

Board of Commissioners
Robert Barr, Chairperson
Scott Halliday, Vice-Chairperson
Beverly McCall, Commissioner
Robert Henry, Commissioner
Patrick Mumman, Commissioner
Patricia Miles-Jackson, Commissioner
Brian Broadley, Commissioner



204 4th Street
Ocean City, New Jersey 08226

Phone: 609-399-1062
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Jacqueline S. Jones, Executive Director

February 15, 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, February 21, 2023** at **4:00 pm** at **Administrative Offices – 204 4th Street, Ocean City, NJ 08226.**

The Board may enter into executive session to discuss personnel matters and any other housing business that meets the criteria for an executive session. Formal action may be taken.

Very truly yours,

Jacqueline S. Jones
Executive Director

REVISED
Ocean City Housing Authority
AGENDA

Tuesday, February 21, 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 January 17, 2023
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business:
10. New Business:
11. Resolutions: *(cash report included)*
 - # 2023-10 Approval of Monthly Expenses *(updated)*
 - # 2023-11 Award Pest Control Services
 - # 2023-12 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

January 17, 2023 – 4:02 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held January 17, 2023, at 4:02 p.m. at the Administrative Offices – 204 4th Street, Ocean City, New Jersey 08226.

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

Chairman Barr read the Sunshine Law.

Upon roll call those present were:

Commissioner Robert Halliday	
Commissioner Patrick Mumman	
Commissioner Beverly McCall	(Excused @ 5:02 p.m.)
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; Michael Thilker, Auditor – Bowman and Co.; Rick Ginnetti, Consultant – The Brooke Group and Gloria Pomales, Executive Assistant.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from December 13, 2022. A motion was made by Commissioner McCall and seconded by Commissioner Halliday. The following vote was taken:

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

Chairman Barr changed the order of the meeting and moved to New Business for the audit report from Michael Thilker, Auditor of Bowman Company. Mr. Thilker introduced himself. He stated handouts of the audit were distributed to each of the Commissioners. He reviewed and explained the audit report for FYE 2021. Mr. Thilker discussed the finding and several other items that required adjustments to the financial statement.

Mrs. Jones suggested a verbal resolution be passed pertaining to the Audit followed with a written resolution next month. She stated the Audit for FYE 2021 conducted by the previous Auditors was submitted to HUD and the State. Mrs. Jones asked if the new audit for FYE 2021 should be resent to them. Mr. Thilker suggested resending with a brief explanation.

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the three months ending December 2022. **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)

Chairman Barr presented Resolution # 2022-08 Executive Session.

Resolution #2023-08 **Executive Session**

Chairman Barr called for a motion to approve Resolution #2023-08. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones read a portion of Executive Session resolution indicating the session is to discuss sensitive issues pertaining to contract negotiations with regard to Peck's Beach Family project. 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)

Regular Meeting closed for Executive Session at 4:31 p.m.

Regular Meeting re-opened at 5:54 p.m.

The Board is now back in open session having concluded the Executive Session and can proceed with business.

Executive Director's Report

Mrs. Jones reported a new site manager, Michael Harris has been hired. The waiting list is currently closed and will be opening soon. The waiting list will always open to provide Ocean City residents the opportunity to apply. Currently, there are few Ocean City residents on the waiting list and/or a lack of acceptance of units by Ocean City residents.

Ron Miller will be creating a SharePoint site for everyone to be able to see construction photos, online real time as they become available of the Scattered Site Project. Mrs. Jones stated she has Draw Sheets available on the three active draws, which are Speitel/Bayview, Scattered Sites and Pecks Beach Development if anyone would like to review them. The draws will be available on the SharePoint site.

There have been some issues at Speitel Commons with the HVAC system splits. There has been continued issues since the building was turned over to the Authority and have received little to no assistance from the electrician that installed the units nor the manufacturer. Mrs. Jones stated the Authority has enlisted Solicitor Furman's assistance to pursue this from a legal angle and will provide an update on this matter next month.

Ron Miller provided an update on Bayview renovations. Last month he mentioned changes that would be presented tonight but due to the nature of the changes and the complexity they have been delayed. In the meantime, work is being done in the common spaces of the building. The residents are constantly provided updates and notices. There have been no complaints thus far. In regard to the elevators, two additional contractors have been brought into review this project. Proposals will be submitted and reviewed. All three proposals will be evaluated by the Authority's professional and a recommendation will be made.

