants and expedite the completion of the project.</p> <p>October update: Team meetings continue with Levy Construction; the PTEC units for the HVAC have been delivered; The windows are on order with no immediate delivery schedule; Façade metal spandrel to compliment Speitel is on order; New vent capping to match brick exterior in process; Exterior handrail is on order.</p> <p>November update: Team meetings will continue with Levy Construction; Left side windows have not been received; Waiting on delivery of windows to begin project.</p>	<p>December update: The windows and HVAC equipment have been received; Work is to begin in December for the installation of the windows and HVAC units in resident apartments.</p> <p>January update: Work on replacement of windows has begun; Window replacement project is on track for an end of January completion; Install of new PTEC units and wiring to be scheduled next.</p> <p>February update: Work on replacement of windows is almost complete; PTEC units are in with wiring complete; siding panel replacement is in process; Railing in the back and the front of the building are on order; Overhead door for the shop is on order; Expecting a punch list for this project by the end of February.</p> <p>March update: Punch list items are being worked on; Window, PTEC units and siding are all complete; Items on order are front and back railings, shop overhead door & 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>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;</p> <p>June update: Same as above;</p> <p>July update: Vent covers that were received are being painted & installed; PTEC covers are being installed;</p> <p>August update: A few items remain on the punch list; this project is close to close-out;</p> <p><i>September update: This project is in the close-out process;</i></p>
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Bayview – Renovation Projects (continued)

<p><u>Interior Renovations</u></p> <ul style="list-style-type: none">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;	<p>Project Specifications have been advertised for bids to be received in early August; Anticipate September Contract Award</p>	<p>August update: Proposals for the Interior Renovations were received August 10, 2022; Documents will be reviewed by staff and attorney with a possible August contract award;</p> <p><i>September update: Contract was awarded in August 2022 to Levy Construction Co, Inc; Project is in submittal phase;</i></p>
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Bayview – Renovation Projects (continued)

Bayview Manor Landscaping Project	Project Specifications are being developed for hopeful Fall plantings;	August Update: A meeting with the landscape architect is being scheduled; <i>September Update: A specification for the landscaping at Bayview Manor is in process to obtain quotes for the work;</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	<ul style="list-style-type: none"> June 2021- Award Special Architectural and Engineering (Electrical & Mechanical) Services Award Special Engineering (Civil) Services 	<p>Project kick-off meeting with Professional Team has been completed; Subdivision approval is complete.</p> <p>October update: The architect is completing the "massing" of the Family development for presentation to the board.</p> <p>November update: The Architect will present "massing" ideas of the Family development to board at the November meeting.</p> <p>December update: Work continues on the "massing" for the Family development; More progress is expected in January 2022.</p> <p>January update: Massing for the Family development continues; Update to be given at board meeting.</p> <p>February update: Further progress has been made on the massing for the family development; Updates to be shared at the meeting with the board regarding a preliminary design.</p> <p>March update: The preliminary design for the project is complete; Discussions are in process with the NJHMFA regarding financing; once the financing is decided with an investor's commitment the project will move to the next phase;</p> <p>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;</p> <p>May update – Finalizing discussions with NJHMFA for funding options; Next step will be to obtain investor commitment for tax credit proposal;</p> <p>June update – Board presentation will occur at the June meeting; Next steps are investor commitment and file tax credit application with the NJHMFA.</p> <p>July update – NJHMFA application is in process;</p> <p>August update – NJHMFA has received the application.</p> <p><i>September update – NJHMFA has received the application. A further update will be given at the board meeting;</i></p>

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 AUG	2022 JUL	2022 JUN
<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.)		20	139	2
Total number of units inspected year-to-date - all sites		748	728	589
<u>Occupancy</u>				
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)		147	N/A	N/A
Annual Unit Turnaround Time (For Fiscal Year)		226	242	242
Monthly - Number of Vacancies Filled (this month)		1	0	0
Monthly - Average unit turnaround time in days for Lease up		77	N/A	N/A
Monthly - Average unit turnaround time in days to Prep Unit (Maint)		39	N/A	N/A
PIC Score		89.74%	97.44%	97.44%
<u>Vacancies - At end of Month</u>				
Bay View Manor		5	4	4
Speitel Commons		1	0	0
Peck's Beach Family		3	2	2
Total		9	6	6
Occupancy Rate		92.80%	95.04%	95.04%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>				
Total Hours (Summarized Quarterly)				166
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)		39.79	0.00	48.92
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)		26.25	29.79	29.79
<u>Rent Roll</u>				
Bay View Manor - Elderly/Disabled		\$13,907	\$13,907	\$13,907
Speitel Commons - Elderly/Disabled		\$13,366	\$13,285	\$13,285
Peck's Beach - Family		\$24,501	\$24,538	\$24,755
Total Rent Roll		\$51,774	\$51,730	\$51,947
<u>Public Housing Waiting List Applicants - All Waiting Lists will OPEN from 9/16 through 9/30/2022</u>				
Families - Ocean City Preference		14	14	14
Families - No Ocean City Preference		93	93	93
Elderly (Seniors - 62+)/Disabled - Ocean City Preference		6	7	8
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference		129	129	131
<u>Maintenance Department</u>				
Average work order turnaround time in days - Tenant Generated		0.11	0.09	0.14
Total Tenant Generated Work Orders		37	44	39
Number of routine work orders written this month		209	159	57
Number of outstanding work orders from previous month		581	469	470
Total number of work orders to be addressed this month		827	673	566
Total number of work orders completed this month		193	92	97
Total number of work orders left outstanding		634	581	469
Number of emergency work orders written this month		0	1	0
Total number of work orders written year-to-date		1484	1238	1034
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 August 31, 2022

