

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

January 11, 2023

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, January 17, 2023** 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

Ocean City Housing Authority

AGENDA

Tuesday, January 17, 2023
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 December 13, 2022
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business: The Brooke Group, Rick Ginnetti-Pecks Beach Family Redevelopment
10. New Business: Bowman & Company, Michael Thilker, CPA-2021 Audit
11. Resolutions:
 - # 2023-01 Approval of Monthly Expenses
 - # 2023-02 Designating Official Newspapers
 - # 2023-03 Approving Revision to 2023 Board Meeting Dates
 - # 2023-04 Amending Resolution #2021-34 Entering into a Special Engineering Services Contract for Pecks Family Redevelopment
 - # 2023-05 Authorizing Payment of Draw #2 Pecks Beach Family Redevelopment
 - # 2023-06 Authorizing Payments of Draw 30
 - # 2023-07 Award Architectural and Engineering Services Contract
 - # 2023-08 Executive Session
- 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 December 13, 2022 – 4:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held December 13, 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 November 15, 2022. A motion was made by Commissioner McCall and seconded by Commissioner Mumman. The following vote was taken:

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

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the two months ending November 2022. Commissioner Henry questioned the negative variance of \$25,814. Mrs. Jones explained the operating subsidy is something the Authority does not exactly know when it is writing the budget. The PBV HAP Subsidy may work itself out. There may be some vacancy loss payments that are a month behind or so. The HUD Capital Fund Operations, which was budgeted may or may not be used. It can be used for the RAD conversion. **Motion to approve the Treasurer's report** made by Commissioner McCall and seconded by Commissioner Mumman. The following vote was taken:

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

Executive Director's Report

Mrs. Jones turned the meeting to Ron to review ongoing projects. Ron Miller reported the interior renovations at Bayview Manor was restarted today. The focus right now is the common area hallways floors 2-4 which includes flooring, thresholds, painting and handrail work. The 5th floor will come at the end of the project once the Community room and Laundry room are renovated. A job meeting with consultants was held today to review some changes in regard to the project.

A meeting with all consultants is scheduled tomorrow in regard to Peck's Beach redevelopment in preparation for the February Planning Board meeting.

Mrs. Jones reported as a result of the fire about 2 weeks ago, which was started by a chest freezer on the outside of the building with a household electrical cord through the resident's window, the affected unit has some smoke damage as well as the neighbor's unit. The neighbor's unit was a relatively quick turnaround. The affected unit could have been lived in, but there was a 2-bedroom unit vacant that was turned around relative quickly for the residents to occupy. The insurance company will work on the rehab of the front of that building. Ron stated the scene has been released by the fire investigator and the outside can start getting cleaned up. Brief discussion was held on the cause of the fire.

The gifts cards for the residents are in motion and will be given with a holiday greeting card from the Commissioners & Staff.

Mrs. Jones stated there are some issues with the elevators at Bayview Manor, which will involve some repairs to the cab and the controls, which will cost about \$233-275,000. Ron reviewed and discussed in further detail the scope of the repairs. An elevator consultant has been brought in and the contractor brought in their contractor back out for an evaluation to put new cabs in completely, new controls, new electric and new hydraulics. The cost may be subject to change a little bit. The previous elevator that was rebuilt consisted only of replacing the hydraulics. There are no safety hazards today in regard to the elevators.

The call for aide system at Bayview Manor, which are located in the bathrooms were discussed. This is an old system installed when the building was built and it is functionally obsolete. It is extremely expensive to repair. Currently, there is no requirement to have a call for aide system per HUD regulations. Speitel does not have a call for aide system and is not required to have it. Staff would like to have a conversation today with the Board on how to move forward with this because this will affect the current wiring project at Bayview Manor. The access control system is being replaced at Bayview Manor. The access control system is the system that allows the tenants to enter the building and allows them to permit their guests into the building. The call for aide system, since it is functionally obsolete and not required by HUD, the question is how do we replace it and do we need to replace it? A lot of tenants use their cell phones for emergency purposes and the Authority is in the process of surveying the residents at Bayview to see who has a cell phone and/or who has a landline for the access control system. The Authority is also looking into how often the call for aide system has been used during the past year. A brief discussion was had on the possibility of a more modern wireless call for aid system. Mrs. Jones stated there is an ADT system that is available for about \$21 per month per resident. What is requested tonight is a decision regarding rewiring the building for a new call for aide system or not. The Board agreed not to rewire the building for a new system. There will be a change order in regard to electrical wiring next month. Further discussion regarding number of calls for aide and tenant's cell phones will be held next month once this information is gathered.

The auditor is getting very close to wrapping up 2021 Audit. He has given Mrs. Jones a fairly serious commitment for a January presentation.

Motion to approve the Executive Director's Report made by Commissioner Mumman 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 turned over the meeting to Commissioner Mumman and the Authority's solicitor. Commissioner Mumman stated the nomination committee met and the recommendation is that Chairman Barr continue on his role as Chairman and Vice Chairman Halliday will continue in his role as well. All commissioners were contacted and are all in agreement with moving forward in 2023. Solicitor Furman stated with the intention of everyone to make this determination this evening by a voice vote or to be done next month. Chairman Barr stated this month because they expire the 31st. Mr. Furman stated the appropriate procedure would be a motion from the floor with regard to officers and then a vote on same. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

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

Chairman Barr stated on behalf of Vice Chair Halliday, himself and Jackie they thank the Board.

Old Business – None.

New Business – None.