Motion to approve the Executive Director'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)

Commissioner McCall was excused – 5:02 p.m.

Committee Reports – None.

Old Business – None.

New Business – No additional new business.

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

Resolution #2023-01
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$538,567.52. A motion was made by Commissioner Halliday; 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	(Absent)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2023-02
Resolution Designating an Official Newspaper

Chairman Barr called for a motion to approve Resolution #2023-02. A motion was made by Commissioner Henry; seconded by Commissioner Mumman. Mrs. Jones explained this resolution is passed every year to designating the two newspapers, The Atlantic City Press and the Daily Journal of Vineland for the housing authority. The following vote was taken:

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

Resolution #2023-03
Resolution Approving Dates for 2023 Board Meetings (REVISION)

Chairman Barr called for a motion to approve Resolution #2023-03. A motion was made by Commissioner Mumman; seconded by Commissioner Halliday. Mrs. Jones stated this resolution is correcting the August 2023 meeting date. The following vote was taken:

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

Resolution #2023-04
Resolution Amending Resolution #2021-34 Entering into a Special Engineering Services Contract for Pecks Beach Family Redevelopment (Scullo Engineering)

Chairman Barr called for a motion to approve Resolution #2023-04. A motion was made by Commissioner Mumman; seconded by Commissioner Halliday. Ron Miller explained the Board authorized resolution 2021-34 Special Engineering Services with Scullo Engineering for Pecks Beach Family. Additional services are needed to complete an environmental review record. The Authority solicited three quotes for this. Scullo was the lowest quote. This resolution is to add the additional services to their current contract. The following vote was taken:

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

Resolution #2023-05

Resolution Authorizing Payment of Draw #2 Pecks Beach Family Redevelopment

Chairman Barr called for a motion to approve Resolution #2023-05. A motion was made by Commissioner Halliday; seconded by Commissioner Mumman. Mrs. Jones stated this is the second draw in the redevelopment fund for Pecks Beach Family and details are attached to the resolution in the amount of \$237,770. The following vote was taken:

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

Resolution #2023-06

Resolution Authorizing Payment of Draw #30

Chairman Barr called for a motion to approve Resolution #2023-06. A motion was made by Commissioner Mumman; seconded by Commissioner Halliday. Mrs. Jones reviewed #30 for Speitel/Bayview Manor in the amount of \$59,910. The following vote was taken:

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

Resolution #2023-07

Resolution Awarding Architectural and Engineer Services Contract (Donovan Architects)

Chairman Barr called for a motion to approve Resolution #2023-07. A motion was made by Commissioner Mumman; seconded by Commissioner Halliday. Ron Miller explained this contract is for general architectural and engineering services throughout the year. Only one response to the RFP was received from Donovan Architects. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Absent)
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. Commissioner Mumman asked if an Audit Resolution will be passed tonight. No further comments.

Resolution #2023-09
Approval of the Audit of the FYE September 30, 2021 (Re-Audit)

Chairman Barr called for a motion to approve Resolution #2023-09. A motion was made by Commissioner Halliday; seconded by Commissioner Mumman. Mrs. Jones stated this resolution is to accept the YE 2021 Audit based on the presentation of the Auditor and will solidify this audit as the official audit FYE 2021 as long as there are no changes to the audit in the next 48 hours. The following vote was taken:

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

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Henry ; 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 5:11 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Jan 2023



