

*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 4<sup>th</sup> Street  
Ocean City, New Jersey 08226

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*Jacqueline S. Jones, Executive Director*

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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 4<sup>th</sup> 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, 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 (*updated*)
  - # 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 4<sup>th</sup> 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 5<sup>th</sup> 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



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



# Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Dec 2022



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

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



|                                    | BAYVIEW          |                            |                            |                              | SPEITEL          |                            |                            |                              | PECK'S FAMILY    |                            |                            |                              |
|------------------------------------|------------------|----------------------------|----------------------------|------------------------------|------------------|----------------------------|----------------------------|------------------------------|------------------|----------------------------|----------------------------|------------------------------|
|                                    | ANNUAL<br>BUDGET | BUDGET<br>THRU<br>December | ACTUAL<br>THRU<br>December | VARIANCE<br>THRU<br>December | ANNUAL<br>BUDGET | BUDGET<br>THRU<br>December | ACTUAL<br>THRU<br>December | VARIANCE<br>THRU<br>December | ANNUAL<br>BUDGET | BUDGET<br>THRU<br>December | ACTUAL<br>THRU<br>December | VARIANCE<br>THRU<br>December |
| <b>INCOME</b>                      |                  |                            |                            |                              |                  |                            |                            |                              |                  |                            |                            |                              |
| 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<br>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<br>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-<br>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-<br>UNRESTRICTED | \$ 40            | \$ 9                       | \$ 28                      | \$ 19                        | \$ 30            | \$ 9                       | \$ 1                       | \$ (9)                       | \$ 50            | \$ 12                      | \$ 37                      | \$ 25                        |
| NONDWELLING RENTAL<br>INCOME       | 54,000           | 13,500                     | -                          | (13,500)                     | -                | -                          | -                          | -                            | -                | -                          | -                          | -                            |
| OTHER INCOME-<br>LAUNDRY           | 2,800            | 699                        | 399                        | (300)                        | 1,200            | 300                        | 399                        | 99                           | 2,900            | 726                        | 479                        | (248)                        |
| OTHER INCOME-FRAUD<br>RECOVERY     | -                | -                          | -                          | -                            | -                | -                          | -                          | -                            | 2,500            | 624                        | 1,548                      | 924                          |
| OTHER INCOME-<br>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)                  |
| <b>EXPENSES</b>                    |                  |                            |                            |                              |                  |                            |                            |                              |                  |                            |                            |                              |
|                                    |                  |                            |                            |                              |                  |                            |                            |                              |                  |                            |                            |                              |
| 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<br>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<br>BUDGET | BUDGET<br>THRU<br>December | ACTUAL<br>THRU<br>December | VARIANCE<br>THRU<br>December | ANNUAL<br>BUDGET | BUDGET<br>THRU<br>December | ACTUAL<br>THRU<br>December | VARIANCE<br>THRU<br>December | ANNUAL<br>BUDGET | BUDGET<br>THRU<br>December | ACTUAL<br>THRU<br>December | VARIANCE<br>THRU<br>December |
| <b>COPIER</b>                              | 740              | 186                        | -                          | (186)                        | 480              | 120                        | -                          | (120)                        | 1,440            | 360                        | -                          | (360)                        |
| <b>DUES &amp; PUBLICATIONS</b>             | 170              | 42                         | <u>57</u>                  | 15                           | 200              | 51                         | <u>37</u>                  | (14)                         | 360              | 90                         | <u>111</u>                 | 21                           |
| <b>OFFICE SUPPLIES</b>                     | 200              | 51                         | <u>44</u>                  | (7)                          | 200              | 51                         | <u>28</u>                  | (23)                         | 390              | 99                         | <u>85</u>                  | (14)                         |
| <b>PHONE &amp; INTERNET</b>                | 4,260            | 1,065                      | <u>628</u>                 | (437)                        | 5,630            | 1,407                      | <u>1,483</u>               | 76                           | 3,890            | 975                        | <u>913</u>                 | (62)                         |
