

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

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Jacqueline S. Jones, Executive Director

December 7, 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, December 13, 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, December 13, 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 November 15, 2022
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports – Election of Officers
9. Old Business
10. New Business
11. Resolutions:

# 2022-67	Approval of Monthly Expenses <i>(updated)</i>
# 2022-68	Approve 2023 Board Meeting Dates
# 2022-69	Appoint JIF Fund Commissioner
# 2022-70	Award Title Insurance Professional Services
# 2022-71	Appoint Risk Management Consultant
- Comments from the press and/or public – Limited to 5 minutes for each speaker
12. Comments from Board Members
13. Adjournment

Housing Authority of the City of Ocean City

Regular Board of Commissioner Meeting Minutes

November 15, 2022 – 4:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held November 15, 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	
Commissioner Beverly McCall	
Commissioner Robert Henry	
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	
Chairman Robert Barr	

Also present were Jacqueline Jones, Executive Director, Ron Miller, Director of Affordable Housing, 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 October 18, 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	(Abstain)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Abstain)
Chairman Robert Barr	(Yes)

Treasurer's Report

Ms. Cavallo reviewed the Financial Report FYE October 31, 2022. Commissioner Henry suggested revising the budget since the Authority is far ahead. Mrs. Jones explained the reasons for the various lines items status one month into the fiscal year. Amending the Budget may be an issue because the State only requires it once a year. Commissioner Mumman stated you may run into legal ramifications with having a second budget. **Motion to approve the Treasurer'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	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Executive Director's Report

The final amount was paid to the contractors for Speitel Commons. All punch list items were completed. There are a few warranty issues being worked on with the contractor.

Ron Miller stated the Bayview Renovation demo has started on the 1st and 5th Floors. There are some hang ups on some of the submittals and materials. Also working through some issues with the elevator portion of the project.

The landscaping at Bayview Manor has begun over the last month. Some shrubs were removed, land graded and seeded. Planting will begin in the spring.

The Design Phase of Pecks Beach Family Redevelopment is ongoing and the team is working with the architect. Mrs. Jones reported the tax credit application was on the NJHMFA's agenda and was approved. The Authority will be working with Rick Ginnetti, Consultant on the finance side to work with HUD to bring this together for a RAD conversion at the same time with the Tax Credit funding.

Mrs. Jones reported that Ron Miller recently earned a promotion. His new title is Director of Affordable Housing. In addition to his current duties, he will also oversee Occupancy. Several Commissioners congratulated Ron.

Commissioner Halliday requested an update on the hearing for the Planning Board for family site development as well as elevator update. Ron did not currently have an update on the planning board hearing for the family site development. Ron stated an elevator expert was brought on. There is some damage to the actual cab steel frame. An investigator was sent to look into what the problem is. The final scope has not been received yet. The elevator expert will provide the expertise and guidance above and beyond the architect.

Commissioner Henry stated interest rates are going up and will probably continue to go up. He asked if this would affect the financing for the projects and the tax credit deal. Mrs. Jones stated yes it will but how much we will not know because we currently do not know how much the project is going to cost because the bids are not out yet. The Authority is aware of the potential impact the interest rates may have on this project and the City of Ocean City is aware too.

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

Committee Reports – Chairman Barr stated the nomination committee has been formed for the officers for next year to include Commissioner Mumman as Chair, Commissioner Halliday and himself.

Old Business – None.

New Business – None.

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

Resolution #2022-65
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$256,667.08. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones briefly reviewed the bill list. Brief discussion on Zoom cost and possibly using Teams instead. The following vote was taken:

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

Resolution #2022-66
Resolution Authorizing Payment of Draw 29

Chairman Barr called for a motion to approve Resolution #2022-66. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated the Draw was for materials. The following vote was taken:

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

Chairman Barr requested comments from the public. No public comments. Chairman Barr requested comments from Board Commissioners and/or Administration. No further comments.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:25 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Nov 2022