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU January	ACTUAL THRU January	VARIANCE THRU January
<u>INCOME</u>				
DWELLING RENTAL	\$ 569,880	\$ 189,960	\$ <u>198,766</u>	\$ 8,806
TOTAL TENANT REVENUE	\$ 569,880	\$ 189,960	\$ 198,766	\$ 8,806
HUD OPERATING SUBSIDY	\$ 287,240	\$ 95,748	\$ <u>86,703</u>	\$ (9,045)
PBV HAP SUBSIDY	388,360	129,456	<u>118,561</u>	(10,895)
HUD CAPITAL FUNDS-OPERATIONS	71,000	23,668	-	(23,668)
CDBG INCOME	23,300	7,768	<u>713</u>	(7,056)
TOTAL HUD FUNDING	\$ 769,900	\$ 256,640	\$ 205,977	\$ (50,664)
INVESTMENT INCOME- UNRESTRICTED	\$ 120	\$ 40	\$ <u>120</u>	\$ 80
NONDWELLING RENTAL INCOME	54,000	18,000	-	(18,000)
OTHER INCOME-LAUNDRY	6,900	2,300	<u>2,013</u>	(287)
OTHER INCOME-FRAUD RECOVERY	2,500	832	<u>1,548</u>	716
OTHER INCOME-MISCELLANEOUS	11,540	3,848	<u>2,622</u>	(1,226)
TOTAL INCOME	\$ 1,414,840	\$ 471,620	\$ 411,046	\$ (60,574)
<u>EXPENSES</u>				
ADMINISTRATIVE SALARIES				
ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ <u>1,044</u>	\$ 1,044
PAYROLL TAXES - ADMIN	-	-	<u>87</u>	87
TOTAL ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ 1,131	\$ 1,131
AUDIT FEES	\$ 12,000	\$ 3,996	\$ <u>4,000</u>	\$ 4
ADVERTISING	740	248	<u>1,111</u>	863
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 3,700	\$ 1,236	\$ <u>300</u>	\$ (936)
CONSULTANTS-RAD CONVERSION	11,030	3,676	<u>2,500</u>	(1,176)
COPIER	2,660	888	-	(888)
DUES & PUBLICATIONS	730	244	<u>205</u>	(39)
OFFICE SUPPLIES	790	268	<u>158</u>	(110)
PHONE & INTERNET	13,780	4,596	<u>3,940</u>	(656)
POSTAGE	1,640	544	<u>552</u>	8
LEGAL	16,020	5,340	-	(5,340)
CRIMINAL BACKGROUND CHECKS	360	120	-	(120)
LEGAL-RAD	4,000	1,332	-	(1,332)
TRAVEL	70	24	-	(24)
TRAINING	440	148	-	(148)
ACCOUNTING	26,540	8,848	<u>8,847</u>	(1)
MANAGEMENT FEES	266,880	88,960	<u>46,810</u>	(42,150)
MISCELLANEOUS-SUNDRY	13,660	4,548	<u>6,564</u>	2,016
TOTAL ADMINISTRATIVE EXPENSES	\$ 375,040	\$ 125,016	\$ 76,118	\$ (48,898)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Jan 2023



OTHER TENANT SERVICES	\$	3,900	\$	1,300	\$	<u>800</u>	\$	(500)
TENANT SVCS - BEHAVIORAL HEALTH		39,100		13,036		<u>713</u>		(12,324)
TOTAL OTHER TENANT SERVICES	\$	43,000	\$	14,336	\$	1,513	\$	(12,824)
WATER/SEWER	\$	104,350	\$	34,784	\$	<u>32,203</u>	\$	(2,581)
ELECTRIC		98,360		32,788		<u>39,054</u>		6,266
GAS		50,180		16,728		<u>23,309</u>		6,581
TOTAL UTILITY EXPENSES	\$	252,890	\$	84,300	\$	94,566	\$	10,266
MAINTENANCE LABOR	\$	65,000	\$	21,668	\$	<u>17,319</u>	\$	(4,349)
MAINT. MATERIALS		138,900		46,320		<u>9,408</u>		(36,912)
MAINT. CONTRACT COSTS		220,100		73,376		<u>44,331</u>		(29,045)
EMPLOYEE BENEFITS		37,530		12,508		<u>1,167</u>		(11,341)
TOTAL MAINTENANCE	\$	461,530	\$	153,872	\$	72,224	\$	(81,648)
INSURANCE	\$	110,490	\$	36,836	\$	<u>31,990</u>	\$	(4,846)
FLOOD INSURANCE		29,140		9,712		<u>10,221</u>		509
BAD DEBTS		13,230		4,412		<u>4,410</u>		(2)
COMPENSATED ABSENCES		1,260		420		<u>420</u>		-
PAYMENT IN LIEU OF TAXES		29,770		9,924		<u>9,923</u>		(1)
PENSION		10,690		3,564		<u>3,564</u>		-
RETIREE BENEFITS		28,260		9,420		<u>4,514</u>		(4,906)
TOTAL OTHER EXPENSES	\$	222,840	\$	74,288	\$	65,042	\$	(9,246)
TOTAL EXPENDITURES	\$	1,355,300	\$	451,812	\$	309,463	\$	(142,349)
Replacement Reserve	\$	44,550	\$	14,852	\$	<u>14,863</u>	\$	11
PROFIT	\$	14,990	\$	4,956	\$	86,720	\$	81,764