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 08/31/2022	\$988,669.80
<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 08/2022	
Current	\$9,677.20
Past	\$24,955.44

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$3,520.62
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$252.36
Reimbursement for Pecks Family Redevelopment - City of OC	\$20,890.00

Less: Bill List payments - September 2022 (\$99,688.02)

Accrued Expenses - Total from detail below (\$16,378.50)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	100,910.00	11	(28,428.17)
Bad Debt	17,430.00	11	15,977.50
Comp Absences	2,060.00	11	1,888.33
P.I.L.O.T.	29,390.00	11	26,940.83
Net Accrual	149,790.00		16,378.50

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

Net Cash Balance \$1,002,222.90

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 88,011	11.23	Months
Per Day	\$ 2,934	342	Days

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

**RESOLUTION NO. 2022-44
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 **\$99,688.02**.

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: September 20, 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 September 20, 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 - September 2022			
BANK: COCC MGMT (new acct)			
Check #	Vendor	Invoice Notes	Total Amount
1040	ACENDA	June 2022 Resident Wellness Svcs	\$ 1,490.12
1075	ACENDA	July-Aug 2022 Resident Wellness Svcs	\$ 2,030.50
1076	ACE PLUMBING, HEATING & ELECTRICAL	Maint Supplies	\$ 39.17
1077	AMBIENT COMFORT LLC	BVM HVAC repair	\$ 305.00
1078	ATLANTIC CITY ELECTRIC	Aug 2022 electric	\$ 7,475.76
1079	ATLANTIC COAST ALARM	BVM alarm service	\$ 89.00
1080	LINDA AVENA	Sept 2022 accounting; additional acctg for 2020 & 2021 audits	\$ 5,146.50
1081	CALL EXPERTS	Sept answering svc	\$ 126.28
1082	CLEAN SWEEP SERVICES	Aug BVM/Speitel cleaning	\$ 3,100.00
1083	COMCAST	Sept 2022 business internet - Admin Ofc/Speitel	\$ 381.38
1084	THE DAILY JOURNAL OF NJ	Professional Svcs RFP ads (6)	\$ 255.87
1085	DRAIN DOCTOR	BVM plumbing svcs	\$ 455.00
1086	FLORENCE DRISCOLL	Sept 2022 Tenant svcs	\$ 200.00
1087	FEDERAL EXPRESS	Overnight delivery	\$ 39.73
1088	EISENSTAT, GABAGE & FURMAN	Aug 2022 Legal svcs	\$ 750.00
1089	GLEN STULL	Sept 2022 Medicare reimb	\$ 170.10
1090	ASHLEY HARRIS	Sept 2022 BVM/Speitel cleaning	\$ 200.00
1091	ROBERT HARRIS	Sept 2022 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
1092	HD SUPPLY	Maint Supplies	\$ 822.19
1093	THE HOME DEPOT PRO	Maint Supplies	\$ 1,277.37
1094	HUMANA INSURANCE CO	Oct RX premium - G Stull - ck voided	\$ -
1095	JC'S CUSTOM PAINTING	Speitel apt painting	\$ 740.00
1096	JOHN SPITZ	Sept 2022 Medicare reimb; RX copay & prescription reimb	\$ 512.05
1097	NJ AMERICAN WATER	Aug 2022 water	\$ 7,769.07
1098	OMEGA PEST MGMT	Aug 2022 pest control	\$ 1,270.00
1099	THE PRESS OF AC	IFB for BVM renovations & the Resident Wellness Prgm	\$ 154.40
1100	ROBERT ROWELL	Sept 2022 maint contract grounds	\$ 200.00
1101	SHERWIN WILLIAMS	Painting supplies	\$ 184.78
1102	SHOEMAKER LUMBER	Maint Supplies	\$ 8.97
1103	SOUTH JERSEY WEB DESIGN	Website changes	\$ 150.00
1104	SOUTH JERSEY GAS	Aug 2022 gas svc	\$ 558.87
1105	TK ELEVATOR	BVM elevator service	\$ 5,311.68
1106	VECTOR SECURITY	Fire sys inspection & monitoring - pbfamily	\$ 484.20
1107	VERIZON CONNECT FLEET	Vehicle tracking -Sept 2022	\$ 17.45
1108	VERIZON	Aug 2022 business phone line - Admin Ofc; elevator phones/alarms - BVM/Speitel	\$ 492.95
1109	VERIZON WIRELESS	Aug 2022 cell phone billing	\$ 205.38
1110	VINELAND HOUSING AUTHORITY	Office coverage/maint/postage - Aug 2022; Sept 2022 mgmt fee	\$ 23,618.47
1111	WALLACE HARDWARE	Maint Supplies	\$ 267.70
202209061	AETNA	Sept 2022 premium - G Stull	\$ 506.46
202209062	AETNA	Sept 2022 premium - J Spitz	\$ 345.12
202209063	AETNA	Sept 2022 premium - P Spitz	\$ 226.59
8242022	ADP	08/24/22 payroll & taxes	\$ 2,314.36
8242022	ADP	08/24/22 payroll invoice	\$ 80.62
90722	ADP	09/07/22 payroll & taxes	\$ 2,444.38
9072022	ADP	09/07/22 payroll invoice	\$ 80.62
9212022	ADP	09/21/22 payroll & taxes	\$ 2,265.60
txfr	OCHA REPLACEMENT RESERVE	Sept 2022 repl reserve deposit - BVM/Speitel	\$ 3,713.00
	PNC BANK FEE - AUG		\$ 68.97
	TOTAL SEPT DISBURSEMENTS COCC (cocctur)		\$ 78,545.66
	TOTAL SEPT DISBURSEMENTS CONSTR ACCT (sturcons)		\$ 252.36
	TOTAL SEPT DISBURSEMENTS PBFAM GEN (pbfamily redevelopmt)		\$ 20,890.00
	TOTAL BILL LIST - SEPT 2022		\$ 99,688.02