| <b>POSTAGE</b>                             | 420              | 105                        | <u>149</u>                 | 44                           | 400              | 99                         | <u>96</u>                  | (3)                          | 820              | 204                        | <u>288</u>                 | 84                           |
| <b>LEGAL</b>                               | 3,000            | 750                        | -                          | (750)                        | 1,880            | 471                        | -                          | (471)                        | 11,140           | 2,784                      | -                          | (2,784)                      |
| <b>CRIMINAL BACKGROUND<br/>CHECKS</b>      | 40               | 9                          | -                          | (9)                          | 20               | 6                          | -                          | (6)                          | 300              | 75                         | -                          | (75)                         |
| <b>LEGAL-RAD</b>                           | -                | -                          | -                          | -                            | -                | -                          | -                          | -                            | 4,000            | 999                        | -                          | (999)                        |
| <b>TRAVEL</b>                              | 20               | 6                          | -                          | (6)                          | 10               | 3                          | -                          | (3)                          | 40               | 9                          | -                          | (9)                          |
| <b>TRAINING</b>                            | 140              | 36                         | -                          | (36)                         | 200              | 51                         | -                          | (51)                         | 100              | 24                         | -                          | (24)                         |
| <b>ACCOUNTING</b>                          | 6,500            | 1,626                      | <u>1,858</u>               | 232                          | 4,540            | 1,134                      | <u>1,194</u>               | 60                           | 15,500           | 3,876                      | <u>3,583</u>               | (293)                        |
| <b>MANAGEMENT FEES</b>                     | 57,840           | 14,460                     | <u>9,327</u>               | (5,133)                      | 52,040           | 13,011                     | <u>5,996</u>               | (7,015)                      | 157,000          | 39,249                     | <u>17,986</u>              | (21,263)                     |
| <b>MISCELLANEOUS-<br/>SUNDRY</b>           | 4,740            | 1,188                      | <u>859</u>                 | (329)                        | 3,720            | 924                        | <u>543</u>                 | (381)                        | 5,200            | 1,299                      | <u>3,944</u>               | 2,645                        |
| <b>TOTAL ADMINISTRATIVE<br/>EXPENSES</b>   | \$ 82,760        | \$ 20,697                  | \$ 14,748                  | \$ (5,949)                   | \$ 73,870        | \$ 18,465                  | \$ 10,638                  | \$ (7,827)                   | \$ 218,410       | \$ 54,600                  | \$ 30,193                  | \$ (24,407)                  |
| <b>OTHER TENANT<br/>SERVICES</b>           | \$ 1,400         | \$ 351                     | \$ <u>600</u>              | \$ 249                       | \$ 1,200         | \$ 300                     | \$ -                       | \$ (300)                     | \$ 1,300         | \$ 324                     | \$ -                       | \$ (324)                     |
| <b>TENANT SVCS -<br/>BEHAVIORAL HEALTH</b> | 15,500           | 3,876                      | <u>200</u>                 | (3,677)                      | 10,400           | 2,601                      | <u>128</u>                 | (2,473)                      | 13,200           | 3,300                      | <u>385</u>                 | (2,915)                      |
| <b>TOTAL OTHER TENANT<br/>SERVICES</b>     | \$ 16,900        | \$ 4,227                   | \$ 800                     | \$ (3,428)                   | \$ 11,600        | \$ 2,901                   | \$ 128                     | \$ (2,773)                   | \$ 14,500        | \$ 3,624                   | \$ 385                     | \$ (3,239)                   |
| <b>WATER/SEWER</b>                         | \$ 21,540        | \$ 5,385                   | \$ <u>5,429</u>            | \$ 44                        | \$ 15,000        | \$ 3,750                   | \$ <u>3,268</u>            | \$ (482)                     | \$ 67,810        | \$ 16,953                  | \$ <u>15,958</u>           | \$ (995)                     |
| <b>ELECTRIC</b>                            | 86,520           | 21,630                     | <u>19,786</u>              | (1,844)                      | 2,600            | 651                        | <u>3,924</u>               | 3,273                        | 9,240            | 2,310                      | <u>3,295</u>               | 985                          |
| <b>GAS</b>                                 | -                | -                          | -                          | -                            | 5,040            | 1,260                      | <u>1,161</u>               | (99)                         | 45,140           | 11,286                     | <u>13,204</u>              | 1,918                        |
| <b>TOTAL UTILITY<br/>EXPENSES</b>          | \$ 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<br>BUDGET | BUDGET<br>THRU<br>December | ACTUAL<br>THRU<br>December | VARIANCE<br>THRU<br>December | ANNUAL<br>BUDGET | BUDGET<br>THRU<br>December | ACTUAL<br>THRU<br>December | VARIANCE<br>THRU<br>December | ANNUAL<br>BUDGET | BUDGET<br>THRU<br>December | ACTUAL<br>THRU<br>December | VARIANCE<br>THRU<br>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><b><u>Interior Renovations</u></b></p> <ul style="list-style-type: none"> <li>a. Renovate Lobby;</li> <li>b. Addition of Mail Room;</li> <li>c. Renovate Community Room;</li> <li>d. Renovate Community Bathrooms;</li> <li>e. Renovate Laundry Room;</li> <li>f. New Flooring in Common Areas;</li> <li>g. All Common Areas painted;</li> <li>h. Maintenance Shop;</li> <li>i. Office &amp; Conference Room;</li> <li>j. New Handrails throughout Common hallways;</li> <li>k. Elevator renovation;</li> </ul> | <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> |
|--|---|---|

