

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

November 10, 2022

The Board of Commissioners
Ocean City Housing Authority
Ocean City, New Jersey 08226

Dear Commissioner:

The regular meeting of the Ocean City Housing Authority will be held on **Tuesday, November 15, 2022 at 4:00 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, November 15, 2022
4:00 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 October 18, 2022
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports – Appoint Reorganization Committee
9. Old Business
10. New Business
11. Resolutions:
 - # 2022-65 Approval of Monthly Expenses (*updated*)
 - # 2022-66 Authorizing Payments of Draw 29
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

October 18, 2022 – 4:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held October 18, 2022, at 4:00 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	(Absent)
Commissioner Beverly McCall	
Commissioner Robert Henry	
Commissioner Patricia Jackson	(via Zoom)
Commissioner Brian Broadley	(Absent)
Chairman Robert Barr	

Also present were Jacqueline Jones, Executive Director, Ron Miller, Assistant Asset Manager – Operations, Harry Furman, Esquire – Solicitor, Linda Cavallo – Accountant and Gloria Pomales, Executive Assistant.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from September 20, 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	(Absent)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Absent)
Chairman Robert Barr	(Yes)

Treasurer's Report

Ms. Cavallo reviewed the Financial Report FYE September 30, 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	(Absent)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Absent)
Chairman Robert Barr	(Yes)

Executive Director's Report

The Authority was holding \$10,000 payment for Speitel Commons for a few items that needed to be completed. The items are complete and the \$10,000 payment will be released. Bayview Manor Exterior Renovations final payment is also being processed and project is completed.

Bayview Manor Interior Renovations was awarded and is in the submittal phase. Possible supply chain issues are being evaluated.

Specifications for the Bayview Manor Landscaping Project are in review. Possible Fall planting of bushes and trees. Remainder of planting will be completed in the Spring.

Pecks Beach Family Development project is on the NJHMFA's November agenda. They do not meet in October. Typically, when an application is placed on the NJHMFA agenda it is ready for approval. Mrs. Jones will provide more information next month.

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

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

Committee Reports – None.

Old Business/New Business: Commissioner Jackson stated she approved the financial report and wanted to know if she should abstain due to her employment with Acenda. Solicitor Furman stated she can approve the financial report, but if it was a budget then Commissioner Jackson should abstain.

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

Resolution #2022-57 **Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$182,083.27. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated there is nothing unusual with the bill list. She informed Commissioner Jackson there is one payment for Acenda. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Absent)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes, but Abstain to Acenda payment)
Commissioner Brian Broadley	(Absent)
Chairman Robert Barr	(Yes)

Resolution #2022-58
Renewal in the NJPHA JIF

Chairman Barr called for a motion to approve Resolution #2022-58. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated this resolution is for the 3-year renewal to be a member of the Public Housing Authority Joint Insurance Fund. The following vote was taken:

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

Resolution #2022-59
Accounts Receivable Decreed as Uncollectible

Chairman Barr called for a motion to approve Resolution #2022-59. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Mrs. Jones explained the detailed page of the list of what is considered uncollectible rents for Pecks Beach Family and Bayview Manor in the amount of \$23,598.17. Commissioner Henry asked when this amount is written off is this for accounting purposes and will the Authority pursue any collection efforts. Mrs. Jones stated they are written off for accounting purposes and in the past the Authority has not pursued these in civil court as those with the balances are of limited income the Authority will not be able to collect. The following vote was taken:

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

Resolution #2022-60
Resolution Authorizing Payment of Draw 28

Chairman Barr called for a motion to approve Resolution #2022-60. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated this Draw #28 for exterior work being done at Bayview. The following vote was taken:

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

Resolution #2022-61
Authorizing Contracts with Approved National Contract Vendors

Chairman Barr called for a motion to approve Resolution #2022-61. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Ron Miller explained Resolutions #2022-61 and #2022-62 are done annually to allow the Authority to purchase more than the bid threshold without going out to public bid for general services items. There are no professional services in these contract vendor lists. The following vote was taken:

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

Resolution #2022-62
Authorizing Contracts with Approved State Contract Vendors

Chairman Barr called for a motion to approve Resolution #2022-62. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. The following vote was taken:

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

Resolution #2022-63
**Resolution Authorizing the OCHA to enter into a Shared Services Agreement
with Cape May Housing Authority for Maintenances Services**

Chairman Barr called for a motion to approve Resolution #2022-63. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Ron Miller explained this is an amendment to the shared services agreement between OCHA and CMHA to allow maintenance services by the OCHA to the CMHA where previously only CMHA was providing maintenance services to OCHA. Commissioner Henry stated the idea is fine and questioned the consolidation of Housing Authorities. There was a brief discussion regarding housing authority consolidation. This agreement about assisting each other when needed since they are small and in proximity. Establishing this relationship is also good for emergency and vacation purposes. Vineland will still be at OCHA for landscaping and any big jobs needing additional help. The following vote was taken:

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

Resolution #2022-64
Authorizing Choice Mobility Letter Agreement
with the Vineland Housing Authority – Pecks Beach Family RAD Conversion

Chairman Barr called for a motion to approve Resolution #2022-64. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones explained this is the same resolution the Authority passed when Pecks Senior and Bayview Manor were converting to Rental Assistance Demonstration (RAD). This agreement means the OCHA does not have a Section 8 Department and it would need to find another Authority to administer their Section 8 vouchers. Vineland would be compensated by HUD to administer the vouchers. Should the Shared Services Agreement with OCHA and VHA end, the VHA is still responsible to administer the vouchers. Brief discussion regarding residents moving after one year of obtaining voucher. The following vote was taken:

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

Chairman Barr requested comments from the public. No public comments. Chairman Barr requested comments from Board Commissioners and/or Administration. 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 4:27 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Oct 2022



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU October	ACTUAL THRU October	VARIANCE THRU October
<u>INCOME</u>				
DWELLING RENTAL	\$ 569,880	\$ 47,490	\$ <u>51,973</u>	\$ 4,483
TOTAL TENANT REVENUE	\$ 569,880	\$ 47,490	\$ 51,973	\$ 4,483
HUD OPERATING SUBSIDY	\$ 287,240	\$ 23,937	\$ <u>26,397</u>	\$ 2,460
HUD Asset Repositioning Fee - Operating Grant	-	-	<u>3,249</u>	3,249
PBV HAP SUBSIDY	388,360	32,364	<u>28,051</u>	(4,313)
HUD CAPITAL FUNDS-OPERATIONS	71,000	5,917	-	(5,917)
CDBG INCOME	23,300	1,942	-	(1,942)
TOTAL HUD FUNDING	\$ 769,900	\$ 64,160	\$ 57,697	\$ (6,463)
INVESTMENT INCOME- UNRESTRICTED	\$ 120	\$ 10	\$ -	\$ (10)
NONDWELLING RENTAL INCOME	54,000	4,500	-	(4,500)
OTHER INCOME-LAUNDRY	6,900	575	-	(575)
OTHER INCOME-FRAUD RECOVERY	2,500	208	<u>774</u>	566
OTHER INCOME-MISCELLANEOUS	11,540	962	<u>583</u>	(379)
TOTAL INCOME	\$ 1,414,840	\$ 117,905	\$ 111,027	\$ (6,878)
<u>EXPENSES</u>				
AUDIT FEES	\$ 12,000	\$ 999	\$ <u>1,000</u>	\$ 1
ADVERTISING	740	62	-	(62)
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 3,700	\$ 309	\$ <u>150</u>	\$ (159)
CONSULTANTS-RAD CONVERSION	11,030	919	-	(919)
COPIER	2,660	222	-	(222)
DUES & PUBLICATIONS	730	61	-	(61)
OFFICE SUPPLIES	790	67	-	(67)
PHONE & INTERNET	13,780	1,149	<u>613</u>	(536)
POSTAGE	1,640	136	<u>33</u>	(103)
LEGAL	16,020	1,335	-	(1,335)
CRIMINAL BACKGROUND CHECKS	360	30	-	(30)
LEGAL-RAD	4,000	333	-	(333)
TRAVEL	70	6	-	(6)
TRAINING	440	37	-	(37)
ACCOUNTING	26,540	2,212	<u>2,212</u>	(0)
MANAGEMENT FEES	266,880	22,240	<u>6,250</u>	(15,990)
MISCELLANEOUS-SUNDRY	13,660	1,137	<u>850</u>	(287)
TOTAL ADMINISTRATIVE EXPENSES	\$ 375,040	\$ 31,254	\$ 11,107	\$ (20,147)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Oct 2022



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU October	ACTUAL THRU October	VARIANCE THRU October
OTHER TENANT SERVICES	\$ 3,900	\$ 325	\$ <u>200</u>	\$ (125)
TENANT SVCS – BEHAVIORAL HEALTH	39,100	3,259	-	(3,259)
TOTAL OTHER TENANT SERVICES	\$ 43,000	\$ 3,584	\$ 200	\$ (3,384)
WATER/SEWER	\$ 104,350	\$ 8,696	\$ <u>8,324</u>	\$ (372)
ELECTRIC	98,360	8,197	<u>5,683</u>	(2,514)
GAS	50,180	4,182	<u>1,425</u>	(2,757)
TOTAL UTILITY EXPENSES	\$ 252,890	\$ 21,075	\$ 15,432	\$ (5,643)
MAINTENANCE LABOR	\$ 65,000	\$ 5,417	\$ <u>1,920</u>	\$ (3,497)
MAINT. MATERIALS	138,900	11,580	<u>272</u>	(11,308)
MAINT. CONTRACT COSTS	220,100	18,344	<u>1,569</u>	(16,775)
EMPLOYEE BENEFITS	37,530	3,127	<u>160</u>	(2,967)
TOTAL MAINTENANCE	\$ 461,530	\$ 38,468	\$ 3,921	\$ (34,547)
INSURANCE	\$ 110,490	\$ 9,209	\$ <u>7,906</u>	\$ (1,303)
FLOOD INSURANCE	29,140	2,428	<u>2,478</u>	50
BAD DEBTS	13,230	1,103	<u>1,103</u>	(1)
COMPENSATED ABSENCES	1,260	105	<u>105</u>	-
PAYMENT IN LIEU OF TAXES	29,770	2,481	<u>2,481</u>	(0)
PENSION	10,690	891	<u>891</u>	-
RETIREE BENEFITS	28,260	2,355	<u>1,111</u>	(1,244)
TOTAL OTHER EXPENSES	\$ 222,840	\$ 18,572	\$ 16,075	\$ (2,497)
TOTAL EXPENDITURES	\$ 1,355,300	\$ 112,953	\$ 46,735	\$ (66,218)
Replacement Reserve	\$ 44,550	\$ 3,713	\$ <u>3,713</u>	-
PROFIT	\$ 14,990	\$ 1,239	\$ 60,579	\$ 59,340