Commissioner's Report - Property Detail

Month Ending: Jan 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU January	ACTUAL THRU January	VARIANCE THRU January	ANNUAL BUDGET	BUDGET THRU January	ACTUAL THRU January	VARIANCE THRU January	ANNUAL BUDGET	BUDGET THRU January	ACTUAL THRU January	VARIANCE THRU January
<u>INCOME</u>												
DWELLING RENTAL	\$ 161,730	\$ 53,912	\$ <u>62,155</u>	\$ 8,243	\$ 161,150	\$ 53,716	\$ <u>51,078</u>	\$ (2,638)	\$ 247,000	\$ 82,332	\$ <u>85,533</u>	\$ 3,201
TOTAL TENANT REVENUE	\$ 161,730	\$ 53,912	\$ 62,155	\$ 8,243	\$ 161,150	\$ 53,716	\$ 51,078	\$ (2,638)	\$ 247,000	\$ 82,332	\$ 85,533	\$ 3,201
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 287,240	\$ 95,748	\$ <u>86,703</u>	\$ (9,045)
PBV HAP SUBSIDY	198,510	66,172	<u>58,135</u>	(8,037)	189,850	63,284	<u>60,426</u>	(2,858)	-	-	-	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	71,000	23,668	-	(23,668)
CDBG INCOME	6,500	2,168	<u>128</u>	(2,040)	4,200	1,400	<u>200</u>	(1,201)	12,600	4,200	<u>385</u>	(3,815)
TOTAL HUD FUNDING	\$ 205,010	\$ 68,340	\$ 58,263	\$ (10,077)	\$ 194,050	\$ 64,684	\$ 60,626	\$ (4,059)	\$ 370,840	\$ 123,616	\$ 87,088	\$ (36,528)
INVESTMENT INCOME-UNRESTRICTED	\$ 40	\$ 12	\$ <u>51</u>	\$ 39	\$ 30	\$ 12	\$ <u>1</u>	\$ (11)	\$ 50	\$ 16	\$ <u>68</u>	\$ 52
NONDWELLING RENTAL INCOME	54,000	18,000	-	(18,000)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	2,800	932	<u>676</u>	(256)	1,200	400	<u>605</u>	205	2,900	968	<u>733</u>	(235)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	2,500	832	<u>1,548</u>	716
OTHER INCOME-MISCELLANEOUS	3,090	1,032	<u>218</u>	(814)	1,100	368	<u>(21)</u>	(389)	7,350	2,448	<u>2,425</u>	(23)
TOTAL INCOME	\$ 426,670	\$ 142,228	\$ 121,364	\$ (20,864)	\$ 357,530	\$ 119,180	\$ 112,288	\$ (6,892)	\$ 630,640	\$ 210,212	\$ 177,394	\$ (32,818)
<u>EXPENSES</u>												
ADMINISTRATIVE SALARIES												
ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ <u>292</u>	\$ 292	\$ -	\$ -	\$ <u>188</u>	\$ 188	\$ -	\$ -	\$ <u>564</u>	\$ 564
PAYROLL TAXES - ADMIN	-	-	<u>24</u>	24	-	-	<u>16</u>	16	-	-	<u>47</u>	47
TOTAL ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ 317	\$ 317	\$ -	\$ -	\$ 204	\$ 204	\$ -	\$ -	\$ 611	\$ 611