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

OCEAN CITY HOUSING AUTHORITY			
BILL LIST - September 2022			
	TOTAL SEPT DISBURSEMENTS (sturcons)		\$ 252.36
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 SEPT DISBURSEMENTS (sturgen)		\$ 20,890.00

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

RESOLUTION NO. 2022-45

Certifying the 2020 Fiscal Year Annual Audit as Prescribed
by the New Jersey Local Finance Board

WHEREAS, N.J.S.A. 40A:5A-5 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual audit report for the fiscal year ended September 30, 2020 has been completed and filed with the Ocean City Housing Authority pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled “General Comments” and “Recommendations,” and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the section of the annual audit report entitled “General Comments” and “Recommendations,” in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Ocean City Housing Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended September 30, 2020, and specifically has reviewed the sections of the audit report entitled: “General Comments” and “Recommendations,” and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON SEPTEMBER 20, 2022.

ADOPTED: September 20, 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 September 20, 2022 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

**Affidavit: Local Authorities
Fiscal Control Law (L.1983,C313)
as per FY End Audit: 9/30/2020**

Local Authorities Group Affidavit Form

**Prescribed by
The New Jersey Local Finance Board**

Audit Review Certificate

We, the members of the governing body of the Housing Authority of the City of Ocean City, being of full age and being duly sworn according to law, upon our oath, depose and say:

- 1. We are duly appointed members of the Housing Authority of the City of Ocean City.
- 2. We certify, pursuant to *N.J.S.A. 40A:5A-17*, that we have each reviewed the annual Audit Report for the Fiscal Year Ending September 30, 2020 and, specifically, the sections of the Audit Report entitled, “General Comments” and “Recommendations.”

<u>NAME</u>	<u>SIGNATURE</u>
Robert Barr	_____
Robert Halliday	_____
Beverly McCall	_____
Patricia Miles-Jackson	_____
Robert Henry	_____
Patrick Mumman	_____
Brian Broadley	_____

Sworn to and subscribed before me this 20th day of September, 2022.

Notary Public of New Jersey

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

RESOLUTION NO. 2022-46

Certifying the 2021 Fiscal Year Annual Audit as Prescribed
by the New Jersey Local Finance Board

WHEREAS, N.J.S.A. 40A:5A-5 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual audit report for the fiscal year ended September 30, 2021 has been completed and filed with the Ocean City Housing Authority pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled “General Comments” and “Recommendations,” and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the section of the annual audit report entitled “General Comments” and “Recommendations,” in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Ocean City Housing Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended September 30, 2021, and specifically has reviewed the sections of the audit report entitled: “General Comments” and “Recommendations,” and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON SEPTEMBER 20, 2022.

ADOPTED: September 20, 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 September 20, 2022 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

**Affidavit: Local Authorities
Fiscal Control Law (L.1983,C313)
as per FY End Audit: 9/30/2021**

Local Authorities Group Affidavit Form

**Prescribed by
The New Jersey Local Finance Board**

Audit Review Certificate

We, the members of the governing body of the Housing Authority of the City of Ocean City, being of full age and being duly sworn according to law, upon our oath, depose and say:

- 1. We are duly appointed members of the Housing Authority of the City of Ocean City.
- 2. We certify, pursuant to *N.J.S.A. 40A:5A-17*, that we have each reviewed the annual Audit Report for the Fiscal Year Ending September 30, 2021 and, specifically, the sections of the Audit Report entitled, “General Comments” and “Recommendations.”