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU November	ACTUAL THRU November	VARIANCE THRU November
<u>INCOME</u>				
DWELLING RENTAL	\$ 569,880	\$ 94,980	\$ <u>97,509</u>	\$ 2,529
TOTAL TENANT REVENUE	\$ 569,880	\$ 94,980	\$ 97,509	\$ 2,529
HUD OPERATING SUBSIDY	\$ 287,240	\$ 47,874	\$ <u>36,452</u>	\$ (11,422)
HUD Asset Repositioning Fee - Operating Grant	-	-	<u>6,498</u>	6,498
PBV HAP SUBSIDY	388,360	64,728	<u>58,787</u>	(5,941)
HUD CAPITAL FUNDS-OPERATIONS	71,000	11,834	-	(11,834)
CDBG INCOME	23,300	3,884	<u>713</u>	(3,172)
TOTAL HUD FUNDING	\$ 769,900	\$ 128,320	\$ 102,450	\$ (25,871)
INVESTMENT INCOME- UNRESTRICTED	\$ 120	\$ 20	\$ <u>9</u>	\$ (11)
NONDWELLING RENTAL INCOME	54,000	9,000	-	(9,000)
OTHER INCOME-LAUNDRY	6,900	1,150	-	(1,150)
OTHER INCOME-FRAUD RECOVERY	2,500	416	<u>1,548</u>	1,132
OTHER INCOME-MISCELLANEOUS	11,540	1,924	<u>878</u>	(1,046)
TOTAL INCOME	\$ 1,414,840	\$ 235,810	\$ 202,394	\$ (33,416)
<u>EXPENSES</u>				
AUDIT FEES	\$ 12,000	\$ 1,998	\$ <u>2,000</u>	\$ 2
ADVERTISING	740	124	<u>310</u>	186
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 3,700	\$ 618	\$ <u>150</u>	\$ (468)
CONSULTANTS-RAD CONVERSION	11,030	1,838	<u>2,500</u>	662
COPIER	2,660	444	-	(444)
DUES & PUBLICATIONS	730	122	<u>205</u>	83
OFFICE SUPPLIES	790	134	<u>158</u>	24
PHONE & INTERNET	13,780	2,298	<u>1,985</u>	(313)
POSTAGE	1,640	272	<u>306</u>	34
LEGAL	16,020	2,670	-	(2,670)
CRIMINAL BACKGROUND CHECKS	360	60	-	(60)
LEGAL-RAD	4,000	666	-	(666)
TRAVEL	70	12	-	(12)
TRAINING	440	74	-	(74)
ACCOUNTING	26,540	4,424	<u>4,423</u>	(1)
MANAGEMENT FEES	266,880	44,480	<u>19,388</u>	(25,092)
MISCELLANEOUS-SUNDRY	13,660	2,274	<u>2,187</u>	(87)
TOTAL ADMINISTRATIVE EXPENSES	\$ 375,040	\$ 62,508	\$ 33,613	\$ (28,895)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Nov 2022



OTHER TENANT SERVICES	\$	3,900	\$	650	\$	<u>400</u>	\$	(250)
TENANT SVCS – BEHAVIORAL HEALTH		39,100		6,518		<u>713</u>		(5,806)
TOTAL OTHER TENANT SERVICES	\$	<u>43,000</u>	\$	<u>7,168</u>	\$	<u>1,113</u>	\$	<u>(6,056)</u>
WATER/SEWER	\$	104,350	\$	17,392	\$	<u>24,908</u>	\$	7,516
ELECTRIC		98,360		16,394		<u>11,318</u>		(5,076)
GAS		50,180		8,364		<u>5,321</u>		(3,043)
TOTAL UTILITY EXPENSES	\$	<u>252,890</u>	\$	<u>42,150</u>	\$	<u>41,547</u>	\$	<u>(603)</u>
MAINTENANCE LABOR	\$	65,000	\$	10,834	\$	<u>8,127</u>	\$	(2,707)
MAINT. MATERIALS		138,900		23,160		<u>3,093</u>		(20,067)
MAINT. CONTRACT COSTS		220,100		36,688		<u>17,505</u>		(19,183)
EMPLOYEE BENEFITS		37,530		6,254		<u>679</u>		(5,575)
TOTAL MAINTENANCE	\$	<u>461,530</u>	\$	<u>76,936</u>	\$	<u>29,404</u>	\$	<u>(47,532)</u>
INSURANCE	\$	110,490	\$	18,418	\$	<u>15,812</u>	\$	(2,606)
FLOOD INSURANCE		29,140		4,856		<u>5,264</u>		408
BAD DEBTS		13,230		2,206		<u>2,205</u>		(1)
COMPENSATED ABSENCES		1,260		210		<u>210</u>		-
PAYMENT IN LIEU OF TAXES		29,770		4,962		<u>4,962</u>		(0)
PENSION		10,690		1,782		<u>1,782</u>		-
RETIREE BENEFITS		28,260		4,710		<u>2,447</u>		(2,263)
TOTAL OTHER EXPENSES	\$	<u>222,840</u>	\$	<u>37,144</u>	\$	<u>32,682</u>	\$	<u>(4,462)</u>
TOTAL EXPENDITURES	\$	<u>1,355,300</u>	\$	<u>225,906</u>	\$	<u>138,358</u>	\$	<u>(87,548)</u>
Replacement Reserve	\$	44,550	\$	7,426	\$	<u>7,427</u>	\$	1
PROFIT	\$	<u>14,990</u>	\$	<u>2,478</u>	\$	<u>56,609</u>	\$	<u>54,131</u>