Commissioner's Report - Property Detail

Month Ending: Jan 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU January	ACTUAL THRU January	VARIANCE THRU January	ANNUAL BUDGET	BUDGET THRU January	ACTUAL THRU January	VARIANCE THRU January	ANNUAL BUDGET	BUDGET THRU January	ACTUAL THRU January	VARIANCE THRU January
AUDIT FEES	\$ 3,520	\$ 1,172	\$ <u>1,176</u>	\$ 4	\$ 2,620	\$ 872	\$ <u>872</u>	\$ -	\$ 5,860	\$ 1,952	\$ <u>1,952</u>	\$ -
ADVERTISING	170	56	<u>296</u>	240	200	68	<u>191</u>	123	370	124	<u>624</u>	500
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 500	\$ 168	\$ <u>84</u>	\$ (84)	\$ 1,200	\$ 400	\$ <u>54</u>	\$ (346)	\$ 2,000	\$ 668	\$ <u>162</u>	\$ (506)
CONSULTANTS-RAD	500	168	<u>700</u>	532	530	176	<u>450</u>	274	10,000	3,332	<u>1,350</u>	(1,982)
CONVERSION												
COPIER	740	248	-	(248)	480	160	-	(160)	1,440	480	-	(480)
DUES & PUBLICATIONS	170	56	<u>57</u>	1	200	68	<u>37</u>	(31)	360	120	<u>111</u>	(9)
OFFICE SUPPLIES	200	68	<u>44</u>	(24)	200	68	<u>28</u>	(40)	390	132	<u>85</u>	(47)
PHONE & INTERNET	4,260	1,420	<u>866</u>	(554)	5,630	1,876	<u>1,852</u>	(24)	3,890	1,300	<u>1,222</u>	(78)
POSTAGE	420	140	<u>155</u>	15	400	132	<u>99</u>	(33)	820	272	<u>298</u>	26
LEGAL	3,000	1,000	-	(1,000)	1,880	628	-	(628)	11,140	3,712	-	(3,712)
CRIMINAL BACKGROUND	40	12	-	(12)	20	8	-	(8)	300	100	-	(100)
CHECKS												
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	1,332	-	(1,332)
TRAVEL	20	8	-	(8)	10	4	-	(4)	40	12	-	(12)
TRAINING	140	48	-	(48)	200	68	-	(68)	100	32	-	(32)
ACCOUNTING	6,500	2,168	<u>2,477</u>	309	4,540	1,512	<u>1,592</u>	80	15,500	5,168	<u>4,777</u>	(391)
MANAGEMENT FEES	57,840	19,280	<u>13,107</u>	(6,173)	52,040	17,348	<u>8,426</u>	(8,922)	157,000	52,332	<u>25,277</u>	(27,055)
MISCELLANEOUS-	4,740	1,584	<u>1,156</u>	(428)	3,720	1,232	<u>735</u>	(497)	5,200	1,732	<u>4,673</u>	2,941
SUNDRY												
TOTAL ADMINISTRATIVE EXPENSES	\$ 82,760	\$ 27,596	\$ 20,435	\$ (7,161)	\$ 73,870	\$ 24,620	\$ 14,541	\$ (10,079)	\$ 218,410	\$ 72,800	\$ 41,142	\$ (31,658)
OTHER TENANT SERVICES	\$ 1,400	\$ 468	\$ <u>800</u>	\$ 332	\$ 1,200	\$ 400	\$ -	\$ (400)	\$ 1,300	\$ 432	\$ -	\$ (432)
TENANT SVCS - BEHAVIORAL HEALTH	15,500	5,168	<u>200</u>	(4,969)	10,400	3,468	<u>128</u>	(3,340)	13,200	4,400	<u>385</u>	(4,015)
TOTAL OTHER TENANT SERVICES	\$ 16,900	\$ 5,636	\$ 1,000	\$ (4,637)	\$ 11,600	\$ 3,868	\$ 128	\$ (3,740)	\$ 14,500	\$ 4,832	\$ 385	\$ (4,447)
WATER/SEWER	\$ 21,540	\$ 7,180	\$ <u>5,651</u>	\$ (1,529)	\$ 15,000	\$ 5,000	\$ <u>4,535</u>	\$ (465)	\$ 67,810	\$ 22,604	\$ <u>22,017</u>	\$ (587)
ELECTRIC	86,520	28,840	<u>28,561</u>	(279)	2,600	868	<u>5,921</u>	5,053	9,240	3,080	<u>4,572</u>	1,492
GAS	-	-	-	-	5,040	1,680	<u>2,051</u>	371	45,140	15,048	<u>21,258</u>	6,210