Commissioner's Report - Property Detail

Month Ending: Oct 2022



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU October	ACTUAL THRU October	VARIANCE THRU October	ANNUAL BUDGET	BUDGET THRU October	ACTUAL THRU October	VARIANCE THRU October	ANNUAL BUDGET	BUDGET THRU October	ACTUAL THRU October	VARIANCE THRU October
INCOME												
DWELLING RENTAL	\$ 161,730	\$ 13,478	\$ <u>15,357</u>	\$ 1,879	\$ 161,150	\$ 13,429	\$ <u>12,907</u>	\$ (522)	\$ 247,000	\$ 20,583	\$ <u>23,709</u>	\$ 3,126
TOTAL TENANT REVENUE	\$ 161,730	\$ 13,478	\$ 15,357	\$ 1,879	\$ 161,150	\$ 13,429	\$ 12,907	\$ (522)	\$ 247,000	\$ 20,583	\$ 23,709	\$ 3,126
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 287,240	\$ 23,937	\$ <u>26,397</u>	\$ 2,460
HUD Asset Repositioning Fee - Operating Grant	-	-	-	-	-	-	-	-	-	-	<u>3,249</u>	3,249
PBV HAP SUBSIDY	198,510	16,543	<u>13,425</u>	(3,118)	189,850	15,821	<u>14,626</u>	(1,195)	-	-	-	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	71,000	5,917	-	(5,917)
CDBG INCOME	<u>6,500</u>	<u>542</u>	<u>-</u>	<u>(542)</u>	<u>4,200</u>	<u>350</u>	<u>-</u>	<u>(350)</u>	<u>12,600</u>	<u>1,050</u>	<u>-</u>	<u>(1,050)</u>
TOTAL HUD FUNDING	\$ 205,010	\$ 17,085	\$ 13,425	\$ (3,660)	\$ 194,050	\$ 16,171	\$ 14,626	\$ (1,545)	\$ 370,840	\$ 30,904	\$ 29,646	\$ (1,258)
INVESTMENT INCOME-UNRESTRICTED	\$ 40	\$ 3	\$ -	\$ (3)	\$ 30	\$ 3	\$ -	\$ (3)	\$ 50	\$ 4	\$ -	\$ (4)
NONDWELLING RENTAL INCOME	54,000	4,500	-	(4,500)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	2,800	233	-	(233)	1,200	100	-	(100)	2,900	242	-	(242)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	2,500	208	<u>774</u>	566
OTHER INCOME-MISCELLANEOUS	3,090	258	<u>73</u>	(185)	1,100	92	<u>85</u>	(7)	7,350	612	<u>425</u>	(187)
TOTAL INCOME	\$ 426,670	\$ 35,557	\$ 28,855	\$ (6,702)	\$ 357,530	\$ 29,795	\$ 27,618	\$ (2,177)	\$ 630,640	\$ 52,553	\$ 54,554	\$ 2,001
EXPENSES												
AUDIT FEES	\$ 3,520	\$ 293	\$ <u>294</u>	\$ 1	\$ 2,620	\$ 218	\$ <u>218</u>	\$ -	\$ 5,860	\$ 488	\$ <u>488</u>	\$ -
ADVERTISING	170	14	-	(14)	200	17	-	(17)	370	31	-	(31)
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 500	\$ 42	\$ <u>42</u>	\$ -	\$ 1,200	\$ 100	\$ <u>27</u>	\$ (73)	\$ 2,000	\$ 167	\$ <u>81</u>	\$ (86)
CONSULTANTS-RAD CONVERSION	500	42	-	(42)	530	44	-	(44)	10,000	833	-	(833)