Commissioner's Report - Property Detail

Month Ending: Nov 2022



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU November</i>	<i>ACTUAL THRU November</i>	<i>VARIANCE THRU November</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU November</i>	<i>ACTUAL THRU November</i>	<i>VARIANCE THRU November</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU November</i>	<i>ACTUAL THRU November</i>	<i>VARIANCE THRU November</i>
INCOME												
DWELLING RENTAL	\$ 161,730	\$ 26,956	\$ <u>30,701</u>	\$ 3,745	\$ 161,150	\$ 26,858	\$ <u>25,814</u>	\$ (1,044)	\$ 247,000	\$ 41,166	\$ <u>40,994</u>	\$ (172)
TOTAL TENANT REVENUE	\$ 161,730	\$ 26,956	\$ 30,701	\$ 3,745	\$ 161,150	\$ 26,858	\$ 25,814	\$ (1,044)	\$ 247,000	\$ 41,166	\$ 40,994	\$ (172)
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 287,240	\$ 47,874	\$ <u>36,452</u>	\$ (11,422)
HUD Asset Repositioning Fee - Operating Grant	-	-	-	-	-	-	-	-	-	-	<u>6,498</u>	6,498
PBV HAP SUBSIDY	198,510	33,086	<u>28,522</u>	(4,564)	189,850	31,642	<u>30,265</u>	(1,377)	-	-	-	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	71,000	11,834	-	(11,834)
CDBG INCOME	6,500	1,084	<u>128</u>	(956)	4,200	700	<u>200</u>	(501)	12,600	2,100	<u>385</u>	(1,715)
TOTAL HUD FUNDING	\$ 205,010	\$ 34,170	\$ 28,650	\$ (5,520)	\$ 194,050	\$ 32,342	\$ 30,465	\$ (1,878)	\$ 370,840	\$ 61,808	\$ 43,335	\$ (18,473)
INVESTMENT INCOME-UNRESTRICTED	\$ 40	\$ 6	\$ <u>4</u>	\$ (2)	\$ 30	\$ 6	\$ <u>0</u>	\$ (6)	\$ 50	\$ 8	\$ <u>5</u>	\$ (3)
NONDWELLING RENTAL INCOME	54,000	9,000	-	(9,000)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	2,800	466	-	(466)	1,200	200	-	(200)	2,900	484	-	(484)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	2,500	416	<u>1,548</u>	1,132
OTHER INCOME-MISCELLANEOUS	3,090	516	<u>128</u>	(388)	1,100	184	<u>170</u>	(14)	7,350	1,224	<u>580</u>	(644)
TOTAL INCOME	\$ 426,670	\$ 71,114	\$ 59,483	\$ (11,631)	\$ 357,530	\$ 59,590	\$ 56,449	\$ (3,141)	\$ 630,640	\$ 105,106	\$ 86,462	\$ (18,644)
EXPENSES												
AUDIT FEES	\$ 3,520	\$ 586	\$ <u>588</u>	\$ 2	\$ 2,620	\$ 436	\$ <u>436</u>	\$ -	\$ 5,860	\$ 976	\$ <u>976</u>	\$ -
ADVERTISING	170	28	<u>87</u>	59	200	34	<u>56</u>	22	370	62	<u>168</u>	106
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 500	\$ 84	\$ <u>42</u>	\$ (42)	\$ 1,200	\$ 200	\$ <u>27</u>	\$ (173)	\$ 2,000	\$ 334	\$ <u>81</u>	\$ (253)

Commissioner's Report - Property Detail

Month Ending: Nov 2022



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU November</i>	<i>ACTUAL THRU November</i>	<i>VARIANCE THRU November</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU November</i>	<i>ACTUAL THRU November</i>	<i>VARIANCE THRU November</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU November</i>	<i>ACTUAL THRU November</i>	<i>VARIANCE THRU November</i>
CONSULTANTS-RAD CONVERSION	500	84	<u>700</u>	616	530	88	<u>450</u>	362	10,000	1,666	<u>1,350</u>	(316)
COPIER	740	124	-	(124)	480	80	-	(80)	1,440	240	-	(240)
DUES & PUBLICATIONS	170	28	<u>57</u>	29	200	34	<u>37</u>	3	360	60	<u>111</u>	51
OFFICE SUPPLIES	200	34	<u>44</u>	10	200	34	<u>28</u>	(6)	390	66	<u>85</u>	19
PHONE & INTERNET	4,260	710	<u>392</u>	(318)	5,630	938	<u>987</u>	49	3,890	650	<u>607</u>	(43)
POSTAGE	420	70	<u>86</u>	16	400	66	<u>55</u>	(11)	820	136	<u>165</u>	29
LEGAL	3,000	500	-	(500)	1,880	314	-	(314)	11,140	1,856	-	(1,856)
CRIMINAL BACKGROUND CHECKS	40	6	-	(6)	20	4	-	(4)	300	50	-	(50)
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	666	-	(666)
TRAVEL	20	4	-	(4)	10	2	-	(2)	40	6	-	(6)
TRAINING	140	24	-	(24)	200	34	-	(34)	100	16	-	(16)
ACCOUNTING	6,500	1,084	<u>1,239</u>	155	4,540	756	<u>796</u>	40	15,500	2,584	<u>2,389</u>	(195)
MANAGEMENT FEES	57,840	9,640	<u>5,429</u>	(4,211)	52,040	8,674	<u>3,490</u>	(5,184)	157,000	26,166	<u>10,469</u>	(15,697)
MISCELLANEOUS- SUNDRY	4,740	792	<u>605</u>	(187)	3,720	616	<u>379</u>	(237)	5,200	866	<u>1,204</u>	338
TOTAL ADMINISTRATIVE EXPENSES	\$ 82,760	\$ 13,798	\$ 9,268	\$ (4,530)	\$ 73,870	\$ 12,310	\$ 6,741	\$ (5,569)	\$ 218,410	\$ 36,400	\$ 17,604	\$ (18,796)
OTHER TENANT SERVICES	\$ 1,400	\$ 234	\$ <u>400</u>	\$ 166	\$ 1,200	\$ 200	\$ -	\$ (200)	\$ 1,300	\$ 216	\$ -	\$ (216)
TENANT SVCS – BEHAVIORAL HEALTH	15,500	2,584	<u>200</u>	(2,385)	10,400	1,734	<u>128</u>	(1,606)	13,200	2,200	<u>385</u>	(1,815)
TOTAL OTHER TENANT SERVICES	\$ 16,900	\$ 2,818	\$ 600	\$ (2,219)	\$ 11,600	\$ 1,934	\$ 128	\$ (1,806)	\$ 14,500	\$ 2,416	\$ 385	\$ (2,031)
WATER/SEWER	\$ 21,540	\$ 3,590	\$ <u>5,338</u>	\$ 1,748	\$ 15,000	\$ 2,500	\$ <u>3,263</u>	\$ 763	\$ 67,810	\$ 11,302	\$ <u>16,306</u>	\$ 5,004
ELECTRIC	86,520	14,420	<u>7,404</u>	(7,016)	2,600	434	<u>1,733</u>	1,299	9,240	1,540	<u>2,181</u>	641
GAS	-	-	-	-	5,040	840	<u>812</u>	(29)	45,140	7,524	<u>4,510</u>	(3,014)
TOTAL UTILITY EXPENSES	\$ 108,060	\$ 18,010	\$ 12,742	\$ (5,268)	\$ 22,640	\$ 3,774	\$ 5,808	\$ 2,034	\$ 122,190	\$ 20,366	\$ 22,997	\$ 2,631
MAINTENANCE LABOR	\$ 18,000	\$ 3,000	\$ <u>2,276</u>	\$ (724)	\$ 14,000	\$ 2,334	\$ <u>1,463</u>	\$ (871)	\$ 33,000	\$ 5,500	\$ <u>4,389</u>	\$ (1,111)