Commissioner's Report - Property Detail

Month Ending: Jan 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU January	ACTUAL THRU January	VARIANCE THRU January	ANNUAL BUDGET	BUDGET THRU January	ACTUAL THRU January	VARIANCE THRU January	ANNUAL BUDGET	BUDGET THRU January	ACTUAL THRU January	VARIANCE THRU January
TOTAL UTILITY EXPENSES	\$ 108,060	\$ 36,020	\$ 34,212	\$ (1,808)	\$ 22,640	\$ 7,548	\$ 12,507	\$ 4,959	\$ 122,190	\$ 40,732	\$ 47,847	\$ 7,115
MAINTENANCE LABOR	\$ 18,000	\$ 6,000	\$ <u>4,849</u>	\$ (1,151)	\$ 14,000	\$ 4,668	\$ <u>3,117</u>	\$ (1,551)	\$ 33,000	\$ 11,000	\$ <u>9,352</u>	\$ (1,648)
MAINT. MATERIALS	16,600	5,540	<u>1,669</u>	(3,871)	100,240	33,420	<u>1,392</u>	(32,028)	22,060	7,360	<u>6,346</u>	(1,014)
MAINT. CONTRACT COSTS	84,390	28,136	<u>19,753</u>	(8,383)	56,930	18,976	<u>11,128</u>	(7,848)	78,780	26,264	<u>13,450</u>	(12,814)
EMPLOYEE BENEFITS	11,240	3,744	<u>327</u>	(3,417)	6,900	2,300	<u>210</u>	(2,090)	19,390	6,464	<u>630</u>	(5,834)
TOTAL MAINTENANCE	\$ 130,230	\$ 43,420	\$ 26,598	\$ (16,822)	\$ 178,070	\$ 59,364	\$ 15,848	\$ (43,516)	\$ 153,230	\$ 51,088	\$ 29,779	\$ (21,309)
INSURANCE	\$ 30,820	\$ 10,276	\$ <u>8,759</u>	\$ (1,517)	\$ 24,600	\$ 8,200	\$ <u>5,890</u>	\$ (2,310)	\$ 55,070	\$ 18,360	\$ <u>17,341</u>	\$ (1,019)
FLOOD INSURANCE	4,000	1,332	<u>1,717</u>	385	4,500	1,500	<u>1,873</u>	373	20,640	6,880	<u>6,630</u>	(250)
BAD DEBTS	1,500	500	<u>500</u>	-	930	312	<u>312</u>	-	10,800	3,600	<u>3,598</u>	(2)
COMPENSATED ABSENCES	420	140	<u>140</u>	-	420	140	<u>140</u>	-	420	140	<u>140</u>	-
PAYMENT IN LIEU OF TAXES	5,370	1,792	<u>1,788</u>	(4)	11,920	3,972	<u>3,975</u>	3	12,480	4,160	<u>4,160</u>	-
PENSION	3,000	1,000	<u>1,000</u>	-	2,430	812	<u>812</u>	-	5,260	1,752	<u>1,752</u>	-
RETIREE BENEFITS	7,900	2,632	<u>1,264</u>	(1,368)	5,460	1,820	<u>813</u>	(1,007)	14,900	4,968	<u>2,437</u>	(2,531)
TOTAL OTHER EXPENSES	\$ 53,010	\$ 17,672	\$ 15,168	\$ (2,504)	\$ 50,260	\$ 16,756	\$ 13,815	\$ (2,941)	\$ 119,570	\$ 39,860	\$ 36,059	\$ (3,801)
TOTAL EXPENDITURES	\$ 390,960	\$ 130,344	\$ 97,412	\$ (32,932)	\$ 336,440	\$ 112,156	\$ 56,839	\$ (55,317)	\$ 627,900	\$ 209,312	\$ 155,212	\$ (54,100)
Replacement Reserve	\$ 26,950	\$ 8,984	\$ <u>8,995</u>	\$ 11	\$ 17,600	\$ 5,868	\$ <u>5,868</u>	\$ -	\$ -	\$ -	\$ <u>-</u>	\$ -
PROFIT	\$ 8,760	\$ 2,900	\$ 14,956	\$ 12,056	\$ 3,490	\$ 1,156	\$ 49,581	\$ 48,425	\$ 2,740	\$ 900	\$ 22,183	\$ 21,283

Ocean City Housing Authority
Administrative Report

DATE: February 14, 2023

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for January 2023)

PERIOD: January 11, 2023 to February 14, 2023

Please see the next page for Bayview Renovation Projects:

Bayview – Renovation Projects

<u>Interior Renovations</u> a. Renovate Lobby; b. Addition of Mail Room; c. Renovate Community Room; d. Renovate Community Bathrooms; e. Renovate Laundry Room; f. New Flooring in Common Areas; g. All Common Areas painted; h. Maintenance Shop; i. Office & Conference Room; j. New Handrails throughout Common hallways; k. Elevator renovation;	Project Specifications have been advertised for bids to be received in early August; Anticipate September Contract Award August update: Proposals for the Interior Renovations were received August 10, 2022; Documents will be reviewed by staff and attorney with a possible August contract award; September update: Contract was awarded in August 2022 to Levy Construction Co, Inc; Project is in submittal phase; October update: Project is in submittal phase; Possible supply chain issues are being evaluated; November update: Interior construction has begun; submittals are still in process; some change orders are anticipated; December update: Same as November;	January update: Change Orders are anticipated for office, board room and lobby due to changes needed to move electrical conduits; Hallway painting has begun; Floors will be replaced after painting is complete; Each floor will be done independently; 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>February update: Change orders are being finalized; Hallway painting and hallway floor replacement continues; 4th floor is complete; 3rd floor in process; Elevator quotes are being finalized;</i>
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Bayview – Renovation Projects (continued)