Commissioner's Report - Property Detail

Month Ending: Oct 2022



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU October	ACTUAL THRU October	VARIANCE THRU October	ANNUAL BUDGET	BUDGET THRU October	ACTUAL THRU October	VARIANCE THRU October	ANNUAL BUDGET	BUDGET THRU October	ACTUAL THRU October	VARIANCE THRU October
COPIER	740	62	-	(62)	480	40	-	(40)	1,440	120	-	(120)
DUES & PUBLICATIONS	170	14	-	(14)	200	17	-	(17)	360	30	-	(30)
OFFICE SUPPLIES	200	17	-	(17)	200	17	-	(17)	390	33	-	(33)
PHONE & INTERNET	4,260	355	100	(255)	5,630	469	321	(148)	3,890	325	193	(132)
POSTAGE	420	35	9	(26)	400	33	6	(27)	820	68	18	(50)
LEGAL	3,000	250	-	(250)	1,880	157	-	(157)	11,140	928	-	(928)
CRIMINAL BACKGROUND CHECKS	40	3	-	(3)	20	2	-	(2)	300	25	-	(25)
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	333	-	(333)
TRAVEL	20	2	-	(2)	10	1	-	(1)	40	3	-	(3)
TRAINING	140	12	-	(12)	200	17	-	(17)	100	8	-	(8)
ACCOUNTING	6,500	542	619	77	4,540	378	398	20	15,500	1,292	1,194	(98)
MANAGEMENT FEES	57,840	4,820	1,750	(3,070)	52,040	4,337	1,125	(3,212)	157,000	13,083	3,375	(9,708)
MISCELLANEOUS- SUNDRY	4,740	396	250	(146)	3,720	308	150	(158)	5,200	433	449	16
TOTAL ADMINISTRATIVE EXPENSES	\$ 82,760	\$ 6,899	\$ 3,065	\$ (3,834)	\$ 73,870	\$ 6,155	\$ 2,245	\$ (3,910)	\$ 218,410	\$ 18,200	\$ 5,798	\$ (12,402)
OTHER TENANT SERVICES	\$ 1,400	\$ 117	\$ 200	\$ 83	\$ 1,200	\$ 100	\$ -	\$ (100)	\$ 1,300	\$ 108	\$ -	\$ (108)
TENANT SVCS – BEHAVIORAL HEALTH	15,500	1,292	-	(1,292)	10,400	867	-	(867)	13,200	1,100	-	(1,100)
TOTAL OTHER TENANT SERVICES	\$ 16,900	\$ 1,409	\$ 200	\$ (1,209)	\$ 11,600	\$ 967	\$ -	\$ (967)	\$ 14,500	\$ 1,208	\$ -	\$ (1,208)
WATER/SEWER	\$ 21,540	\$ 1,795	\$ 1,775	\$ (20)	\$ 15,000	\$ 1,250	\$ 1,086	\$ (164)	\$ 67,810	\$ 5,651	\$ 5,464	\$ (187)
ELECTRIC	86,520	7,210	3,702	(3,508)	2,600	217	867	650	9,240	770	1,114	344
GAS	-	-	-	-	5,040	420	425	5	45,140	3,762	1,000	(2,762)
TOTAL UTILITY EXPENSES	\$ 108,060	\$ 9,005	\$ 5,477	\$ (3,528)	\$ 22,640	\$ 1,887	\$ 2,377	\$ 490	\$ 122,190	\$ 10,183	\$ 7,578	\$ (2,605)
MAINTENANCE LABOR	\$ 18,000	\$ 1,500	\$ 538	\$ (962)	\$ 14,000	\$ 1,167	\$ 346	\$ (821)	\$ 33,000	\$ 2,750	\$ 1,037	\$ (1,713)
MAINT. MATERIALS	16,600	1,385	-	(1,385)	100,240	8,355	-	(8,355)	22,060	1,840	272	(1,568)
MAINT. CONTRACT COSTS	84,390	7,034	1,013	(6,021)	56,930	4,744	152	(4,592)	78,780	6,566	404	(6,162)