<u>NAME</u>	<u>SIGNATURE</u>
Robert Barr	_____
Robert Halliday	_____
Beverly McCall	_____
Patricia Miles-Jackson	_____
Robert Henry	_____
Patrick Mumman	_____
Brian Broadley	_____

Sworn to and subscribed before me this 20th day of September, 2022.

Notary Public of New Jersey

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

**RESOLUTION NO. 2022-47
ADOPTED BUDGET RESOLUTION
FISCAL YEAR: FROM OCTOBER 1, 2022 TO SEPTEMBER 30, 2023**

WHEREAS, the Annual Budget and Capital Budget/Program for the Ocean City Housing Authority for the fiscal year beginning October 1, 2022 and ending, September 30, 2023 has been presented for adoption before the governing body of the Ocean City Housing Authority at its open public meeting of September 20, 2022; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,414,840, Total Appropriations, including any Accumulated Deficit, if any, of \$1,400,750 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$162,500 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Ocean City Housing Authority, at an open public meeting held on September 20, 2022 that the Annual Budget and Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning, October 1, 2022 and, ending, September 30, 20232 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

ADOPTED: September 20, 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 September 20, 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. 2022-48
Transfer Ownership of Authority Owned Vehicle**

WHEREAS, the Ocean City Housing Authority has expressed interest in obtaining a vehicle for use at the Authority; and

WHEREAS, the Vineland Housing Authority owns and operates a fleet of vehicles; and

WHEREAS, the Vineland Housing Authority possesses a 2012 Ford Focus – VIN# 1FAHP3E24CL258863 with the current mileage of 27,840; and

WHEREAS, the transfer of said vehicle is considered in the best interest of both public entities to further the usefulness of public property; and

WHEREAS, it is the desire of the Ocean City Housing Authority to obtain ownership of said vehicle from the Vineland Housing Authority in the amount of \$4,000; and

WHEREAS, N.J.S.A 40A:11-36.2 allows for the transfer of property to another contracting unit without the need for bids; and

WHEREAS, the 2012 Ford Focus – VIN# 1FAHP3E24CL258863 vehicle to be transferred shall be in an “As Is” condition with no warranties or representations as to their use or condition; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners hereby approves the purchase and transfer of ownership of a 2012 Ford Focus – VIN# 1FAHP3E24CL258863 from the Vineland Housing Authority in the amount of \$4,000.

ADOPTED: September 20, 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 September 20, 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. 2022-49
Awarding Accounting Services Contract**

WHEREAS, the Ocean City Housing Authority is required to have a professional certified public accountant to act as its Management Fee Accountant; and

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Management Fee Accountant services; and

WHEREAS, one proposal was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners to award a one-year contract to **Linda M. Avena, CPA**, to provide the Ocean City Housing Authority with its Management Fee Accountant services for its fiscal year commencing October 1, 2022 through September 30, 2023 for a cost of **\$26,540**.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Management Fee Accountant contract to **Linda M. Avena, CPA**, for the term indicated above.

ADOPTED: September 20, 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 September 20, 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:

FEE ACCOUNTANT SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4170-00.

Wendy Hughes
Certifying Financial Officer

Date

Comparison of Accounting Firms Submitting RFP 2022-2023

Evaluation Factors	Vendor Name									
	Possible Points	AVENA ACCOUNTANTS								
1. Overall accounting approach and methodology	20									
2. Demonstrated experience and competence in the accounting of government agencies	20									
3. Proposer's accounting experience with Housing Authorities; Budgeting; Tenant Accounting; Project Based Accounting; Federal & State Housing Regulations and Statutes	30									
4. Specialized experience of key personnel in Housing Authority programs	20									
5. 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									
Cost Breakdown										
CPA Rate per hour		\$ 236.96								
Attendance at Board Meeting		\$ 236.96								

No other RFP's received.