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

Scope of Work	Work Status	Comments
Design Phase of the Redevelopment of Peck's Beach Family	- June 2021- Award Special Architectural and Engineering (Electrical & Mechanical) Services - Award Special Engineering (Civil) Services Project kick-off meeting with Professional Team has been completed; Subdivision approval is complete. October '21 update: The architect is completing the "massing" of the Family development for presentation to the board. November '21 update: The Architect will present "massing" ideas of the Family development to board at the November meeting. December '21 update: Work continues on the "massing" for the Family development; More progress is expected in January 2022. January '22 update: Massing for the Family development continues; Update to be given at board meeting. February '22 update: Further progress has been made on the massing for the family development; Updates to be shared at the meeting with the board regarding a preliminary design. March update: The preliminary design for the project is complete; Discussions are in process with the NJHMFA regarding financing; once the financing is decided with an investor's commitment the project will move to the next phase; April update: Discussions continue with the NJHMFA regarding financing; once the financing is decided with an investor's commitment the project will move to the next phase;	May update – Finalizing discussions with NJHMFA for funding options; Next step will be to obtain investor commitment for tax credit proposal; June update – Board presentation will occur at the June meeting; Next steps are investor commitment and file tax credit application with the NJHMFA. July update – NJHMFA application is in process; August update – NJHMFA has received the application. September update – NJHMFA has received the application. A further update will be given at the board meeting; October update – NJHMFA has received the application. A further update will be given at the board meeting; November update: NJHMFA board approved the Declaration of Intent (DOI); The DOI has been passed to the Governor for the 14-day veto period; Notice of approval is anticipated for the first week in December; Next step is the submission of the project to the Planning Board by the end of November; We had a meeting with the Pecks Family residents on November 1st; The next meeting is planned for January 2023; Work on the RAD conversion process will continue to work toward "closing." 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; January update: The design is being readied for submission to the Planning Office by the end of January. <i>February update: The design is being readied for submission to the Planning Office. Next steps – finalize construction plans, prepare bid documents; put out for bid; work toward financial closing with HMFA and HUD; the 2nd Resident meeting is scheduled for March;</i>

Board of Commissioners –Rutgers Training Program Status

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

Program Statistics Report 10/2022 - 10/2023		2023 JAN	2022 DEC	2022 NOV
<u>Tenant Accounts Receivable</u>				
Number of "non-payment of rent" cases referred to the solicitor		5	3	0
<u>Unit Inspections</u>				
Total number of units to be inspected in fiscal year		119	119	119
Number of inspections completed this month - all sites (include BB insp.)		119	1	119
Total number of units inspected year-to-date - all sites		242	123	122
<u>Occupancy</u>				
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)		126	176	144
Annual Unit Turnaround Time (For Fiscal Year)		149	160	144
Monthly - Number of Vacancies Filled (this month)		2	1	1
Monthly - Average unit turnaround time in days for Lease up		122	2	77
Monthly - Average unit turnaround time in days to Prep Unit (Maint)		4	174	67
PIC Score		97.30%	82.50%	97.30%
<u>Vacancies - At end of Month</u>				
Bay View Manor		2	3	3
Speitel Commons		1	3	2
Peck's Beach Family		3	3	3
Total		6	9	8
Occupancy Rate		93.39%	91.74%	93.60%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>				
Total Hours (Summarized Quarterly)			83.67	
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)		1.52	70.00	0.00
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)		21.30	13.67	13.67
<u>Rent Roll</u>				
Bay View Manor - Elderly/Disabled		\$15,728	\$15,609	\$14,704
Speitel Commons - Elderly/Disabled		\$12,524	\$12,524	\$12,907
Peck's Beach - Family		\$22,321	\$22,512	\$21,647
Total Rent Roll		\$50,573	\$50,645	\$49,258
<u>Waiting List Applicants - All Waiting Lists are OPEN until March 31, 2023</u>				
Families - Ocean City Preference		15	15	15
Families - No Ocean City Preference		142	142	142
Elderly (Seniors - 62+)/Disabled - Ocean City Preference		4	6	8
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference		162	161	167
<u>Maintenance Department</u>				
Average work order turnaround time in days - Tenant Generated		0.12	0.13	0.13
Total Tenant Generated Work Orders		27	36	38
Number of routine work orders written this month		85	88	52
Number of outstanding work orders from previous month		663	652	649
Total number of work orders to be addressed this month		775	778	739
Total number of work orders completed this month		104	115	87
Total number of work orders left outstanding		671	663	652
Number of emergency work orders written this month		0	2	0
Total number of work orders written year-to-date		453	341	215
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)		0	0	0
<u>Real Estate Assessment Center (REAC) Scores</u>				
Year-End 2018 - Audited - Remains static due to RAD Application		68	68	68