Commissioner's Report - Property Detail

Month Ending: Oct 2022



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU October</i>	<i>ACTUAL THRU October</i>	<i>VARIANCE THRU October</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU October</i>	<i>ACTUAL THRU October</i>	<i>VARIANCE THRU October</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU October</i>	<i>ACTUAL THRU October</i>	<i>VARIANCE THRU October</i>
EMPLOYEE BENEFITS	11,240	936	<u>45</u>	(891)	6,900	575	<u>29</u>	(546)	19,390	1,616	<u>87</u>	(1,529)
TOTAL MAINTENANCE	\$ 130,230	\$ 10,855	\$ 1,595	\$ (9,260)	\$ 178,070	\$ 14,841	\$ 526	\$ (14,315)	\$ 153,230	\$ 12,772	\$ 1,799	\$ (10,973)
INSURANCE	\$ 30,820	\$ 2,569	\$ <u>2,214</u>	\$ (355)	\$ 24,600	\$ 2,050	\$ <u>1,423</u>	\$ (627)	\$ 55,070	\$ 4,590	\$ <u>4,269</u>	\$ (321)
FLOOD INSURANCE	4,000	333	<u>429</u>	96	4,500	375	<u>392</u>	17	20,640	1,720	<u>1,658</u>	(63)
BAD DEBTS	1,500	125	<u>125</u>	-	930	78	<u>78</u>	-	10,800	900	<u>900</u>	(1)
COMPENSATED	420	35	<u>35</u>	-	420	35	<u>35</u>	-	420	35	<u>35</u>	-
ABSENCES												
PAYMENT IN LIEU OF TAXES	5,370	448	<u>447</u>	(1)	11,920	993	<u>994</u>	1	12,480	1,040	<u>1,040</u>	-
PENSION	3,000	250	<u>250</u>	-	2,430	203	<u>203</u>	-	5,260	438	<u>438</u>	-
RETIREE BENEFITS	7,900	658	<u>311</u>	(347)	5,460	455	<u>200</u>	(255)	14,900	1,242	<u>600</u>	(642)
TOTAL OTHER EXPENSES	\$ 53,010	\$ 4,418	\$ 3,811	\$ (607)	\$ 50,260	\$ 4,189	\$ 3,325	\$ (864)	\$ 119,570	\$ 9,965	\$ 8,939	\$ (1,026)
TOTAL EXPENDITURES	\$ 390,960	\$ 32,586	\$ 14,148	\$ (18,438)	\$ 336,440	\$ 28,039	\$ 8,473	\$ (19,566)	\$ 627,900	\$ 52,328	\$ 24,113	\$ (28,215)
Replacement Reserve	\$ 26,950	\$ 2,246	\$ <u>2,246</u>	\$ -	\$ 17,600	\$ 1,467	\$ <u>1,467</u>	\$ -	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ 8,760	\$ 725	\$ 12,461	\$ 11,736	\$ 3,490	\$ 289	\$ 17,678	\$ 17,389	\$ 2,740	\$ 225	\$ 30,441	\$ 30,216

Ocean City Housing Authority

Administrative Report

DATE: November 9, 2022

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for October 2022)

PERIOD: October 12, 2022 to November 8, 2022

Speitel Commons and Bayview Manor

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

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.

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

November update: The contractor was paid the final \$10,000 on this project. There are warranties on the building and systems that will be enforced as needed, if needed.

This topic will be removed from this report in December.

Bayview – Renovation Projects

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

<u>Exterior Renovations at Bayview Manor</u> a. Replacement of façade metal spandrel to compliment Speitel. b. Install exterior ADA compliant handrail; c. Replace approx 150 windows; d. Replacement of AC vents; e. Installation of new heating & AC systems in all units. f. Unit renovation based on need and budget;	Contract Award to Levy Construction Co, Inc. – May 2021 Working with vendor to order materials, due to availability expected construction start date is a minimum of 16-weeks after materials are ordered. Submittals, field measurements, and ordering of materials is in progress. Start date is a minimum of 16-weeks after materials are ordered; Construction meeting held 8/3/2021; Materials have been ordered, window and PTAC delivery is expected in November/December. The project team is coordinating with Levy Construction to ensure that all materials are on-site prior to the work starting; this will alleviate disruptions to the tenants and expedite the completion of the project. October update: Team meetings continue with Levy Construction; the PTEC units for the HVAC have been delivered; The windows are on order with no immediate delivery schedule; Façade metal spandrel to compliment Speitel is on order; New vent capping to match brick exterior in process; Exterior handrail is on order. November update: Team meetings will continue with Levy Construction; Left side windows have not been received; Waiting on delivery of windows to begin project.	December update: The windows and HVAC equipment have been received; Work is to begin in December for the installation of the windows and HVAC units in resident apartments. January update: Work on replacement of windows has begun; Window replacement project is on track for an end of January completion; Install of new PTEC units and wiring to be scheduled next. February update: Work on replacement of windows is almost complete; PTEC units are in with wiring complete; siding panel replacement is in process; Railing in the back and the front of the building are on order; Overhead door for the shop is on order; Expecting a punch list for this project by the end of February. March update: Punch list items are being worked on; Window, PTEC units and siding are all complete; Items on order are front and back railings, shop overhead door & vent covers; A time extension Change Order will be requested as the vendor is waiting for the items on order to complete this project; April update: Vent covers for each unit are outstanding; some minor punch list items remain; May update: Some vent covers have not been received due to supply chain issues and 5 PTEC units are to be received; very minor punch list items remain; June update: Same as above; July update: Vent covers that were received are being painted & installed; PTEC covers are being installed; August update: A few items remain on the punch list; this project is close to close-out; September update: This project is in the close-out process; October update: The final payment for this project is being processed; <i>November: The final payment on this project is complete;</i>
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Bayview – Renovation Projects (continued)