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

Resolution #2022-67
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$183,950.69. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones briefly reviewed the bill list. The following vote was taken:

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

Resolution #2022-68
Resolution Approving Dates for 2023 Board Meetings

Chairman Barr called for a motion to approve Resolution #2022-68. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

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

Resolution #2022-69
**Resolution Appointing Jacqueline Jones as the Ocean City Housing Authority Fund's Commissioner
for the New Jersey Public Housing Authority Joint Insurance Fund for 2023**

Chairman Barr called for a motion to approve Resolution #2022-69. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

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

Resolution #2022-70
Resolution Awarding Title Insurance Services Contract

Chairman Barr called for a motion to approve Resolution #2022-70. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Ron Miller explained this is the Title Insurance Services for the Peck's Beach Family Project. The RFP was advertised and only one company responded. 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 #2022-71
Resolution Appointing Risk Management Consultant

Chairman Barr called for a motion to approve Resolution #2022-71. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated the Risk Management consultant the Authority is recommending is Thomas H. Heist Insurance Agency again this year. Kevin Kreiser of Thomas H. Heist presented to the Board earlier this year to give the Board an overview of its insurance coverages. The Housing Authority is encouraged to have a risk manager and they are paid out of the Authority's premium. 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 4:32 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Dec 2022



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December
<u>INCOME</u>				
DWELLING RENTAL	\$ 569,880	\$ 142,470	\$ 147,669	\$ 5,199
TOTAL TENANT REVENUE	\$ 569,880	\$ 142,470	\$ 147,669	\$ 5,199
HUD OPERATING SUBSIDY	\$ 287,240	\$ 71,811	\$ 66,053	\$ (5,758)
PBV HAP SUBSIDY	388,360	97,092	86,885	(10,207)
HUD CAPITAL FUNDS-OPERATIONS	71,000	17,751	-	(17,751)
CDBG INCOME	23,300	5,826	713	(5,114)
TOTAL HUD FUNDING	\$ 769,900	\$ 192,480	\$ 153,651	\$ (38,830)
INVESTMENT INCOME- UNRESTRICTED	\$ 120	\$ 30	\$ 66	\$ 36
NONDWELLING RENTAL INCOME	54,000	13,500	-	(13,500)
OTHER INCOME-LAUNDRY	6,900	1,725	1,276	(449)
OTHER INCOME-FRAUD RECOVERY	2,500	624	1,548	924
OTHER INCOME-MISCELLANEOUS	11,540	2,886	1,532	(1,354)
TOTAL INCOME	\$ 1,414,840	\$ 353,715	\$ 305,741	\$ (47,974)
<u>EXPENSES</u>				
AUDIT FEES	\$ 12,000	\$ 2,997	\$ 3,000	\$ 3
ADVERTISING	740	186	569	383
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 3,700	\$ 927	\$ 300	\$ (627)
CONSULTANTS-RAD CONVERSION	11,030	2,757	2,500	(257)
COPIER	2,660	666	-	(666)
DUES & PUBLICATIONS	730	183	205	22
OFFICE SUPPLIES	790	201	158	(43)
PHONE & INTERNET	13,780	3,447	3,024	(423)
POSTAGE	1,640	408	533	125
LEGAL	16,020	4,005	-	(4,005)
CRIMINAL BACKGROUND CHECKS	360	90	-	(90)
LEGAL-RAD	4,000	999	-	(999)
TRAVEL	70	18	-	(18)
TRAINING	440	111	-	(111)
ACCOUNTING	26,540	6,636	6,635	(1)
MANAGEMENT FEES	266,880	66,720	33,309	(33,411)
MISCELLANEOUS-SUNDRY	13,660	3,411	5,347	1,936
TOTAL ADMINISTRATIVE EXPENSES	\$ 375,040	\$ 93,762	\$ 55,579	\$ (38,183)
OTHER TENANT SERVICES	\$ 3,900	\$ 975	\$ 600	\$ (375)
TENANT SVCS - BEHAVIORAL HEALTH	39,100	9,777	713	(9,065)
TOTAL OTHER TENANT SERVICES	\$ 43,000	\$ 10,752	\$ 1,313	\$ (9,440)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Dec 2022



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December
WATER/SEWER	\$ 104,350	\$ 26,088	\$ 24,656	\$ (1,432)
ELECTRIC	98,360	24,591	27,005	2,414
GAS	50,180	12,546	14,366	1,820
TOTAL UTILITY EXPENSES	\$ 252,890	\$ 63,225	\$ 66,027	\$ 2,802
MAINTENANCE LABOR	\$ 65,000	\$ 16,251	\$ 12,792	\$ (3,459)
MAINT. MATERIALS	138,900	34,740	8,080	(26,660)
MAINT. CONTRACT COSTS	220,100	55,032	37,818	(17,214)
EMPLOYEE BENEFITS	37,530	9,381	1,068	(8,313)
TOTAL MAINTENANCE	\$ 461,530	\$ 115,404	\$ 59,758	\$ (55,646)
INSURANCE	\$ 110,490	\$ 27,627	\$ 23,718	\$ (3,909)
FLOOD INSURANCE	29,140	7,284	7,742	458
BAD DEBTS	13,230	3,309	3,308	(2)
COMPENSATED ABSENCES	1,260	315	315	-
PAYMENT IN LIEU OF TAXES	29,770	7,443	7,442	(1)
PENSION	10,690	2,673	2,673	-
RETIREE BENEFITS	28,260	7,065	3,807	(3,258)
TOTAL OTHER EXPENSES	\$ 222,840	\$ 55,716	\$ 49,005	\$ (6,711)
TOTAL EXPENDITURES	\$ 1,355,300	\$ 338,859	\$ 231,682	\$ (107,177)
Replacement Reserve	\$ 44,550	\$ 11,139	\$ 11,145	\$ 6
PROFIT	\$ 14,990	\$ 3,717	\$ 62,914	\$ 59,197