Commissioner's Report - Property Detail

Month Ending: Nov 2022



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU November</i>	<i>ACTUAL THRU November</i>	<i>VARIANCE THRU November</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU November</i>	<i>ACTUAL THRU November</i>	<i>VARIANCE THRU November</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU November</i>	<i>ACTUAL THRU November</i>	<i>VARIANCE THRU November</i>
MAINT. MATERIALS	16,600	2,770	<u>553</u>	(2,217)	100,240	16,710	<u>280</u>	(16,430)	22,060	3,680	<u>2,260</u>	(1,420)
MAINT. CONTRACT COSTS	84,390	14,068	<u>8,012</u>	(6,056)	56,930	9,488	<u>2,995</u>	(6,493)	78,780	13,132	<u>6,498</u>	(6,634)
EMPLOYEE BENEFITS	11,240	1,872	<u>190</u>	(1,682)	6,900	1,150	<u>122</u>	(1,028)	19,390	3,232	<u>366</u>	(2,866)
TOTAL MAINTENANCE	\$ 130,230	\$ 21,710	\$ 11,030	\$ (10,680)	\$ 178,070	\$ 29,682	\$ 4,860	\$ (24,822)	\$ 153,230	\$ 25,544	\$ 13,513	\$ (12,031)
INSURANCE	\$ 30,820	\$ 5,138	\$ <u>4,427</u>	\$ (711)	\$ 24,600	\$ 4,100	\$ <u>2,846</u>	\$ (1,254)	\$ 55,070	\$ 9,180	\$ <u>8,538</u>	\$ (642)
FLOOD INSURANCE	4,000	666	<u>859</u>	193	4,500	750	<u>1,090</u>	340	20,640	3,440	<u>3,315</u>	(125)
BAD DEBTS	1,500	250	<u>250</u>	-	930	156	<u>156</u>	-	10,800	1,800	<u>1,799</u>	(1)
COMPENSATED ABSENCES	420	70	<u>70</u>	-	420	70	<u>70</u>	-	420	70	<u>70</u>	-
PAYMENT IN LIEU OF TAXES	5,370	896	<u>894</u>	(2)	11,920	1,986	<u>1,988</u>	2	12,480	2,080	<u>2,080</u>	-
PENSION	3,000	500	<u>500</u>	-	2,430	406	<u>406</u>	-	5,260	876	<u>876</u>	-
RETIREE BENEFITS	7,900	1,316	<u>685</u>	(631)	5,460	910	<u>441</u>	(469)	14,900	2,484	<u>1,321</u>	(1,163)
TOTAL OTHER EXPENSES	\$ 53,010	\$ 8,836	\$ 7,685	\$ (1,151)	\$ 50,260	\$ 8,378	\$ 6,997	\$ (1,381)	\$ 119,570	\$ 19,930	\$ 18,000	\$ (1,930)
TOTAL EXPENDITURES	\$ 390,960	\$ 65,172	\$ 41,325	\$ (23,847)	\$ 336,440	\$ 56,078	\$ 24,535	\$ (31,543)	\$ 627,900	\$ 104,656	\$ 72,499	\$ (32,157)
Replacement Reserve	\$ 26,950	\$ 4,492	\$ <u>4,493</u>	\$ 1	\$ 17,600	\$ 2,934	\$ <u>2,934</u>	\$ -	\$ -	\$ -	\$ <u>-</u>	\$ -
PROFIT	\$ 8,760	\$ 1,450	\$ 13,666	\$ 12,216	\$ 3,490	\$ 578	\$ 28,980	\$ 28,402	\$ 2,740	\$ 450	\$ 13,964	\$ 13,514