<u>Interior Renovations</u> a. Renovate Lobby; b. Addition of Mail Room; c. Renovate Community Room; d. Renovate Community Bathrooms; e. Renovate Laundry Room; f. New Flooring in Common Areas; g. All Common Areas painted; h. Maintenance Shop; i. Office & Conference Room; j. New Handrails throughout Common hallways;	Project Specifications have been advertised for bids to be received in early August; Anticipate September Contract Award	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; September update: Contract was awarded in August 2022 to Levy Construction Co, Inc; Project is in submittal phase; October update: Project is in submittal phase; Possible supply chain issues are being evaluated; <i>November update: Interior construction has begun; submittals are still in process; some change orders are anticipated;</i>
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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; September Update: A specification for the landscaping at Bayview Manor is in process to obtain quotes for the work; October Update: Specifications for this project are in review; This work will likely be completed in the spring; <i>November update: Some shrubs have been removed; The land has been graded and grass seed has been planted; New plantings are planned for April 2023;</i>
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Peck's Beach Family Redevelopment Project

Scope of Work	Work Status	Comments
Design Phase of the Redevelopment of Peck's Beach Family	- June 2021- Award Special Architectural and Engineering (Electrical & Mechanical) Services - Award Special Engineering (Civil) Services Project kick-off meeting with Professional Team has been completed; Subdivision approval is complete. October '21 update: The architect is completing the "massing" of the Family development for presentation to the board. November '21 update: The Architect will present "massing" ideas of the Family development to board at the November meeting. December '21 update: Work continues on the "massing" for the Family development; More progress is expected in January 2022. January '22 update: Massing for the Family development continues; Update to be given at board meeting. February '22 update: Further progress has been made on the massing for the family development; Updates to be shared at the meeting with the board regarding a preliminary design. March update: The preliminary design for the project is complete; Discussions are in process with the NJHMFA regarding financing; once the financing is decided with an investor's commitment the project will move to the next phase; April update: Discussions continue with the NJHMFA regarding financing; once the financing is decided with an investor's commitment the project will move to the next phase;	May update – Finalizing discussions with NJHMFA for funding options; Next step will be to obtain investor commitment for tax credit proposal; June update – Board presentation will occur at the June meeting; Next steps are investor commitment and file tax credit application with the NJHMFA. July update – NJHMFA application is in process; August update – NJHMFA has received the application. September update – NJHMFA has received the application. A further update will be given at the board meeting; October update – NJHMFA has received the application. A further update will be given at the board meeting; <i>November update: NJHMFA board approved the Declaration of Intent (DOI); The DOI has been passed to the Governor for the 14-day veto period; Notice of approval is anticipated for the first week in December; Next step is the submission of the project to the Planning Board by the end of November; We had a meeting with the Pecks Family residents on November 1st; The next meeting is planned for January 2023; Work on the RAD conversion process will continue to work toward "closing."</i>

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 - 10/2022	2022 OCT	2022 SEP	2022 AUG
<u>Tenant Accounts Receivable</u>				
Number of "non-payment of rent" cases referred to the solicitor	2	0	0	0
<u>Unit Inspections</u>				
Total number of units to be inspected in fiscal year	121	121	121	121
Number of inspections completed this month - all sites (include BB insp.)	3	119	20	20
Total number of units inspected year-to-date - all sites	3	867	748	748
<u>Occupancy</u>				
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	N/A	237	147	147
Annual Unit Turnaround Time (For Fiscal Year)	N/A	228	226	226
Monthly - Number of Vacancies Filled (this month)	0	1	1	1
Monthly - Average unit turnaround time in days for Lease up	N/A	200	77	77
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	N/A	32	39	39
PIC Score	91.89%	89.47%	89.74%	89.74%
<u>Vacancies - At end of Month</u>				
Bay View Manor	4	4	5	5
Speitel Commons	2	1	1	1
Peck's Beach Family	3	3	3	3
Total	9	8	9	9
Occupancy Rate	92.80%	93.60%	92.80%	92.80%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>				
Total Hours (Summarized Quarterly)		146		
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	13.67	16.27	43.24	43.24
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	13.67	25.81	26.49	26.49
<u>Rent Roll</u>				
Bay View Manor - Elderly/Disabled	\$14,644	\$13,911	\$13,907	\$13,907
Speitel Commons - Elderly/Disabled	\$12,907	\$12,845	\$13,366	\$13,366
Peck's Beach - Family	\$23,121	\$23,709	\$24,501	\$24,501
Total Rent Roll	\$50,672	\$50,465	\$51,774	\$51,774
<u>Waiting List Applicants - All Waiting Lists are CLOSED as of 9/30/2022</u>				
Families - Ocean City Preference	15	15	14	14
Families - No Ocean City Preference	142	114	93	93
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	11	8	6	6
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	168	157	129	129
<u>Maintenance Department</u>				
Average work order turnaround time in days - Tenant Generated	0.11	0.11	0.11	0.11
Total Tenant Generated Work Orders	36	34	37	37
Number of routine work orders written this month	89	95	209	209
Number of outstanding work orders from previous month	625	635	581	581
Total number of work orders to be addressed this month	750	764	827	827
Total number of work orders completed this month	101	139	192	192
Total number of work orders left outstanding	649	625	635	635
Number of emergency work orders written this month	0	0	0	0
Total number of work orders written year-to-date	125	1613	1484	1484
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0	0	0
<u>Real Estate Assessment Center (REAC) Scores</u>				
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68	68