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



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December
INCOME												
DWELLING RENTAL	\$ 161,730	\$ 40,434	\$ 46,310	\$ 5,876	\$ 161,150	\$ 40,287	\$ 38,338	\$ (1,949)	\$ 247,000	\$ 61,749	\$ 63,021	\$ 1,272
TOTAL TENANT REVENUE	\$ 161,730	\$ 40,434	\$ 46,310	\$ 5,876	\$ 161,150	\$ 40,287	\$ 38,338	\$ (1,949)	\$ 247,000	\$ 61,749	\$ 63,021	\$ 1,272
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 287,240	\$ 71,811	\$ 66,053	\$ (5,758)
PBV HAP SUBSIDY	198,510	49,629	41,891	(7,738)	189,850	47,463	44,994	(2,469)	-	-	-	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	71,000	17,751	-	(17,751)
CDBG INCOME	6,500	1,626	128	(1,498)	4,200	1,050	200	(851)	12,600	3,150	385	(2,765)
TOTAL HUD FUNDING	\$ 205,010	\$ 51,255	\$ 42,019	\$ (9,236)	\$ 194,050	\$ 48,513	\$ 45,194	\$ (3,320)	\$ 370,840	\$ 92,712	\$ 66,438	\$ (26,274)
INVESTMENT INCOME-UNRESTRICTED	\$ 40	\$ 9	\$ 28	\$ 19	\$ 30	\$ 9	\$ 1	\$ (9)	\$ 50	\$ 12	\$ 37	\$ 25
NONDWELLING RENTAL INCOME	54,000	13,500	-	(13,500)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	2,800	699	399	(300)	1,200	300	399	99	2,900	726	479	(248)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	2,500	624	1,548	924
OTHER INCOME-MISCELLANEOUS	3,090	774	163	(611)	1,100	276	(236)	(512)	7,350	1,836	1,605	(231)
TOTAL INCOME	\$ 426,670	\$ 106,671	\$ 88,919	\$ (17,752)	\$ 357,530	\$ 89,385	\$ 83,694	\$ (5,691)	\$ 630,640	\$ 157,659	\$ 133,127	\$ (24,532)
EXPENSES												
AUDIT FEES	\$ 3,520	\$ 879	\$ 882	\$ 3	\$ 2,620	\$ 654	\$ 654	\$ -	\$ 5,860	\$ 1,464	\$ 1,464	\$ -
ADVERTISING	170	42	159	117	200	51	103	52	370	93	307	214
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 500	\$ 126	\$ 84	\$ (42)	\$ 1,200	\$ 300	\$ 54	\$ (246)	\$ 2,000	\$ 501	\$ 162	\$ (339)
CONSULTANTS-RAD CONVERSION	500	126	700	574	530	132	450	318	10,000	2,499	1,350	(1,149)

Commissioner's Report - Property Detail

Month Ending: Dec 2022



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December
COPIER	740	186	-	(186)	480	120	-	(120)	1,440	360	-	(360)
DUES & PUBLICATIONS	170	42	57	15	200	51	37	(14)	360	90	111	21
OFFICE SUPPLIES	200	51	44	(7)	200	51	28	(23)	390	99	85	(14)
PHONE & INTERNET	4,260	1,065	628	(437)	5,630	1,407	1,483	76	3,890	975	913	(62)
POSTAGE	420	105	149	44	400	99	96	(3)	820	204	288	84
LEGAL	3,000	750	-	(750)	1,880	471	-	(471)	11,140	2,784	-	(2,784)
CRIMINAL BACKGROUND CHECKS	40	9	-	(9)	20	6	-	(6)	300	75	-	(75)
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	999	-	(999)
TRAVEL	20	6	-	(6)	10	3	-	(3)	40	9	-	(9)
TRAINING	140	36	-	(36)	200	51	-	(51)	100	24	-	(24)
ACCOUNTING	6,500	1,626	1,858	232	4,540	1,134	1,194	60	15,500	3,876	3,583	(293)
MANAGEMENT FEES	57,840	14,460	9,327	(5,133)	52,040	13,011	5,996	(7,015)	157,000	39,249	17,986	(21,263)
MISCELLANEOUS- SUNDRY	4,740	1,188	859	(329)	3,720	924	543	(381)	5,200	1,299	3,944	2,645
TOTAL ADMINISTRATIVE EXPENSES	\$ 82,760	\$ 20,697	\$ 14,748	\$ (5,949)	\$ 73,870	\$ 18,465	\$ 10,638	\$ (7,827)	\$ 218,410	\$ 54,600	\$ 30,193	\$ (24,407)
OTHER TENANT SERVICES	\$ 1,400	\$ 351	\$ 600	\$ 249	\$ 1,200	\$ 300	\$ -	\$ (300)	\$ 1,300	\$ 324	\$ -	\$ (324)
TENANT SVCS - BEHAVIORAL HEALTH	15,500	3,876	200	(3,677)	10,400	2,601	128	(2,473)	13,200	3,300	385	(2,915)
TOTAL OTHER TENANT SERVICES	\$ 16,900	\$ 4,227	\$ 800	\$ (3,428)	\$ 11,600	\$ 2,901	\$ 128	\$ (2,773)	\$ 14,500	\$ 3,624	\$ 385	\$ (3,239)
WATER/SEWER	\$ 21,540	\$ 5,385	\$ 5,429	\$ 44	\$ 15,000	\$ 3,750	\$ 3,268	\$ (482)	\$ 67,810	\$ 16,953	\$ 15,958	\$ (995)
ELECTRIC	86,520	21,630	19,786	(1,844)	2,600	651	3,924	3,273	9,240	2,310	3,295	985
GAS	-	-	-	-	5,040	1,260	1,161	(99)	45,140	11,286	13,204	1,918
TOTAL UTILITY EXPENSES	\$ 108,060	\$ 27,015	\$ 25,216	\$ (1,799)	\$ 22,640	\$ 5,661	\$ 8,354	\$ 2,693	\$ 122,190	\$ 30,549	\$ 32,457	\$ 1,908