## **Bayview – Renovation Projects (continued)**

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

# Peck's Beach Family Redevelopment Project

| Scope of Work   | Work Status   | Comments   |
|---|---|--|
| <b>Design Phase of the Redevelopment of Peck's Beach Family</b> | <ul style="list-style-type: none"> <li>June 2021- Award Special Architectural and Engineering (Electrical &amp; Mechanical) Services</li> <li>Award Special Engineering (Civil) Services</li> </ul> <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 1<sup>st</sup>; 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**

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

| Program Statistics Report  | 10/2022 - 10/2023 | 2022<br>DEC | 2022<br>NOV | 2022<br>OCT |
|--|-------------------|-------------|-------------|-------------|
| <b><u>Tenant Accounts Receivable</u></b>   |                   |             |             |             |
| Number of “non-payment of rent” cases referred to the solicitor                      | 2                 | 0           | 2           |             |
| <b><u>Unit Inspections</u></b>   |                   |             |             |             |
| 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           |             |
| <b><u>Occupancy</u></b>  |                   |             |             |             |
| 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%      |             |
| <b><u>Vacancies - At end of Month</u></b>  |                   |             |             |             |
| 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%      |             |
| <b><u>Vacancy Turnovers by VHA Maintenance Staff</u></b>                             |                   |             |             |             |
| 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       |             |
| <b><u>Rent Roll</u></b>  |                   |             |             |             |
| 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    |             |
| <b><u>Waiting List Applicants - All Waiting Lists are CLOSED as of 9/30/2022</u></b> |                   |             |             |             |
| 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         |             |
| <b><u>Maintenance Department</u></b>   |                   |             |             |             |
| 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           |             |
| <b><u>Real Estate Assessment Center (REAC) Scores</u></b>                            |                   |             |             |             |
| Year-End 2018 - Audited - Remains static due to RAD Application                      | 68                | 68          | 68          |             |

**Ocean City Housing Authority**  
**Cash Report**  
**As of December 31, 2022**

**Net Cash Position:**

|   |                    |
|---|--------------------|
| Cash Balance per Reconciled Bank Statements at 12/30/2022 | \$1,007,856.14     |
| <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 12/2022                                  |                    |
|   | Current \$3,539.98 |
|   | Past \$2,962.41    |

**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 | \$148,646.11 |
| Reimbursement for Pecks Family Redevelopment - City of OC         | \$237,770.00 |

Less: Bill List payments - December 2022 (\$538,567.52)

Accrued Expenses - Total from detail below \$3,659.50

| <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           | 3                   | (14,724.50)                     |
| Bad Debt                | 13,230.00            | 3                   | 3,307.50                        |
| Comp Absences           | 1,260.00             | 3                   | 315.00                          |
| P.I.L.O.T.              | 29,770.00            | 3                   | 7,442.50                        |
| Net Accrual             | 183,890.00           |                     | (3,659.50)                      |

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

Net Cash Balance \$940,964.49

|           | <u>Average Expenses</u> | <u>Cash Available for # of</u> |        |
|-----------|-------------------------|--------------------------------|--------|
| Per Month | \$ 77,227               | 13.05                          | Months |
| Per Day   | \$ 2,574                | 366                            | Days   |

**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 **\$538,567.52**.


**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 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner McCall    | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Jackson   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Henry     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Mumman    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Commissioner Broadley  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Chairman Barr          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