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

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 10/31/2022	\$1,110,194.19
<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 10/2022	
	Current \$9,786.19
	Past \$25,184.67

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$4,773.87
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$89,048.61
Reimbursement for Pecks Family Redevelopment - City of OC	\$20,890.00

Less: Bill List payments - November 2022 (\$256,667.08)

Accrued Expenses - Total from detail below (\$15,324.17)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	139,630.00	1	11,635.83
Bad Debt	13,230.00	1	1,102.50
Comp Absences	1,260.00	1	105.00
P.I.L.O.T.	29,770.00	1	2,480.83
Net Accrual	183,890.00		15,324.17

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

Net Cash Balance \$1,058,210.28

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 46,735	23.76	Months
Per Day	\$ 1,558	679	Days

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

**RESOLUTION NO. 2022-65
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 **\$256,667.08**.

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: November 15, 2022

VOTE:

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

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

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

OCEAN CITY HOUSING AUTHORITY BILL LIST - November 2022			
BANK: COCC MGMT (new acct)			
Check #	Vendor	Invoice Notes	Total Amount
1040	ACENDA	June 2022 Resident Wellness Svcs	\$ 1,490.12
1075	ACENDA	Aug 2022 Resident Wellness Svcs	\$ 1,146.25
1149	ACENDA	Sept/Oct 2022 Resident Wellness Svcs	\$ 2,137.50
1150	ACE PLUMBING, HEATING & ELECTRICAL	Maint Supplies	\$ 29.77
1151	ADVANCED CABINETRY	Countertops - BVM & PBF	\$ 516.00
1152	AMBIENT COMFORT	HVAC repair - PBF	\$ 993.00
1153	ATLANTIC CITY ELECTRIC	Oct 2022 electric	\$ 5,635.16
1154	LINDA AVENA	Nov 2022 accounting	\$ 2,211.67
1155	CALL EXPERTS	Nov 2022 answering svcs	\$ 69.09
1156	CITY OF OCEAN CITY	FYE 2020 & 2021 PILOT pymts	\$ 62,226.00
1157	CLEAN SWEEP SERVICES	Oct BVM/Speitel cleaning	\$ 3,100.00
1158	CAPE MAY MUA	Buld waste disposal	\$ 203.73
1159	COMCAST	Oct 2022 business internet - Admin Ofc/Speitel	\$ 381.38
1160	FLORENCE DRISCOLL	Nov 2022 Tenant svcs	\$ 200.00
1161	FORD, SCOTT & ASSOC	FYE 2020 Audit	\$ 9,000.00
1162	WW GRAINGER	Maint uniform	\$ 55.66
1163	GREG SMITH TREE SVC	Stump grinding - BVM	\$ 600.00
1164	ASHLEY HARRIS	Nov 2022 BVM/Speitel cleaning; Oct 2021 pymt never cashed (reissued)	\$ 400.00
1165	ROBERT HARRIS	Nov 2022 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
1166	HOME DEPOT CREDIT SVCS	Maint Supplies	\$ 44.21
1167	THE HOME DEPOT PRO	Maint Supplies	\$ 486.26
ACH	JACQUELINE S JONES	FYE 2022 reimb for out of pocket expenses	\$ 7,893.78
1168	JOHN SPITZ	Nov 2022 Medicare reimb	\$ 568.43
1169	NJ AMERICAN WATER	Oct 2022 water	\$ 8,315.20
1170	DIANA CRUZ (OC PETTY CASH)	Petty cash replenishment - 9/30/22	\$ 25.70
1171	PHADA	Annual membership fee 12/2022-11/2023	\$ 205.00
1172	THE PRESS OF ATLANTIC CITY	Professional svcs RFP ads	\$ 310.40
1173	RONALD MILLER	Reimb for web hosting renewal	\$ 227.40
1174	ROBERT ROWELL	Oct 2022 maint contract grounds; Dec 2021 pymt never cashed (reissued)	\$ 400.00
1175	SOUTH JERSEY GAS	Oct 2022 gas svc - Speitel/PBF	\$ 3,896.25
1176	VERIZON CONNECT FLEET	Vehicle tracking -Nov 2022	\$ 17.45
1177	VERIZON	Oct 2022 business phone line - Admin Ofc; elevator phones/alarms - BVM/Speitel	\$ 483.77
1178	VERIZON WIRELESS	Nov 2022 cell phone svc	\$ 166.82
1179	VINELAND HOUSING AUTHORITY	Office coverage/maint/postage - Oct 2022; Nov 2022 mgmt fee; Sept 2022 exp reimb	\$ 24,676.89
1180	WALLACE HARDWARE	Maint Supplies	\$ 72.65
1181	WENDY HUGHES	Reimb for hotel for D Cruz - LIHTC training	\$ 205.18
1182	YARDI SYSTEMS	Bill Pay transaction fee	\$ 1.00
10192022	ADP	10/19/22 payroll & taxes	\$ 1,801.92
101922	ADP	10/19/22 payroll invoice	\$ 77.56
11022022	ADP	11/2/22 payroll & taxes	\$ 1,840.93
11022022	ADP	11/2/22 payroll invoice	\$ 77.56
11032022	NJ PERS	Oct 2022 pension pymt	\$ 556.80
txfr	OCHA REPLACEMENT RESERVE	Oct 2022 repl reserve deposit - BVM/Speitel	\$ 3,713.00
	PNC BANK FEE - OCT		\$ 68.98
	TOTAL NOV DISBURSEMENTS COCC (cocctur)		\$ 146,728.47
	TOTAL NOV DISBURSEMENTS CONSTR ACCT (sturcons)		\$ 89,048.61
	TOTAL NOV DISBURSEMENTS PBFAM GEN (pbfamily redevelopmt)		\$ 20,890.00
	TOTAL BILL LIST - NOV 2022		\$ 256,667.08