Commissioner's Report - Property Detail

Month Ending: Dec 2022



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December
MAINTENANCE LABOR	\$ 18,000	\$ 4,500	\$ 3,582	\$ (918)	\$ 14,000	\$ 3,501	\$ 2,303	\$ (1,198)	\$ 33,000	\$ 8,250	\$ 6,908	\$ (1,342)
MAINT. MATERIALS	16,600	4,155	1,582	(2,573)	100,240	25,065	1,008	(24,057)	22,060	5,520	5,490	(30)
MAINT. CONTRACT COSTS	84,390	21,102	15,141	(5,961)	56,930	14,232	12,047	(2,185)	78,780	19,698	10,629	(9,069)
EMPLOYEE BENEFITS	11,240	2,808	299	(2,509)	6,900	1,725	192	(1,533)	19,390	4,848	577	(4,271)
TOTAL MAINTENANCE	\$ 130,230	\$ 32,565	\$ 20,604	\$ (11,961)	\$ 178,070	\$ 44,523	\$ 15,550	\$ (28,973)	\$ 153,230	\$ 38,316	\$ 23,604	\$ (14,712)
INSURANCE	\$ 30,820	\$ 7,707	\$ 6,641	\$ (1,066)	\$ 24,600	\$ 6,150	\$ 4,269	\$ (1,881)	\$ 55,070	\$ 13,770	\$ 12,808	\$ (962)
FLOOD INSURANCE	4,000	999	1,288	289	4,500	1,125	1,482	357	20,640	5,160	4,973	(188)
BAD DEBTS	1,500	375	375	-	930	234	234	-	10,800	2,700	2,699	(2)
COMPENSATED ABSENCES	420	105	105	-	420	105	105	-	420	105	105	-
PAYMENT IN LIEU OF TAXES	5,370	1,344	1,341	(3)	11,920	2,979	2,981	2	12,480	3,120	3,120	-
PENSION	3,000	750	750	-	2,430	609	609	-	5,260	1,314	1,314	-
RETIREE BENEFITS	7,900	1,974	1,066	(908)	5,460	1,365	685	(680)	14,900	3,726	2,056	(1,670)
TOTAL OTHER EXPENSES	\$ 53,010	\$ 13,254	\$ 11,566	\$ (1,688)	\$ 50,260	\$ 12,567	\$ 10,366	\$ (2,201)	\$ 119,570	\$ 29,895	\$ 27,074	\$ (2,821)
TOTAL EXPENDITURES	\$ 390,960	\$ 97,758	\$ 72,934	\$ (24,824)	\$ 336,440	\$ 84,117	\$ 45,036	\$ (39,081)	\$ 627,900	\$ 156,984	\$ 113,712	\$ (43,272)
Replacement Reserve	\$ 26,950	\$ 6,738	\$ 6,744	\$ 6	\$ 17,600	\$ 4,401	\$ 4,401	\$ -	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ 8,760	\$ 2,175	\$ 9,242	\$ 7,067	\$ 3,490	\$ 867	\$ 34,257	\$ 33,390	\$ 2,740	\$ 675	\$ 19,415	\$ 18,740

Ocean City Housing Authority

Administrative Report

DATE: January 11, 2023

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for December 2022)

PERIOD: December 6, 2022 to January 10, 2023

Bayview – Renovation Projects

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

Bayview – Renovation Projects

<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; k. Elevator renovation; 	<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>September update: Contract was awarded in August 2022 to Levy Construction Co, Inc; Project is in submittal phase;</p> <p>October update: Project is in submittal phase; Possible supply chain issues are being evaluated;</p> <p>November update: Interior construction has begun; submittals are still in process; some change orders are anticipated;</p> <p>December update: Same as November;</p> <p><i>January update: Change Orders are anticipated for office, board room and lobby due to changes needed to move electrical conduits;</i></p> <p><i>Hallway painting has begun; Floors will be replaced after painting is complete; Each floor will be done independently;</i></p> <p><i>Elevators renovations – Need one more quote for elevator renovation; this project could be a change order to existing contractor or may be a separate bid; working with elevator consultant on this project;</i></p>
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Bayview – Renovation Projects (continued)

Bayview Manor Landscaping Project	Project Specifications are being developed for hopeful Fall plantings;	<p>August Update: A meeting with the landscape architect is being scheduled;</p> <p>September Update: A specification for the landscaping at Bayview Manor is in process to obtain quotes for the work;</p> <p>October Update: Specifications for this project are in review; This work will likely be completed in the spring;</p> <p>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;</p> <p>December update: New plantings are planned for April 2023;</p> <p><i>January update: New plantings are planned for April 2023;</i></p>
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Peck's Beach Family Redevelopment Project

Scope of Work	Work Status	Comments
<p>Design Phase of the Redevelopment of Peck's Beach Family</p>	<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 '21 update: The architect is completing the "massing" of the Family development for presentation to the board.</p> <p>November '21 update: The Architect will present "massing" ideas of the Family development to board at the November meeting.</p> <p>December '21 update: Work continues on the "massing" for the Family development; More progress is expected in January 2022.</p> <p>January '22 update: Massing for the Family development continues; Update to be given at board meeting.</p> <p>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.</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>September update – NJHMFA has received the application. A further update will be given at the board meeting;</p> <p>October update – NJHMFA has received the application. A further update will be given at the board meeting;</p> <p>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."</p> <p>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;</p> <p><i>January update: The design is being readied for submission to the Planning Office by the end of January.</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	10/2022 - 10/2023	2022 DEC	2022 NOV	2022 OCT
<u>Tenant Accounts Receivable</u>				
Number of “non-payment of rent” cases referred to the solicitor	2	0	2	
<u>Unit Inspections</u>				
Total number of units to be inspected in fiscal year	119	119	119	
Number of inspections completed this month - all sites (include BB insp.)	1	119	3	
Total number of units inspected year-to-date - all sites	123	122	3	
<u>Occupancy</u>				
Monthly Unit Turnaround Time (Avg) (Down,Prep & Lease-up Time)	176	144	N/A	
Annual Unit Turnaround Time (For Fiscal Year)	160	144	N/A	
Monthly - Number of Vacancies Filled (this month)	1	1	0	
Monthly - Average unit turnaround time in days for Lease up	2	77	N/A	
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	174	67	N/A	
PIC Score	82.50%	97.30%	91.89%	
<u>Vacancies - At end of Month</u>				
Bay View Manor	3	3	4	
Speitel Commons	3	2	2	
Peck's Beach Family	3	3	3	
Total	9	8	9	
Occupancy Rate	91.74%	93.60%	92.80%	
<u>Vacancy Turnovers by VHA Maintenance Staff</u>				
Total Hours (Summarized Quarterly)	83.67			
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	70.00	0.00	13.67	
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	13.67	13.67	13.67	
<u>Rent Roll</u>				
Bay View Manor - Elderly/Disabled	\$15,609	\$14,704	\$14,644	
Speitel Commons - Elderly/Disabled	\$12,524	\$12,907	\$12,907	
Peck's Beach - Family	\$22,512	\$21,647	\$23,121	
Total Rent Roll	\$50,645	\$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	15	
Families - No Ocean City Preference	142	142	142	
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	6	8	11	
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	161	167	168	
<u>Maintenance Department</u>				
Average work order turnaround time in days - Tenant Generated	0.13	0.13	0.11	
Total Tenant Generated Work Orders	36	38	36	
Number of routine work orders written this month	88	52	89	
Number of outstanding work orders from previous month	652	649	625	
Total number of work orders to be addressed this month	778	739	750	
Total number of work orders completed this month	115	87	101	
Total number of work orders left outstanding	663	652	649	
Number of emergency work orders written this month	2	0	0	
Total number of work orders written year-to-date	341	215	125	
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
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2023-01
A Resolution Approving Regular Monthly Expenses**