Ocean City Housing Authority

Administrative Report

DATE: December 6, 2022

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for November 2022)

PERIOD: November 9, 2022 to December 5, 2022

Bayview – Renovation Projects

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

<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 Page 1 of 4	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> <i>Same; some unknown issues regarding risers and changes in</i>
--	---	--

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; 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>December update: 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; 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>December update: The official approval letter (Declaration of Intent) for the financing from the NJHMFA was received in November. Design details are in process. An informal meeting with the Planning Office is to be scheduled prior to the Planning Board presentation, which is anticipated for February 2023;</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 10/2022 - 10/2023

2022
NOV

2022
OCT

<u>Tenant Accounts Receivable</u>		
Number of “non-payment of rent” cases referred to the solicitor	0	2
<u>Unit Inspections</u>		
Total number of units to be inspected in fiscal year	119	119
Number of inspections completed this month - all sites (include BB insp.)	119	3
Total number of units inspected year-to-date - all sites	122	3
<u>Occupancy</u>		
Monthly Unit Turnaround Time (Avg) (Down,Prep & Lease-up Time)	144	N/A
Annual Unit Turnaround Time (For Fiscal Year)	144	N/A
Monthly - Number of Vacancies Filled (this month)	1	0
Monthly - Average unit turnaround time in days for Lease up	77	N/A
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	67	N/A
PIC Score	97.30%	91.89%
<u>Vacancies - At end of Month</u>		
Bay View Manor	3	4
Speitel Commons	2	2
Peck's Beach Family	3	3
Total	8	9
Occupancy Rate	93.60%	92.80%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>		
Total Hours (Summarized Quarterly)		
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	0.00	13.67
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	13.67	13.67
<u>Rent Roll</u>		
Bay View Manor - Elderly/Disabled	\$14,704	\$14,644
Speitel Commons - Elderly/Disabled	\$12,907	\$12,907
Peck's Beach - Family	\$21,647	\$23,121
Total Rent Roll	\$49,258	\$50,672
<u>Waiting List Applicants - All Waiting Lists are CLOSED as of 9/30/2022</u>		
Families - Ocean City Preference	15	15
Families - No Ocean City Preference	142	142
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	8	11
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	167	168
<u>Maintenance Department</u>		
Average work order turnaround time in days - Tenant Generated	0.13	0.11
Total Tenant Generated Work Orders	38	36
Number of routine work orders written this month	52	89
Number of outstanding work orders from previous month	649	625
Total number of work orders to be addressed this month	739	750
Total number of work orders completed this month	87	101
Total number of work orders left outstanding	652	649
Number of emergency work orders written this month	0	0
Total number of work orders written year-to-date	215	125
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0

Program Statistics Report 10/2022 - 10/2023		2022 NOV	2022 OCT
<u>Real Estate Assessment Center (REAC) Scores</u>			
Year-End 2018 - Audited - Remains static due to RAD Application		68	68

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

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 11/30/2022	\$980,718.14
<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 11/2022	
	Current (\$1,586.02)
	Past \$6,957.50

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 - December 2022 (\$183,950.69)

Accrued Expenses - Total from detail below (\$30,648.33)

<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	2	23,271.67
Bad Debt	13,230.00	2	2,205.00
Comp Absences	1,260.00	2	210.00
P.I.L.O.T.	29,770.00	2	4,961.67
Net Accrual	183,890.00		30,648.33

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

Net Cash Balance \$956,527.08

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 69,179	14.18	Months
Per Day	\$ 2,306	415	Days