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 4<sup>th</sup> 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          |
| 1219  | ACE PLUMBING                     | Maint supplies  | \$ 108.70            |
| 1220  | ACU-PRINT                        | Docs for BVM 1st & 5th floor project & PBF Redevelopment  | \$ 104.28            |
| 1221  | AMBIENT COMFORT                  | HVAC service  | \$ 290.00            |
| 1222  | ATLANTIC CITY ELECTRIC           | Dec 2022 electric   | \$ 13,852.52         |
| 1223  | LINDA AVENA                      | Jan 2023 accounting svcs  | \$ 2,211.67          |
|   | BOWMAN & COMPANY                 | Financial Statement Audit for YE 9/30/2021  | \$ 13,940.50         |
| 1224  | CALL EXPERTS                     | Jan 2023 answering svc  | \$ 72.55             |
| 1225  | CDW GOVERNMENT                   | Computer equipment  | \$ 1,424.33          |
| 1226  | CLEAN SWEEP SVCS                 | Dec 2022 Bldg cleaning - BVM/Speitel  | \$ 2,885.00          |
| 1227  | COMCAST                          | Dec 2022 business internet - Admin Ofc/Speitel  | \$ 386.38            |
| 1228  | THE DAILY JOURNAL                | 2020 & 2021 audit synopsis ad; 2022 remaining bd mtg dates ad; IFB for Title Ins Svcs - PBF redev | \$ 406.13            |
| 1229  | DRAIN DOCTOR                     | Plumbing svcs   | \$ 525.00            |
| 1230  | FLORENCE DRISCOLL                | Jan 2023 Tenant svcs  | \$ 200.00            |
| 1231  | FEDERAL EXPRESS                  | Dec 2022 Overnight delivery   | \$ 19.41             |
| 1232  | FIRE DEFENSE SYSTEMS             | BVM repair  | \$ 774.95            |
| 1233  | WW GRAINGER                      | Maint Supplies  | \$ 967.94            |
| 1234  | ASHLEY HARRIS                    | Jan 2023 BVM/Speitel cleaning   | \$ 200.00            |
| 1235  | ROBERT HARRIS                    | Jan 2023 BVM/Speitel trash rm cleaning; recyclable removal  | \$ 200.00            |
| 1236  | HD SUPPLY                        | Maint Supplies  | \$ 263.70            |
| 1237  | THE HOME DEPOT PRO               | Maint supplies  | \$ 2,064.08          |
| 1238  | JC'S CUSTOM PAINTING             | Painting svcs   | \$ 957.50            |
| 1239  | LENEGAN PLUMBING & HEATING       | Plumbing svcs   | \$ 266.50            |
| 1240  | LINWOOD GULF                     | Vehicle repair  | \$ 587.50            |
| 1241  | NJ AMERICAN WATER                | Dec 2022 water  | \$ 8,072.22          |
| 1242  | NJ PHA JIF                       | CY 2023 insurance - 1st installment   | \$ 49,632.00         |
| 1243  | THE PRESS OF ATLANTIC CITY       | 2020 & 2021 audit synopsis ad; 2022 remaining bd mtg dates ad; IFB for Title Ins Svcs - PBF redev | \$ 311.12            |
| 1244  | ROBERT ROWELL                    | Jan 2023 maint contract grounds   | \$ 200.00            |
| 1245  | SCHINDLER ELEVATOR CORP          | Preventive maint - Speitel  | \$ 5,289.00          |
| 1246  | SHERWIN WILLIAMS                 | Painting supplies   | \$ 151.40            |
| 1247  | SHOEMAKER LUMBER                 | Maint Supplies  | \$ 48.26             |
| 1248  | SOUTH JERSEY WEB DESIGN          | Website changes   | \$ 150.00            |
| 1249  | SOUTH JERSEY GAS                 | Dec 2022 gas  | \$ 7,807.18          |
| 1250  | VERIZON CONNECT FLEET            | Jan 2023 vehicle tracking subscription  | \$ 17.45             |
| 1251  | VERIZON                          | Dec 2022 business phone line - Admin Ofc; elevator phones/alarms - BVM/Speitel                    | \$ 217.74            |
| 1252  | VERIZON WIRELESS                 | Jan 2023 cell phone charges   | \$ 103.07            |
| 1253  | VINELAND HOUSING AUTHORITY       | Office coverage/maint/postage - Dec 2022; Jan 2023 mgmt fee;                                      | \$ 17,477.57         |
| 1254  | 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                              | 12/28/22 payroll invoice  | \$ 80.62             |
| ACH   | ADP                              | 1/11/23 payroll & taxes   | \$ 2,225.99          |
| txfr  | OCHA REPLACEMENT RESERVE         | Jan 2023 repl reserve deposit - BVM/Speitel   | \$ 3,713.00          |
| ACH   | NJ STATE HEALTH BENEFITS PROGRAM | Jan 2023 employee/retiree health benefits   | \$ 4,269.04          |
|   | PNC BANK FEE - Dec               |   | \$ 68.98             |
| <b>TOTAL JAN DISBURSEMENTS COCC (cocctur)</b>                   |                                  |   | <b>\$ 152,151.41</b> |
| <b>TOTAL JAN DISBURSEMENTS CONSTR ACCT (sturcons)</b>           |                                  |   | <b>\$ 148,646.11</b> |
| <b>TOTAL JAN DISBURSEMENTS PBFAM GEN (pbfamily redevelopmt)</b> |                                  |   | <b>\$ 237,770.00</b> |
| <b>TOTAL BILL LIST - JAN 2023</b>                               |                                  |   | <b>\$ 538,567.52</b> |