WHEREAS, the Housing Authority of the City of Ocean City incurred various financial obligations since the last meeting; and it is the desire of the Commissioners of said Authority to have their obligations kept current; and,

WHEREAS, prior to the Board meeting, a member of the Board of Commissioners read and reviewed the itemized list of incurred expenses attached hereto and does recommend payment of the expenses on the Bill List in the amount of **\$509,473.91**.

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: January 17, 2023

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 January 17, 2023 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 - January 2023			
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
	ACE PLUMBING	Maint supplies	\$ 108.70
	ACU-PRINT	Doc for BVM 1st & 5th floor project	\$ 18.24
	AMBIENT COMFORT	HVAC service	\$ 290.00
	ATLANTIC CITY ELECTRIC	Dec 2022 electric	\$ 13,852.52
	LINDA AVENA	Jan 2023 accounting svcs	\$ 2,211.67
	CDW GOVERNMENT	Computer equipment	\$ 1,424.33
	CLEAN SWEEP SVCS	Dec 2022 Bldg cleaning - BVM/Speitel	\$ 2,885.00
	COMCAST	Dec 2022 business internet - Admin Ofc/Speitel	\$ 386.38
	DRAIN DOCTOR	Plumbing svcs	\$ 525.00
	FLORENCE DRISCOLL	Jan 2023 Tenant svcs	\$ 200.00
	FEDERAL EXPRESS	Dec 2022 Overnight delivery	\$ 19.41
	WW GRAINGER	Maint Supplies	\$ 707.75
	ASHLEY HARRIS	Jan 2023 BVM/Speitel cleaning	\$ 200.00
	ROBERT HARRIS	Jan 2023 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
	HD SUPPLY	Maint Supplies	\$ 263.70
	THE HOME DEPOT PRO	Maint supplies	\$ 2,064.08
	JC'S CUSTOM PAINTING	Painting svcs	\$ 957.50
	LINWOOD GULF	Vehicle repair	\$ 587.50
	NJ AMERICAN WATER	Dec 2022 water	\$ 8,072.22
	NJ PHA JIF	CY 2023 insurance - 1st installment	\$ 49,632.00
	94	2021 audit synopsis ad; 2022 remaining bd mtg dates ad	\$ 258.72
	ROBERT ROWELL	Jan 2023 maint contract grounds	\$ 200.00
	SCHINDLER ELEVATOR CORP	Preventive maint - Speitel	\$ 5,289.00
	SHERWIN WILLIAMS	Painting supplies	\$ 151.40
	SHOEMAKER LUMBER	Maint Supplies	\$ 48.26
	SOUTH JERSEY WEB DESIGN	Website changes	\$ 150.00
	VERIZON CONNECT FLEET	Jan 2023 vehicle tracking subscription	\$ 17.45
	VERIZON	Dec 2022 business phone line - Admin Ofc; elevator phones/alarms - BVM/Speitel	\$ 140.25
	VINELAND HOUSING AUTHORITY	Office coverage/maint/postage - Dec 2022 (est); Jan 2023 mgmt fee;	\$ 16,500.00
	WALLACE HARDWARE	Maint Supplies	\$ 9.37
ACH	ADP	12/14/22 payroll & taxes	\$ 2,043.75
ACH	ADP	12/14/22 payroll invoice	\$ 77.56
ACH	ADP	12/28/22 payroll & taxes	\$ 2,703.58
ACH	ADP	1/11/23 payroll & taxes	\$ 2,225.99
ACH	ADP	12/28/22 payroll invoice	\$ 80.62
txfr	OCHA REPLACEMENT RESERVE	Jan 2023 repl reserve deposit - BVM/Speitel	\$ 3,713.00
ACH	NJ STATE HEALTH BENEFITS PROGRAM	Nov/Dec 2022 retiree health benefits	
	PNC BANK FEE - Dec		\$ 68.98
	TOTAL JAN DISBURSEMENTS COCC (coccstur)		\$ 123,057.80
	TOTAL JAN DISBURSEMENTS CONSTR ACCT (sturcons)		\$ 148,646.11
	TOTAL JAN DISBURSEMENTS PBFAM GEN (pbfamily redevelopmt)		\$ 237,770.00
	TOTAL BILL LIST - JAN 2023		\$ 509,473.91

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
	LEVY CONSTRUCTION	BVM renovations - Draw #30	53,910.00
	THE BROOKE GROUP LLC	BVM renovations consulting - Draw #30	5,687.50
	TOTAL JAN DISBURSEMENTS (sturcons)		\$ 148,646.11
BANK: PBFAMILY GENERAL FUND (pbfamily)			
Check/Wire #	Vendor	Invoice Notes	Total Amount

OCEAN CITY HOUSING AUTHORITY
BILL LIST - January 2023

	SCIULLO ENGINEERING SVCS	Engineering - PBF Pre Development Draw #2	11,920.00
	DONOVAN ARCHITECTS	A/E - PBF Pre Development Draw #2	171,025.00
	GRUCCIO PEPPER DESANTO & RUTH	Legal svcs - PBF Pre Development Draw #2	420.00
	THE BROOKE GROUP LLC	Proj consulting - PBF Pre Development Draw #2	54,405.00
	TOTAL JAN DISBURSEMENTS (sturgen)		\$ 237,770.00

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

RESOLUTION NO. 2023-02
A Resolution Designating an Official Newspaper

WHEREAS, the Housing Authority of City of Ocean City must by statutory law publish various items in order to comply with said requirements of statutory law; and

WHEREAS, it is the desire of the City of Ocean City Housing Authority to designate an official newspaper for the publication of advertisements for business related matters, contracting purposes and/or the publication of various other items; and

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Ocean City desires to designate the Atlantic City Press and the Daily Journal of Vineland as the official newspapers for this this purpose.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Ocean City hereby designates the Atlantic City Press and the Daily Journal of Vineland as its official newspapers for the publication of advertisements for business related matters, contracting purposes and/or the publication of various other items pursuant to New Jersey statues, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publication.