BANK: BAYVIEW/SPEITEL CONSTRUCTION (RAD_bayview)			
Check/Wire #	Vendor	Invoice Notes	Total Amount
	ATLANTIC CITY ELECTRIC	Speitel electric	87.90
149	THE DAILY JOURNAL OF NJ	IFB& revised IFB - PBSr demolition	164.46
	LEVY CONSTRUCTION	BVM renovations - Draw #29	87,615.00
	THE BROOKE GROUP LLC	BVM renovations consulting - Draw #29	1,181.25
	TOTAL NOV DISBURSEMENTS (sturcons)		\$ 89,048.61
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 NOV DISBURSEMENTS (sturgen)		\$ 20,890.00

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

**RESOLUTION NO. 2022-66
Resolution Authorizing Payment of Draw 29**

WHEREAS, the Ocean City Housing Authority solicited an Invitation for Bids for construction of four-story residential apartment building consisting of three stories of wood frame residential over one-story of reinforced concrete frame parking/utility to be known as Speitel Commons at Bayview Manor; and

WHEREAS, the Ocean City Housing Authority is committed to renovations at Bayview Manor, which is located next to Speitel Commons;

WHEREAS, the funding for the construction of Speitel Commons at Bayview Manor is partly through the New Jersey Housing and Mortgage Finance Agency and partly through the City of Ocean City;

WHEREAS, the funding for the renovations at Bayview Manor is through the City of Ocean City; and

WHEREAS, the funding through the City of Ocean City is via a partnership established through a Shared Services Agreement with the Ocean City Housing Authority; and

WHEREAS, the payments to the vendors for the construction of Speitel Commons at Bayview Manor and the renovations at Bayview Manor will be paid by the Ocean City Housing Authority through "Project Draws" funded by the City of Ocean City; and

WHEREAS, the attached Project Draws will be processed and the vendors paid upon receipt of the funds from the City of Ocean City; and

WHEREAS, Project Draw #29 in the amount of \$88,796.25
are attached for approval of this payment process;

THEREFORE, the Ocean City Housing Authority Board of Commissioners authorizes the payment of the above mentioned and attached draws upon receipt of the funds through the Shared Services Agreement with the City of Ocean City.

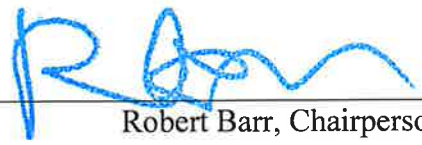
ADOPTED: November 15, 2022

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

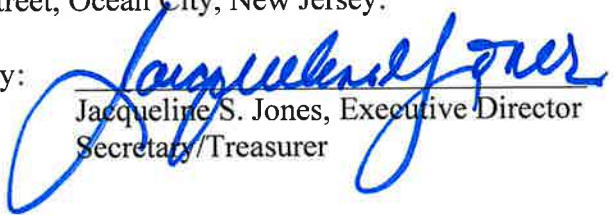
BY: _____


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

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones
Executive Director
Ocean City Housing Authority

November 10, 2022

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #29

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$88,796.25. Once the City has approved the request it will send the funds to the Housing Authority. Once those funds have been obtained, the Housing Authority will pay the project contractors as follows:

Contractor	Address	Draw Amount
Levy Construction Co. Inc	800 Newton Ave., Oaklyn, NJ 080107	\$87,615.00
The Brooke Group LLC	209 E Egnor, Galloway, NJ 08205	\$1,181.25
	TOTAL	\$88,796.25

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #29 Submission to Ocean City

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