**OCEAN CITY HOUSING AUTHORITY  
BILL LIST - January 2023**

**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             |
|              | <b>TOTAL JAN DISBURSEMENTS (sturcons)</b> |                                       | <b>\$ 148,646.11</b> |

**BANK: PBFAMILY GENERAL FUND (pbfamily)**

| Check/Wire # | Vendor                                   | Invoice Notes                                 | Total Amount         |
|--------------|--|---|----------------------|
|              | 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            |
|              | <b>TOTAL JAN DISBURSEMENTS (sturgen)</b> |   | <b>\$ 237,770.00</b> |



**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 4<sup>th</sup> 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          | ✓   |    |         |        |        |        |

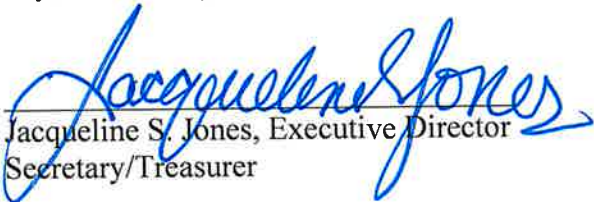
OCEAN CITY HOUSING AUTHORITY

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 4<sup>th</sup> 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 4<sup>th</sup> Street, Ocean City, New Jersey.

By:



Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

## CERTIFICATION

Funding is available for:

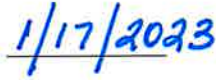
**Special Engineering Services Contract – PECKS BEACH FAMILY REDEVELOPMENT**

from the public housing operating funds to be reimbursed by the City of Ocean City. The line item to be charged for the above expenditure is Account #4430-34 (predevelopment expense – Pecks Beach).



Wendy Hughes

Certifying Financial Officer



Date



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.



Jason Sciullo, Principal Engineer

December 6, 2022

Authorizing Signature for SE

Printed Name and Title

Date

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



December 2, 2022  
D1654.015

Jason T. Sciuillo, P.E., P.P.  
Sciuillo 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. Sciuillo:

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

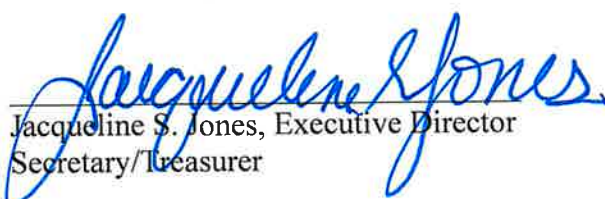
BY: \_\_\_\_\_

  
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 4<sup>th</sup> 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.,<br>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<br>Vineland, NJ 08360 | \$420.00            |
| The Brooke Group LLC             | 209 E Egnor., Galloway, NJ 08205                     | \$54,405.00         |
|                                  |  |                     |
|                                  | <b>TOTAL</b>   | <b>\$237,770.00</b> |

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](mailto: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 4<sup>th</sup> 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         |
|                           |                                    |                    |
|                           | <b>TOTAL</b>                       | <b>\$59,910.00</b> |

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](mailto: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 4<sup>th</sup> 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          |                 |                    |             |  |  |  |  |  |  |  |
| <b>Total Average Score</b>                              | <b>100</b> | <b>0.00</b>     | <b>0.00</b>        | <b>0.00</b> |  |  |  |  |  |  |  |
| <b>Cost Breakdown</b>                                   |            |                 |                    |             |  |  |  |  |  |  |  |
| 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<br>RATE PER<br>HOUR | ESTIMATED<br>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-PICTMGR   | 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

Telephone

N/A

Fax

Sworn to and subscribed before me

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

PRINCIPAL

Title

LLC

Signature of officer if the proposer is an individual

Signature of partner if proposer is a partnership

Signature of officer if the proposer is a corporation



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

RESOLUTION NO. 2023-08  
A Resolution Authorizing Executive Session

**WHEREAS**, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Ocean City Housing Authority to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

**WHEREAS**, the Ocean City Housing Authority has determined that 1 (insert number) issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on January 17, 2023 at 4:31 P.M, and

**WHEREAS**, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which **the number** of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

☐

**"(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion."** The legal citation to the provision(s) at issue is: \_\_\_\_\_ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

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☐

**"(2) Any matter in which the release of information would impair a right to receive funds from the federal government."** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

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☐

**"(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly."** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

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☐

**"(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 30 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  
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 4<sup>th</sup> Street, Ocean City, New Jersey.

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