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

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
ACCT-HOURS	Provide price per hour for Accountant (CPA)	236.96	100	23696.00
ACCT-BOARD	Provide price to complete monthly report and present report at monthly Board of Commisioners Meeting.	236.96	12	2844.00

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 **\$26,540.00**

Twenty-six thousand five hundred forty dollars
 TOTAL PRICE IN WRITTEN WORD FORM

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

Linda M Avena CPA PA BY: Linda M Cavallo

Firm Name

2581 E Chestnut Avenue, Ste B, Vineland, NJ 08361

Street, Town, State, Zip Code

(856) 696-8000

(856) 794-1295

Telephone

Fax

Sworn to and subscribed
before me

day of

Signature of proposer if the proposer is an individual

Signature of partner if proposer is a partnership

Signature of officer if the proposer is a corporation

President

Title

Notary Public
 Patricia J Pearson
 Notary Public
 New Jersey
 My Commission Expires 12-3-22
 No. 2207910

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

**RESOLUTION NO. 2022-50
Resolution Awarding Professional Auditing Services Contract**

WHEREAS, the Ocean City Housing Authority is required to have professional auditing services performed annually; and

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for auditing services; and

WHEREAS, one proposal for Auditing Services was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners to award a contract to **Bowman & Company LLP** to complete an Audit of the fiscal year ending September 30, 2021 at a cost not to exceed **\$13,000**; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners to award a contract to **Bowman & Company LLP** to complete an Audit of the fiscal year ending September 30, 2022 at a cost not to exceed **\$11,500**; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners to award a contract to **Bowman & Company LLP** to complete an Audit of the Ocean City Community Development Corporation (OCCDC) fiscal year ending September 30, 2022 at a cost not to exceed **\$3,000**; and

WHEREAS, said audit reports shall be completed no later than June 30, 2023.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to award the Auditing Services Contract to **Bowman & Company LLP** at a total cost of \$27,500.

ADOPTED: September 20, 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 September 20, 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:

AUDITING SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4171-00.

Wendy Hughes
Certifying Financial Officer

Date

Comparison of Auditing Firms Submitting RFP 2022-2023

Evaluation Factors	Vendor Name							
	Possible Points	BOWMAN & COMPANY LLP						
1. Overall audit approach and methodology	10							
2. Demonstrated experience and competence in the audit of government agencies manner.	15							
3. Proposer's professional experience with the "Single Audit Act" or in audits of the United States Department of Housing and Urban Development (HUD) or similar governmental audits	20							
4. Capability and capacity to accomplish work within the required time period	10							
5. Geographic location of the firm relative to the proximity to the Housing Authority	5							
6. Specialized experience of key personnel in Housing Authority programs	20							
7. 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							
8. Fee structure as shown on the unit pricing document in the RFP.	10							
Cost Breakdown								
Cost of Complete 2021 Audit for OCHA		\$ 13,000.00						
Cost of Complete 2022 Audit for OCHA		\$ 11,500.00						
Cost of Complete 2021 Audit for OCCDC		\$ -						
Cost of Complete 2022 Audit for OCCDC		\$ 3,000.00						
Hourly Rate for Partner		\$ 260.00						
Hourly Rate for Senior Accountant CPA		\$ 128.00						
Hourly Rate for Junior Accountant		\$ 108.00						
Hourly Rate for Senior Manager		\$ 209.00						

No other RFP's received.

OCEAN CITY HOUSING AUTHORITY
UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM
AUDITING SERVICES
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
AUDIT-HOURS-2021	Provide price for complete Audit FYE September 30, 2021 as defined in the scope above for the Ocean City Housing Authority. Include the estimated number of hours needed to complete the Audit.	\$ 144	120	\$13,000*
AUDIT-HOURS-2022	Provide price for complete Audit FYE September 30, 2022 as defined in the scope above for the Ocean City Housing Authority. Include the estimated number of hours needed to complete the Audit.	\$ 142	95	\$11,500*
OCCDC-HOURS-2021	Provide price for complete Audit FYE September 30, 2021 as defined in the scope above for the Ocean City Community Development Corporation (OCCDC). Include the estimated number of hours needed to complete	\$		\$0 (Included with OCHA 2021 audit)
OCCDC-HOURS-2022	Provide price for complete Audit FYE September 30, 2022 as defined in the scope above for the Ocean City Community Development Corporation (OCCDC). Include the estimated number of hours needed to complete	\$ 143	21	\$3,000
TESTING-HOURS	Provide an hourly rate for review of testing of opening balances to identify possible discrepancies and perform remediation for identified discrepancies;	Partner	\$ 260	TBD
		Senior Accountant - CPA	128	TBD
		Jr. Accountant	\$ 108	TBD
		Senior Manager	\$ 209	TBD
		Other		TBD

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 **\$27,500***

Twenty-Seven Thousand and Five-Hundred Dollars*

TOTAL PRICE IN WRITTEN WORD FORM

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

Bowman & Company LLP BY: Nina S. Sorelle, CPA, CFE, CGMA, Partner
Firm Name

6 North Broad Street, Suite 201, Woodbury, NJ 08096
Street, Town, State, Zip Code

(856) 435-6200
Telephone

(856) 435-0440
Fax

Sworn to and subscribed before me 30th

Signature of proposer if the proposer is an individual

day of August, 2022

Signature of partner if proposer is a partnership

Notary Public

Signature of officer if the proposer is a corporation

Partner
Title

(SEAL)
LANISHA S. DIXON
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES FEBRUARY 24, 2027

*Should a Single Audit be necessary, we will increase the total fee amount for the applicable year's audit accordingly by \$4,000.