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

**RESOLUTION NO. 2022-67
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 \$183,950.69.

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: December 13, 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 December 13, 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 - December 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
1183	AQUARIUS CAPITAL	GASB 75 for fye 9/2021	\$ 2,500.00
1184	ATLANTIC CITY ELECTRIC	Nov 2022 electric	\$ 7,517.81
1185	ATLANTIC COAST ALARM INC	Pull station repair	\$ 264.00
1186	LINDA AVENA	Dec 2022 accounting svcs	\$ 2,211.67
1187	CALL EXPERTS	Dec 2022 answering service	\$ 73.57
1188	CDW GOVERNMENT	Check scanner	\$ 754.51
1189	CHUTE MASTER ENVIRONMENTAL	Trash chute cleaning & door repair	\$ 1,440.00
1190	CLEAN SWEEP	Nov 2022 bldg cleaning - BVM/Speitel	\$ 2,660.00
1191	CAPE MAY COUNTY MUA	Maint Supplies - propane tanks	\$ 14.00
1192	COMCAST	Nov 2022 business internet - Admin Ofc/Speitel	\$ 131.21
1193	CUSTOM GRAPHICS INC	Maint uniforms	\$ 391.82
1194	FLORENCE DRISCOLL	Dec 2022 Tenant svcs	\$ 200.00
1195	FEDERAL EXPRESS	Nov 2022 Overnight delivery	\$ 92.79
1196	WW GRAINGER	Maint Supplies	\$ 160.88
1197	ASHLEY HARRIS	Dec 2022 BVM/Speitel cleaning	\$ 200.00
1198	ROBERT HARRIS	Dec 2022 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
1199	HD SUPPLY	Maint Supplies	\$ 235.70
1200	THOMAS HEIST INSURANCE	OCCDC Directors/Officers liability ins	\$ 3,711.24
1201	HOME DEPOT CREDIT SVCS	Maint Supplies	\$ 397.93
1202	THE HOME DEPOT PRO	Maint Supplies	\$ 836.28
1203	JC'S CUSTOM PAINTING	Painting svcs	\$ 1,314.00
1204	JOHN SPITZ	Dec 2022 Medicare reimb & prescrip copays	\$ 430.93
1205	LINWOOD GULF	Vehicle repair	\$ 35.00
1206	NJ AMERICAN WATER	Nov 2022 water	\$ 8,268.23
1207	QUALITY PRINTING	Business cards	\$ 158.00
1208	ROBERT ROWELL	Dec 2022 maint contract grounds	\$ 200.00
1209	SHERWIN WILLIAMS	Painting supplies	\$ 171.98
1210	I S SMICK LUMBER	Maint Supplies	\$ 958.04
1211	SOUTH JERSEY GAS	Nov 2022 gas	\$ 4,119.49
1212	TK ELEVATOR	Qtrly elevator maint/phone monitoring - 12/22-2/23	\$ 1,762.66
1213	VECTOR SECURITY	Fire system inspection & monitoring - pbfamily	\$ 349.20
1214	VERIZON CONNECT FLEET	Dec 2022 vehicle tracking subscription	\$ 17.45
1215	VERIZON	Nov 2022 business phone line - Admin Ofc; elevator phones/alarms - BVM/Speitel	\$ 474.99
1216	VERIZON WIRELESS	Dec 2022 cell phone svc	\$ 103.17
1217	VINELAND HOUSING AUTHORITY	Office coverage/maint/postage - Nov 2022; Dec 2022 mgmt fee;	\$ 17,111.91
1218	WALLACE HARDWARE	Maint Supplies	\$ 83.97
ACH	ADP	11/16/22 payroll & taxes	\$ 2,091.21
ACH	ADP	11/16/22 payroll invoice	\$ 80.62
ACH	ADP	11/30/22 payroll & taxes	\$ 1,957.94
ACH	ADP	11/30/22 payroll invoice	\$ 77.56
txfr	OCHA REPLACEMENT RESERVE	Dec 2022 repl reserve deposit - BVM/Speitel	\$ 3,713.00
ACH	NJ State Health Benefits Program	Nov/Dec 2022 retiree health benefits	\$ 1,696.48
	PNC BANK FEE - NOV		\$ 68.97
	TOTAL DEC DISBURSEMENTS COCC (cocctur)		\$ 74,012.08
	TOTAL DEC DISBURSEMENTS CONSTR ACCT (sturcons)		\$ 89,048.61
	TOTAL DEC DISBURSEMENTS PBFAM GEN (pbfamily redevelopmt)		\$ 20,890.00
	TOTAL BILL LIST - DEC 2022		\$ 183,950.69

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

OCEAN CITY HOUSING AUTHORITY BILL LIST - December 2022			
	TOTAL DEC 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 DEC DISBURSEMENTS (sturgen)		\$ 20,890.00

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

RESOLUTION NO. 2022-68

A Resolution Approving Dates for 2023 Board Meetings

WHEREAS, the Board of Commissioners of the Ocean City Housing Authority officially meets on the third Tuesday of each month at 4:00 p.m. unless noted below; and,

WHEREAS, the list of dates below identifies those Tuesday throughout the year, 2023, on which Board meetings have been scheduled; and,

Tuesday, January 17, 2023
Tuesday, February 21, 2023
Tuesday, March 21, 2023
Tuesday, April 18, 2023
Tuesday, May 16, 2023
Tuesday, June 20, 2023
Tuesday, July 18, 2023
Tuesday, August 22, 2023
Tuesday, September 19, 2023
Tuesday, October 17, 2023
Tuesday, November 21, 2023
Tuesday, December 12, 2023 (*second Tuesday of the month*)

WHEREAS, this list will be forwarded to the City of Ocean City’s Clerk and will be published in *The Press of Atlantic City and the Daily Journal – Vineland Edition* well in advance of the January 2023 meeting.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves the schedule of dates as listed above for the year 2023.