ADOPTED: January 17, 2023

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 January 17, 2023 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. 2023-03

A Resolution Approving Dates for 2023 Board Meetings (REVISION)

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 15, 2023 (*corrected date*)
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: January 17, 2023

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 January 17, 2023 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. 2023-04

Amending Resolution 2021-34 Entering into a Special Engineering Services
Contract for Pecks Beach Family Redevelopment

WHEREAS, the Ocean City Housing Authority solicited Requests for Proposals for Special Engineering Services – Pecks Family Redevelopment; and

WHEREAS, the Ocean City Housing Authority Board of Commissioners awarded the Special Engineering Services – Pecks Beach Family Development contract to Sciullo Engineering Services, LLC at the Board of Commissioners meeting on June 15, 2021 under Resolution #2021-34; and

WHEREAS, it is the desire of the Ocean City Housing Authority Board of Commissioners to amend resolution 2021-34 for additional services required to complete the property Environmental Review Record (ERR) in the amount not to exceed \$4,000; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves the amendment to Resolution #2021-34 for additional services from Sciullo Engineering in the amount not to exceed \$4,000.

ADOPTED: January 17, 2023

VOTE:

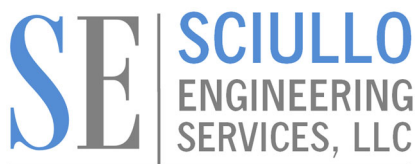
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday						
Commissioner McCall						
Commissioner Jackson						
Commissioner Henry						
Commissioner Mumman						
Commissioner Broadley						
Chairman Barr						

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 January 17, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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



137 S. New York Avenue, Suite 2
Atlantic City, New Jersey 08401
Phone (609) 300-5171
www.sciulloengineering.com

ADDITIONAL WORK AUTHORIZATION

December 6, 2022

OCH 003.02 – AWA-1

Client:

Ocean City Housing Authority
Attn: Jacqueline Jones, Executive Director
204 Fourth Street
Ocean City, NJ 08226

Project:

OCHA-SP-ENG2021
Special Engineering Services
Pecks Beach Village Redevelopment
Ocean City, Cape May County
New Jersey

Date of Existing Contract: July 1, 2021 SE Proposal No. PRO #21-1038, Project No. OCH 003.02

Sciullo Engineering Services, LLC (SE) is hereby authorized to perform the following specifically described additional services:

Note that the task numbers below supplement those included in our previously authorized proposal:

Task 8: Environmental Assessments

SE will retain DuBois and Associates (DuBois) to prepare Environmental Assessments for each of the sites that are the subject of this project as described in the attached proposal from DuBois. The Environmental Assessments will be in compliance with, and under the provisions of, the Environmental Assessment Determinations and Compliance Findings for HUD-assisted Projects 24 CFR Part 58. A more detailed description of the exact scope is included in the attached proposal. Note that SE will assist the Client with management of this task without a markup to their fee.

FEES:

Task 9: Environmental Assessments Lump Sum \$ 4,000

SCHEDULE:

We will endeavor to complete this additional task within four (4) weeks of receipt of notice to proceed.

BILLING AND PAYMENT:

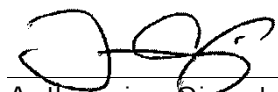
Invoicing will be as described in the original contract. Payment will be made in accordance with the billing description in the original contract. The additional work described above will be performed under same Terms and Conditions as specified in original contract unless otherwise stipulated.

Authorizing Signature (Client)

Printed Name and Title

Date

We hereby agree to furnish labor in accordance with the above specifications, at above stated price. Reimbursable expenses shall be billed at the same rate stipulated in the existing contract.



Authorizing Signature for SE

Jason Sciuillo, Principal Engineer

Printed Name and Title

December 6, 2022

Date

NOTE: This revision becomes part of, and in conformance with, the existing contract.



December 2, 2022
D1654.015

Jason T. Sciullo, P.E., P.P.
Sciullo Engineering Services, LLC
137 South New York Avenue, Suite 2
Atlantic City, New Jersey 08401
VIA EMAIL

**Re: Environmental Services
Fourth Street & Haven Avenue
Block 309 * Lots 1 & 2; Block 310 * Lot 14; Block 409 * Lot 1; Block 410 * Lot 12
City of Ocean City, Cape May County, NJ**

Dear Mr. Sciullo:

Our firm is pleased to present this proposal for environmental services on the aforementioned property, which includes preparation of an Environmental Assessment Determinations and Compliance Findings for HUD-assisted Projects 24 CFR Part 58 on the above referenced project. The scope of services and professional fees shall be as followed:

ITEM I ENVIRONMENTAL ASSESSMENTS

DuBois and Associates (DuBois) prepare Environmental Assessments for the above referenced site in compliance and under the provisions of, and in accordance with, the Environmental Assessment Determinations and Compliance Findings for HUD-assisted Projects 24 CFR Part 58. DuBois will provide a current baseline of environmental, cultural, and socioeconomic conditions of the site. The potential direct, indirect, and cumulative effects of the proposed project components and alternatives on each of the resources will be addressed.

The Environmental Assessment will evaluate the individual and cumulative effects of the alternatives with respect to land use, air quality, topography and soils, water resources, biological resources, cultural resources, socioeconomics, energy and infrastructure, materials/waste, and human health and safety. In addition, a request will be submitted to the Natural Heritage Program (NHP) for any documentation of species specific habitat on the site for threatened or endangered species.