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

**RESOLUTION NO. 2022-51
Resolution Awarding Legal Services Contract – General Counsel**

WHEREAS, the Ocean City Housing Authority is required to have licensed legal representation to act as its solicitor; and

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Legal Services; and

WHEREAS, one proposal for Legal Services was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners a one-year contract to **Eisenstat, Gabage & Furman, P.C.** to provide the Ocean City Housing Authority with its legal services for its fiscal year commencing October 1, 2022 through September 30, 2023 for a yearly retainer of **\$16,125** and additional services 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 Legal Services Contract to **Eisenstat, Gabage & Furman, P.C.** for the term indicated above.

ADOPTED: September 20, 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 September 20, 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:

LEGAL SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4130-00.

Wendy Hughes

Certifying Financial Officer

Date

Comparison of Legal Firms Submitting RFP 2022-2023
GENERAL COUNSEL

Evaluation Factors	Vendor Name						
	Possible Points	EISENSTAT, GABAGE, AND FURMAN					
1. General Legal Experience	20						
2. Legal experience with Landlord/Tenant; Fair Housing; Contract; Litigation; Collection; Labor/Management Negotiations; Grievance Proceedings; Housing Issues; Administrative Law; Real Estate Acquisition;	20						
3. Experience representing a NJ Public Housing Authority; Knowledge & Experience with Federal & State Regulations and Statutes	20						
4. Specialized experience of key personnel in Housing Authority programs	20						
5. 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						
6. Fee structure as shown in the RFP unit pricing document.	10						
Total		0	0				

No other RFP's received.

Cost Breakdown							
Legal Counsel cost per huor	\$	150.00					
Paralegal cost per hour	\$	-					
Monthly Retainer Fee	\$	1,250.00					
Cost to file for non-payment of rent	\$	75.00					
Cost to appear for non-payment of rent case	\$	75.00					

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

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
IGAL-CNSL	Provide price per hour for General Counsel as defined in the scope above.	\$150	20	\$3,000*
IGAL-PARA	Provide price per hour for a Paralegal as defined in the scope above.	None	10	**
IGAL-RETAIN	Provide a price for monthly retainer fee as defined in the scope above.	N/A	12	\$15,000
IGAL-FILING	Provide a price to file legal action for non-payment of rent. (residents - Public Housing, Section 8, Affordable Housing, Low Income Tax Credit)	\$75	10	\$750
IGAL-APPEAR	Provide a price to appear in court to represent OCHA in non-payment of rent case. (residents - Public Housing, Section 8, Affordable Housing, Low Income Tax Credit)	\$75	5	\$375

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 **\$ 16,125**

Sixteen Thousand One Hundred Twenty Five Dollars
 TOTAL PRICE IN WRITTEN WORD FORM

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

Eisenstat, Gabage &
 Furman, P.C.

BY: Harry Furman, Esquire
 Firm Name

1179 E. Landis Avenue, Vineland, NJ 08360
 Street, Town, State, Zip Code

856-691-1200 856-691-0414
 Telephone Fax

Signature of proposer if the proposer is an individual

Signature of partner if proposer is a partnership

Signature of officer if the proposer is a corporation

Sworn to and subscribed
 before me on this 24th

day of August, 2022

Patricia C. Serad
 Notary Public

Secretary
 Title

PATRICIA C. SERAD
 NOTARY PUBLIC OF NEW JERSEY
 MY COMMISSION EXPIRES 12-10-2024

Annual***

*Included in \$15,000
 annual retainer
 (\$1,250 Monthly)

**No billing for non
 Lawyer services

***At OCHA's option,
 OCHA may retain
 Proposer at an
 hourly rate of \$150
 for services
 performed which will
 be billed monthly
 or
 OCHA can retain
 Proposer based upon
 an annual retainer
 to be billed monthly

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

**RESOLUTION NO. 2022-52
Resolution Awarding Special Legal Services Contract – Landlord/Tenant**

WHEREAS, the Ocean City Housing Authority desires to legal representation to act as its Landlord/Tenant counsel; and

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Legal Services – Landlord/Tenant; and

WHEREAS, one proposal for Legal Services – Landlord/Tenant was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners a one-year contract to **Gruccio, Pepper, DeSanto & Ruth, PA** to provide the Ocean City Housing Authority with its Landlord/Tenant legal services for its fiscal year commencing October 1, 2022 through September 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 Legal Services Contract – Landlord/Tenant to **Gruccio, Pepper, DeSanto & Ruth, PA** for the term indicated above.

ADOPTED: September 20, 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 September 20, 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:

LEGAL SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4130-04.