ADOPTED: December 13, 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 December 13, 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. 2022-69

**Resolution Appointing Jacqueline Jones as the Housing Authority of Ocean City's Fund
Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund (JIF)
for the Fund Year 2023**

WHEREAS, the Housing Authority of the City of Ocean City is a member of the New Jersey Public Housing Joint Insurance Fund; and,

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a Fund Commissioner to represent and serve the Authority as its' representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Ocean City hereby appoints Jacqueline S. Jones as its Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2023.

ADOPTED: December 13, 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 December 13, 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. 2022-70
Resolution Awarding Title Insurance Services Contract

WHEREAS, the Ocean City Housing Authority requires Title Insurance Services for the Redevelopment of the Pecks Beach Family Project; and

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

WHEREAS, one proposal for Title Insurance Services was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners to award a contract to Surety Title Company LLC, 111 E 9th St, 2nd Floor, Ocean City, NJ 08226 to provide the Ocean City Housing Authority with its Title Insurance services for the Redevelopment of the Pecks Beach Family Project, 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 Title Insurance Professional Services contract to Surety Title Company LLC indicated above.

ADOPTED: December 13, 2022

VOTE:

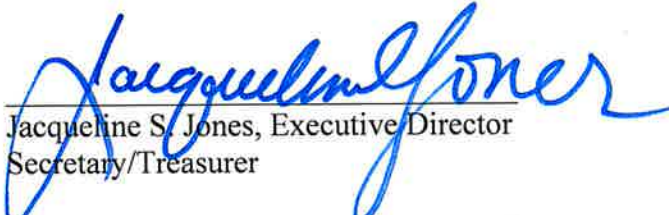
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					
Commissioner McCall	✓				✓	
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					✓
Commissioner Broadley	✓					
Chairman Barr	✓					

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 December 13, 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:

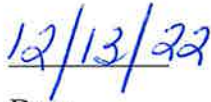
TITLE INSURANCE PROFESSIONAL SERVICES CONTRACT

from the Development Budget to be paid from the City of Ocean City funding. The line item to be charged for the above expenditure is Account # 1405-05.



Wendy Hughes

Certifying Financial Officer



Date

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

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

Title Insurance - Pecks Beach Redevelopment

UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION		TOTAL PRICE
INS_OWN	Provide price for Owners Policy - Housing Authority of the City of Ocean City	23,814.50	35,814.
INS_LEND_CONS	Provide price for Lenders Policy to New Jersey Housing & Mortgage Finance Agency (NJHMFA) - Construction Loan		25.
INS_LEND_PERM	Provide price for Lenders Policy to New Jersey Housing & Mortgage Finance Agency (NJHMFA) - Permanent Loan		25.
INS_CITY	Provide price for Lenders Policy to City of Ocean City		25.
INS_TITL_SRCH	Provide price for Title Search Fees		889.
INS_REC RD_5	Provide Recording Fees - per document - up to 5 total pages		80.
INS_REC RD_1	Provide Recording Fees - per page - after 5 total pages (per page cost)		10.
INS_OTHR	List other associated items and charges See attached for estimation on endorsements for NJHMFA		23,557.75
Subject to actual recordings		TOTAL PROJECT COST	60,335.75

see attached

Surety Title Company, LLC	
Firm Name	
111 E. 9th Street, 2nd Flr., Ocean City, NJ 08226	
Street, Town, State, Zip Code	
609-399-1227	609-399-1275
Telephone	Fax
Sworn to and subscribed	
Signature of proposer if the proposer is an individual	NOV. 21, 2022
Signature of partner if proposer is a partnership	Beth A. Turner
Signature of officer if the proposer is a corporation	Notary Public
Executive Vice Pres.	(SEAL)
Title	BETH A. TURNER
	NOTARY PUBLIC OF NEW JERSEY
	MY COMMISSION EXPIRES APRIL 21, 2025

UNIT PRICING

Owners coverage	\$23,875,875.00	\$ 35,814.00	\$1.50/1000
Lenders coverage	7,838,053.00	\$ 25.00	
Lenders coverage	5,276,358.00	\$ 25.00	
Lenders coverage	9,370,250.00	\$ 25.00	

ENDORSEMENTS:

Survey		\$ 25.00	
Access		\$ 50.00	
Tax Parcel		\$ 50.00	
Comprehensive ALTA 9.3		\$ 3,372.70	10%
Contiguity		\$ 50.00	
Zoning (3.1 or 3.2)		\$ 7,163.00	20%
Waiver of Arbitration		N/A	
Maximum Loss			TBD
Fairways		\$ 50.00	
Non-Imputation 15.1		\$ 7,163.00	20%
Tax Credit		\$ 500.00	
Utility Facility		\$ 50.00	
ALTA 9.10		\$ 3,372.70	10%
Leasehold		N/A	
Subdivision		\$ 1,686.35	5%
Environmental		\$ 25.00	

Subject to NJMFA

SEARCHES

Tax Search		\$ 56.00	per parcel
Corporate status		\$ 112.00	
Franchise Tax		\$ 96.00	
Tidelands		\$ 40.00	per parcel
Flood Hazard Cert		\$ 10.00	per parcel
Closing Protection Letter		\$ 75.00	
County search and copies		\$ 500.00	