Additional reviews and reference in the report will include a regional analysis, performance controls, impact analysis, and alternatives analysis. DuBois will coordinate with your office to obtain any information associated with the site plan preparation and engineering design as required, including but not limited to the proposed action, drainage information, performance controls and an alternatives analysis. Please note that this work as proposed does not include traffic and/or noise studies. Any reference to these characteristics and levels will be based on a general evaluation of the site and surrounding areas and will not be a formal study.

As the project is not federally funded, a public comment period to Federal and Regional Agencies as well as State and Local Agencies shall not be provided.



Proposal:

Block 309 * Lots 1 & 2; Block 310 * Lot 14; Block 409 * Lot 1; Block 410 * Lot 12
City of Ocean City, Cape May County, New Jersey

December 2, 2022

Page 2 of 4

Please note that this phase of the study does not include any directed threatened or endangered species surveys, cultural surveys, traffic studies or socioeconomic studies.

Please note that this proposal does not include a professional opinion concerning the former and existing environmental conditions in regards to a possible presence of hazardous materials or waste contamination of the land and groundwater. If necessary, DuBois can perform and prepare specific studies under a separate proposal.

Additional reviews and reference in the report will include a regional analysis, performance controls, impact analysis, and alternatives analysis. DuBois will coordinate with your office to obtain any information associated with the site plan preparation and engineering design as required, including but not limited to drainage information, performance controls and alternatives analysis. Please note that this work as proposed does not include traffic and/or noise studies. Any reference to these characteristics and levels (if required) will be based on a general evaluation of the site and surrounding areas and will not be a formal study. This proposal also does not include any historic and archaeological studies. DuBois will perform a search of the NJDEP State Historic Preservation Office mapping and address in the EIS with a general evaluation of the history of the area based on additional background information available.

LUMP SUM: \$4,000.00

These tasks and fixed fee cost estimates are based on the existing land use and proposed project's compliance with all applicable environmental regulations and permit conditions. If it is determined that any part of the site is in violation of the regulations, or the applicant chooses to dispute compliance with any aspect of the applicable permit conditions for the proposed project, DuBois may require additional fees in order to present to the regulatory agency appropriate information and supporting discussions in accordance with the regulations. This proposal and any permit application submitted is not a guarantee of permit approval.

Any of the following items will be considered extra work and are not included as part of this proposal:

1. Engineering and Survey work.
2. Meetings with utilities or government agencies.
3. Construction estimates or permits, except as noted.
4. Flood Hazard Area Control Act or Freshwater Wetland Application.
5. Ecological Studies/Directed Studies.
6. Soil testing.
7. Wetland Delineation.
8. NJDEP Application fee (TBD).
9. Recording fees with town or county government
10. Revisions to reports from all parties past one revision.
11. Reproduction costs.
12. Deliveries, pick-ups, and special and certified mailings.
13. Fees to agencies for applications or review.

ADDITIONAL WORK IS REQUIRED BEYOND THE PROPOSAL ITEMS

List of Current Hourly Billing Rates is as Follows:
(Effective July 1, 2020)

Principal

\$150.00/hr.



Proposal:

Block 309 * Lots 1 & 2; Block 310 * Lot 14; Block 409 * Lot 1; Block 410 * Lot 12
City of Ocean City, Cape May County, New Jersey

December 2, 2022

Page 3 of 4

Principal Biologist	\$140.00/hr.
Principal Environmental Scientist	\$140.00/hr.
Certified Herpetologist	\$125.00/hr.
Certified Biological Monitor	\$125.00/hr.
Biological Monitor (Weekends)	\$150.00/hr.
Project Manager	\$130.00/hr.
Sr. Biologist	\$125.00/hr.
Sr. Environmental Scientist	\$125.00/hr.
GIS Specialist	\$125.00/hr.
Botanist	\$125.00/hr.
Environmental Scientist	\$105.00/hr.
Biologist	\$105.00/hr.
Senior Draftsman	\$105.00/hr.
Environmental Technician	\$70.00/hr.
Computer Specialist	\$70.00/hr.
Laborer	\$60.00/hr.
Administrative/Clerical	\$50.00/hr.
Delivery	\$50.00/hr.
Mileage	\$0.575/mile
Prints	\$0.38/sq. ft.
Black & White Copies	\$0.07/copy
Color Copies	\$1.07/copy
Out-of-Pocket Expenses	115% of cost

NOTE: A minimum fee of \$700.00 per person will be billed for all meetings attended after the close of business hours in addition to the hourly rate.

Invoices for contract work will be submitted to the client for payment prior to the initial project submission to any governmental agency and are payable upon receipt. Invoices for Extra Work will be invoiced on a monthly basis. Any comments or discrepancies relative to said invoices must be submitted within ten (10) days of the invoice date. If no discrepancies are reported within the ten (10) day period, the account will be considered correct. Any account which is delinquent past thirty (30) days may necessitate the stopping of all work. Additionally, a one and one-half (1-½ %) percent per month administrative charge will be added to all accounts delinquent past thirty (30) days. In the event of default in payment resulting in the retention of an attorney for collection, the client will be obligated to pay reasonable attorney fees.

There is no explicit or implicit warranty relating to the work to be performed except that the work will be performed pursuant to generally accepted standards of practice in effect at the time of performance. There are no understandings or agreements except as expressly stated herein. Nothing herein shall be construed to give any rights or benefits to anyone other than the client and DuBois Environmental Consultants. In the event any provisions of this agreement shall be held to be invalid, the other provisions of this agreement shall remain valid and binding.

Payment of fees for professional services is not contingent upon approval of applications or plans. The consultant is authorized to subcontract any portion of the work to be performed.

Reproducible copies of the plans and reports shall become the property of the client for a nominal copying/reproduction fee when all outstanding invoices have been paid. All original plans notes, and documents, as instruments of service shall remain the property of DuBois Environmental Consultants.



Proposal:

Block 309 * Lots 1 & 2; Block 310 * Lot 14; Block 409 * Lot 1; Block 410 * Lot 12
City of Ocean City, Cape May County, New Jersey

December 2, 2022

Page 4 of 4

This Proposal will require updating if not accepted within thirty (30) days. Please indicate your acceptance of this Proposal by signing below and returning the original signed proposal to this office. Thank you for the opportunity to present this Proposal.