Wendy Hughes

Certifying Financial Officer

Date

Comparison of Special Legal Firms Submitting RFP 2022-2023
Landlord Tenant Counsel

Evaluation Factors	Vendor Name							
	Possible Points	Gruccio, Pepper, DeSanto & Ruth, PA						
1. General Legal Experience	20							
2. Legal experience with Landlord/Tenant; Fair Housing; Contract; Litigation; Collection; Labor/Management Negotiations; Grievance Proceedings; Housing Issues; Administrative Law; Real Estate Acquisition;	20							
3. Experience representing a NJ Public Housing Authority; Knowledge & Experience with Federal & State Regulations and Statutes	20							
4. Specialized experience of key personnel in Housing Authority programs	20							
5. 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							
6. Fee structure as shown in the RFP unit pricing document.	10							
Total Average Score	100							

No other RFP's received.

Cost Breakdown								
Legal Counsel cost per hour	\$	175.00						
Paralegal cost per hour	\$	90.00						
Legal Filing - Tenant non-payment	\$	300.00						
Legal Appearance - Tenant non-payment	\$	500.00						

THE HOUSING AUTHORITY OF OCEAN CITY

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

SPECIAL LEGAL SERVICES - LANDLORD TENANT

UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
LEGAL-CNSL	Provide price per hour for General Counsel as defined in the scope above.	\$175-	25	\$4,375-
LEGAL-PARA	Provide price per hour for a Paralegal as defined in the scope above.	\$90	15	\$1,350
LEGAL-FILING	Provide a price to file legal action for non-payment of rent as defined in the scope above. (residents - Public Housing, Section 8, Affordable Housing, Low Income Tax Credit)		FLAT FEE PER FILING	\$300-
LEGAL-APPEAR	Provide a price to appear in court to represent VHA in non-payment of rent case as defined in the scope above. (residents - Public Housing, Section 8, Affordable Housing, Low Income Tax Credit)		FLAT FEE PER FILING	\$500-

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 \$

TOTAL PRICE IN WRITTEN WORD FORM

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

Gruccio, Pepper 1
De Santo & Ruth PH BY: Robert A. De Santo
Firm Name
817 E. Landis Ave., Vineland, NJ 08366
Street, Town, State, Zip Code
(856) 691-0100 Telephone (856) 692-4095 Fax

Sworn to and subscribed
before me on this 23RD

day of August, 2022

Signature of proposer if the proposer is an individual

Signature of partner if proposer is a partnership

Signature of officer if the proposer is a corporation

Vice-President
Title

Notary Public

(SEAL)
ARIANA L. BERRIOS
NOTARY PUBLIC, STATE OF NEW JERSEY
COMMISSION # 2360245
MY COMMISSION EXPIRES 05/23/2027

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

RESOLUTION NO. 2022-53
Resolution Awarding Consulting Services Contract

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Consulting Services; and

WHEREAS, one proposal for Consulting Services was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners to award a one-year contract to The Brooke Group LLC to provide the Ocean City Housing Authority with its consulting services for one year commencing October 1, 2022 through September 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 Consulting Services contract to The Brooke Group LLC for the term indicated above.

ADOPTED: September 20, 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 September 20, 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:

CONSULTING SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4182-00.

Wendy Hughes

Certifying Financial Officer

Date

Comparision of Consulting Firms Submitting RFP 2022-23

Evaluation Factors	Vendor Name									
	Possible Points	The Brooke Group								
1. Capabilities of the Team or Firm:	50									
2. Knowledge and Skills of the Individuals to be Assigned:	25									
	25									
3. Proposed Terms: cost for services										
Total	100									

No other RFP's received.

[illegible]

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

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
CNSLT-HOURS	Provide price per hour for Principle/Senior Associates	140	50	7,000
CNSLT-CLERICAL	Provide price per hour for Clerical Work	75	20	1,500
CNSLT-LEGAL	Provide price per hour for Legal Consultation - legal counsel should be familiar with Housing matters (Public Housing, Affordable, Redevelopment, Tax Credits, RAD, etc.) (vendor may elect to use their in-house counsel or contracted Counsel)	140	15	2,100
CNSLT-FINANCE	Provide price per hour for financial caseworker	110	25	2,750
CNSLT-CSWRK	Provide price per hour for resident caseworker	140	50	7,000
CNSLT-PRJTMGR	Provide price per hour for a project manager	140	50	7,000

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 \$ **27,350**

Twenty Seven thousand three hundred fifty
TOTAL PRICE IN WRITTEN WORD FORM

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

Firm Name <u>The Brooke Group</u> BY: <u>Italy Ginnetti</u>	
Street, Town, State, Zip Code <u>209 East Egnor Dr. Galloway, NJ 08205</u>	
Telephone <u>(609) 652-7788</u>	Fax <u>(609) 652-2065</u>
Signature of proposer if the proposer is an individual <u>[Signature]</u>	
Signature of partner if proposer is a partnership <u>[Signature]</u>	
Signature of officer if the proposer is a corporation <u>[Signature]</u>	
Title <u>Business Manager</u>	
Sworn to and subscribed before me <u>9th</u> day of <u>August</u> , 20 <u>22</u> <u>[Signature]</u> Notary Public ERICAL DEMPSEY Notary Public, State of New Jersey My Commission Expires Sep 2, 2025	