TOTAL	\$ 60,335.75
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**Ocean City Housing Authority
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2022-71
Appointing Risk Management Consultant**

WHEREAS, the Ocean City Housing Authority is a member of the New Jersey Public Housing Authority Joint Insurance Fund, and;

WHEREAS, the bylaws of the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds require that each municipality appoint a Risk Management Consultant to perform various professional services as detailed in the By-laws; and;

WHEREAS, the bylaws indicate a fee not to exceed six percent (6%) of the municipal assessment which expenditures represents reasonable compensation for the services required and was included the cost considered by the governing body, and;

WHEREAS, NJSA 40A:11-5(1)(m), specifically exempts the hiring of insurance consultants from competitive bidding as an extraordinary unspecifiable service and;

WHEREAS, the experience, knowledge of public insurance and risk management issues and judgmental nature required of a Risk Management Consultant are clearly an extraordinary unspecifiable service which therefore render competitive bidding impractical;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Ocean City does hereby appoint Thomas H. Heist Insurance Agency as its Risk Management Consultant for the calendar year 2023 in accordance with 40A:11-5; and

BE IT FURTHER RESOLVED that the governing body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA:11-5(1), (a), (i).

ADOPTED: December 13, 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

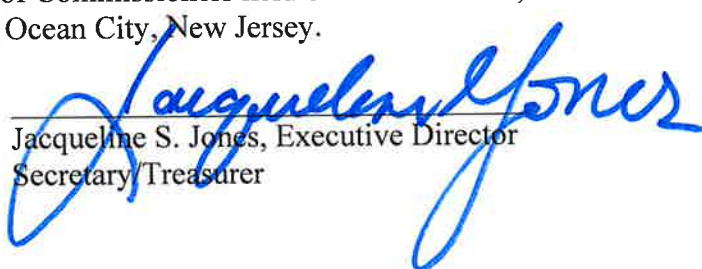
BY: _____


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 December 13, 2022 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

RISK MANAGEMENT CONSULTANT'S AGREEMENT

THIS AGREEMENT entered into this 1st day of January, 23 between the Housing Authority of the City of Ocean City (hereinafter referred to as the AUTHORITY) and Thomas H. Heist Insurance Agency (hereinafter referred to as the CONSULTANT).

WHEREAS, the CONSULTANT has offered to the AUTHORITY professional risk management consulting services as required in the bylaws of the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds, and;

WHEREAS, the AUTHORITY desires these professional services pursuant to the resolution adopted by the governing body of the AUTHORITY at a meeting held on December 13, 2022 and;

NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - a. Assist the AUTHORITY in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
 - b. Assist the AUTHORITY in understanding the various coverages available from the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.
 - c. Review with the AUTHORITY any additional coverages that the CONSULTANT feels should be carried but are not available from the FUND and subject to the AUTHORITY's authorization, place such coverage outside the FUND.
 - d. Assist the AUTHORITY in the preparation of applications, statements of values, and similar documents requested by the FUND, it being understood that this Agreement does not include any appraisal work by the CONSULTANT.
 - e. Review Certificates of Insurance from contractors, vendors and professionals when requested by the AUTHORITY.
 - f. Review the AUTHORITY's assessment as prepared by the FUND and assist the AUTHORITY in the preparation of its annual insurance budget.
 - g. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) Authority safety committee meeting per annum to promote the safety objectives and goals of the AUTHORITY and the FUND.
 - h. Assist where needed in the settlement of claims, with the understanding that the scope of the CONSULTANT's involvement does not include the work normally done by a public adjuster.
 - i. Perform any other risk management related services required by the FUND's bylaws.

2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:

- a. The AUTHORITY authorizes the FUND to pay its CONSULTANT compensation for services rendered, an amount equal to six percent (6%) of the AUTHORITY's annual assessment as promulgated by the FUNDS. Said fee shall be paid to the CONSULTANT within thirty (30) days of payment of the AUTHORITY's assessment.
- b. For any insurance coverage authorized by the AUTHORITY to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee outlined in 2 (a).
- c. If the AUTHORITY shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the AUTHORITY a fee at the rate of \$100 per hour, in addition to actual expenses incurred.

3. The of this Agreement shall be one (1) year beginning on 1st day of January 2023 and ending on 31st day of December, 2023. However, this agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this Agreement, the CONSULTANT's fees outlined in 2 (a) above shall be prorated to date of termination.

ATTEST:



ATTEST:

AUTHORITY:



CONSULTANT:

Note: This sample has been promulgated by the JIF/MEL to assist municipalities or authorities in preparing or negotiating agreements with their risk managers. It does not represent an official statement of JIF/MEL policy, nor is it an endorsement of any form or amount of compensation. Careful consideration at the local level should be given to determine how the document may be amended to meet a community's or authority's unique needs or desires. Prior to use, the sample should also be reviewed by the local attorney for form, consistency with local JIF bylaws, inclusion of affirmative action language, etc.