Sincerely,

Kristin Wildman
Senior Project Manager

Accepted:

BY: _____ **DATE:** _____

TITLE: _____ **FOR:** _____

BILLING INFORMATION IF DIFFERENT FROM ABOVE ADDRESS:

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

**RESOLUTION NO. 2023-05
Resolution Authorizing Payment of Draw #2
Pecks Beach Family Redevelopment**

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

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

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

WHEREAS, the payment to the vendors for this pre-development expense of Peck’s Beach Family will be paid by the Ocean City Housing Authority through “Project Draws” funded by the City of Ocean City; and

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

WHEREAS, Project Draw #2 in the amount of \$237,770 is attached for approval of this payment process;

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

ADOPTED: January 17, 2023

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 January 17, 2023 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

January 10, 2023

Re: Payment to Service Providers for Pecks Beach Family Pre-Development Draw 2

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$237,770.00. Once the City has approved the request it will send the funds to the Housing Authority. Once those funds have been obtained, the Housing Authority will pay the project service providers as follows:

Contractor	Address	Draw Amount
Sciullo Engineering Services LLC	137 S. New York Ave., Atlantic City, NJ 08401	\$11,920.00
Donovan Architects	9 Tanner St., Ste 201, Haddonfield, NJ 08033	\$171,025.00
Gruccio, Pepper, DeSanto & Ruth	817 E Landis Ave., PO Box 1501 Vineland, NJ 08360	\$420.00
The Brooke Group LLC	209 E Egnor., Galloway, NJ 08205	\$54,405.00
	TOTAL	\$237,770.00

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- Copy of Pre-Development Draw #2

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

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

**RESOLUTION NO. 2023-06
Resolution Authorizing Payment of Draw 30**

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 #30 in the amount of \$59,910.00** 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: January 17, 2023

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 January 17, 2023 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

December 14, 2022

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #30

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$59,910.00. Once the City has approved the request it will send the funds to the Housing Authority. Once those funds have been obtained, the Housing Authority will pay the project contractors as follows:

Contractor	Address	Draw Amount
Levy Construction Co. Inc	800 Newton Ave., Oaklyn, NJ 080107	\$53,910.00
The Brooke Group LLC	209 E Egnor, Galloway, NJ 08205	\$5,687.50
	TOTAL	\$59,910.00

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #30 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.

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

**RESOLUTION NO. 2023-07
Resolution Awarding Architectural and Engineering Services Contract**

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

WHEREAS, one proposal for Architectural and Engineering Services was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners a one-year contract to **Donovan Architects, 9 Tanner Street, Suite 201, Haddonfield, NJ 08033** to provide the Ocean City Housing Authority with its Architectural and Engineering services for one year commencing **February 2023 through January 2024** per the rates attached hereunto; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Architectural and Engineering Services contract to **Donovan Architects** for the term indicated above.

ADOPTED: January 17, 2023

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 January 17, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

CERTIFICATION

Funding is available for:

Architectural and Engineering Services Contract

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-21-000.

Wendy Hughes

Certifying Financial Officer

Date

Comparison of A&E Firms Submitting RFP 2023-2024

Evaluation Factors	Vendor Name									
	Possible Points	Donovan Architects								
1. Executive Summary	20									
2. Public Housing/HUD Experience	10									
3. Design Approach Renovating Occupied Buildings	10									
4. References	5									
5. Representations, Certifications and other Statements	5									
6. Cost of Services	10									
7. Affordable Housing Experience	5									
8. Experience with Completing work in Occupied Building	15									
9. Project Management Experience	15									
10. Required Documentation	5									
Total Average Score	100	0.00	0.00	0.00						
Cost Breakdown										
Principle Architect per hour	\$	175.00								
Staff Architect per hour	\$	140.00								
Clerical per hour	\$	60.00								
Draftsperson\CAD per hour	\$	110.00								
Project Manager per hour	\$	140.00								
Civil Engineer per hour	\$	150.00								
Electrical Engineer per hour	\$	150.00								
Mechanical Engineer per hour	\$	150.00								

No other RFP's received.

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

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

Architectural & Engineering Services
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
AE-PRIN	Provide price per hour for Principle\Senior Architect	175	40	7,000
AE-ARCH	Provide price per hour for staff Architect	140	20	2,800
AE-CLERICAL	Provide price per hour for clerical work.	60	10	600
AE-CAD	Provide price per hour for Draftsperson\CAD operator	110	20	2,200
AE-PJCTMGR	Provide price per hour for a project manager.	140	20	2,800
AE-ENG-CIVIL	Provide price per hour for civil engineering work. Principle Rate. Vendor must identify the firm being used as required in RFP.	150	5	750
AE-ENG-ELEC	Provide price per hour for electrical engineer. Principle Rate. Vendor must identify the firm being used as required in RFP.	150	5	750
AE-ENG-MECH	Provide price per hour for mechanical engineer. Principle Rate. Vendor must identify the firm being used as required in RFP.	150	5	750

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 \$ 17,650

SEVENTEEN THOUSAND, SIX HUNDRED AND FIFTY

TOTAL PRICE IN WRITTEN WORD FORM

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

DONOVAN ARCHITECTS, LLC BY: MICHAEL DONOVAN

Firm Name

9 TANNER STREET, SUITE 201, HADDONFIELD NJ 08033

Street, Town, State, Zip Code

856-203-6061 N/A

Telephone Fax

Sworn to and subscribed before me

Signature of proposer if proposer is an individual

Signature of partner if proposer is a partnership LLC

Signature of officer if the proposer is a corporation

PRINCIPAL

Title

day of January 20 23

Notary Public

(SEAL)

DANIEL C. EASTWICK
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires July 3, 2024
My ID# is 2315928

RESOLUTION NO. 2023-08
A Resolution Authorizing Executive Session

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.

_____,

_____;

☐ **“(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 sensitive issues pertaining to contract negotiations with regard to Pecks Beach Family Project 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 JANUARY 17, 2023.

ADOPTED: January 17, 2023

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 January 17, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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