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

**RESOLUTION NO. 2022-54
Resolution Awarding Special Legal Services Contract – Redevelopment Counsel**

WHEREAS, the Ocean City Housing Authority desires to legal representation to act as its Redevelopment counsel; and

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Legal Services – Redevelopment counsel; and

WHEREAS, one proposal for Legal Services – Redevelopment counsel was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners a one-year contract to **McManimon, Scotland & Baumann, LLC** to provide the Ocean City Housing Authority with its Redevelopment legal services for its fiscal year commencing October 1, 2022 through September 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 Legal Services Contract – Redevelopment counsel to **McManimon, Scotland & Baumann, LLC** for the term indicated above.

ADOPTED: September 20, 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 September 20, 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:

LEGAL SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4130-04.

Wendy Hughes
Certifying Financial Officer

Date

Comparison of Special Legal Firms Submitting RFP 2022-2023
Redevelopment Counsel

Evaluation Factors	Vendor Name							
	Possible Points	McManimon, Scotland, Baumann						
1. RAD, Section 18, Section 8 Project Based Vouchers, LIHTC's and mixed-finance experience of primary attorney and firm with respect to items in Section 3.1 above (Content of Proposals).	25							
2. Overall experience of firm in relation to HUD regulations, (most specifically housing authorities, public housing, RAD and Section 8 regulations), as well as real estate transactions. Administrative Law; Real Estate Acquisition;	20							
3. Who will actually perform the work and their perceived ability to establish a strong rapport with the staff and agents of the Authority and their partners, and the availability and identity of back-up attorney.	20							
4. Availability of firm personnel to perform the legal services in a timely and efficient manner.	15							
5. Other information provided pursuant to the Contents of Proposal Section.	10							
6. Fee structure as shown in the RFP unit pricing document.	10							
Total Average Score	100							

No other RFP's received.

Cost Breakdown								
Legal Counsel cost per hour		\$	295.00					
Paralegal cost per hour		\$	135.00					

THE HOUSING AUTHORITY OF OCEAN CITY

UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM
SPECIAL LEGAL SERVICES - REDEVELOPMENT COUNSEL
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
LEGAL-CNSL	Provide price per hour for General Counsel as defined in the scope above.	\$295.00	100	\$29,500.00
LEGAL-PARA	Provide price per hour for a Paralegal as defined in the scope above.	\$135.00	15	\$ 2,025.00

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 \$ 31,525.00

Thirty-one Thousand Five Hundred Twenty-five Dollars
TOTAL PRICE IN WRITTEN WORD FORM

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

McManimon, Scotland & Baumann, LLC BY: Bakari G. Lee
Firm Name

75 Livingston Avenue, Roseland, NJ 07068
Street, Town, State, Zip Code

973-622-1800 973-622-7333
Telephone Fax

Bakari G. Lee
Signature of proposer if the proposer is an individual company

Signature of partner if proposer is a partnership

Signature of officer if the proposer is a corporation Member
Title

Sworn to and subscribed
before me on this 9th
day of September, 2022
Natercia M. Lopes
Notary Public

(SEAL)
NATERCIA M. LOPES
A Notary Public of New Jersey
My Commission Expires June 25, 2024
Commission No. 2316323

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

Resolution #2022-55

Resolution Adopting Affordable Rent Structure for Four (4) Units at Bayview Manor

WHEREAS, the Housing Authority of the City of Ocean City has four (4) one-bedroom units available for rent at Bayview Manor, and

WHEREAS, said four (4) units are unsubsidized units; and

WHEREAS, these four (4) units are available to qualified applicants with income between 81% and 120% of the area median based on the current State of New Jersey Affordable Housing Income and asset limitations for Region 6 (Cape May County); and

WHEREAS, The unit applied for must be the applicant’s primary residence; and

WHEREAS, There is a maximum occupancy of two (2) persons per unit; and

WHEREAS, the Waiting List Preferences include - Ocean City Resident; Working in Ocean City; Elderly/Disabled; Handicap; and Veteran; and

WHEREAS, Applicants will be evaluated through the same methods for background and credit history as all other applicants to Authority programs. Applicants must meet all background, credit history, and landlord reference checks as all other applicants to Authority programs; and

WHEREAS, The rent for these units will be \$1,300 per month with a Security Deposit required of \$1,950. The monthly rent amount will be evaluated as needed to adjust to current market conditions.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Ocean City adopt the Affordable Rent Structure for Four (4) Units at Bayview Manor.

ADOPTED: September 20, 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 (OCHA) Board of Commissioners meeting on September 20, 2022, from the OCHA’s office located at 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. 2022-56
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 _____ (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 September 20, 2022 at _____ 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 _____

and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is _____

_____;

☐“(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 _____ 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 SEPTEMBER 20, 2022.

ADOPTED: September 20, 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 September 20, 2022 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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