Ocean City Housing Authority
Cash Report
As of January 31, 2023

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 01/31/2023	\$1,202,948.24
<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 01/2023	Current \$19,461.99
	Past \$323.91

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	\$59,849.86
Reimbursement for Pecks Family Redevelopment - City of OC	\$0.00

Less: Bill List payments - February 2023 (\$146,300.65)

Accrued Expenses - Total from detail below (\$11,664.67)

<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	4	(3,088.67)
Bad Debt	13,230.00	4	4,410.00
Comp Absences	1,260.00	4	420.00
P.I.L.O.T.	29,770.00	4	9,923.33
Net Accrual	183,890.00		11,664.67

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

Net Cash Balance \$1,199,716.55

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 77,366	15.55	Months
Per Day	\$ 2,579	465	Days

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

RESOLUTION NO. 2023-10
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 \$146,300.65.

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: February 21, 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 February 21, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

OCEAN CITY HOUSING AUTHORITY BILL LIST - February 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
1256	VOID		\$ -
1257	CAPE MAY HOUSING AUTHORITY	Maint Svcs OT - Jan 2023	\$ 187.50
1258	CARAHSOFT TECHNOLOGY CORP	Svc fee - 10/2022 - 09/2023	\$ 120.00
1259	CLEAN SWEEP SVCS	Jan 2023 Bldg cleaning - BVM/Speitel	\$ 3,100.00
1260	VOID		\$ -
1261	VOID		\$ -
1262	DRAIN DOCTOR	Plumbing svcs	\$ 165.00
1263	FLORENCE DRISCOLL	Feb 2023 Tenant svcs	\$ 200.00
1264	FEDERAL EXPRESS	Jan 2023 Overnight delivery	\$ 19.24
1265	GEN X ELECTRICAL CONTRACTORS LLC	Electrical repairs	\$ 285.00
1266	GENRON	Maint supplies	\$ 203.10
1267	WW GRAINGER	Maint Uniform	\$ 143.83
1268	ASHLEY HARRIS	Feb 2023 BVM/Speitel cleaning	\$ 200.00
1269	ROBERT HARRIS	Feb 2023 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
1270	THE HOME DEPOT PRO	Maint supplies	\$ 718.79
1271	JOHN SPITZ	Jan/Feb 2023 Medicare & prescription co-pays	\$ 1,131.77
1272	VOID		\$ -
1273	NJ AMERICAN WATER	Jan 2023 water	\$ 8,785.76
1274	THE PRESS OF ATLANTIC CITY	Ad - 2023 board mtg schedule	\$ 41.60
1275	ROBERT ROWELL	Feb 2023 maint contract grounds	\$ 200.00
1276	VERIZON CONNECT FLEET	Feb 2023 vehicle tracking subscription	\$ 17.45
1277	VOID		\$ -
1278	WALLACE HARDWARE	Maint Supplies	\$ 2.04
1279	WEAVER'S EQUIPMENT SALES & SERVICE	27" Snowblower	\$ 2,124.99
1280	ADVANCED ENVIRO SYSTEMS		\$ 296.81
1281	ATLANTIC CITY ELECTRIC	Jan 2023 electric	\$ 12,048.06
1282	VOID		\$ -
1283	CALL EXPERTS	Feb 2023 answering svc	\$ 72.16
1284	CDW GOVERNMENT		\$ 59.34
1285	VOID		\$ -
1286	VOID		\$ -
1287	EISENSTAT GABAGE & FURMAN	Legal svcs - Oct 2022 - Jan 2023	\$ 1,500.00
1288	HOME DEPOT CREDIT SVCS	Maint supplies	\$ 65.26
1289	JC'S CUSTOM PAINTING		\$ 1,330.00
1290	VOID		\$ -
1291	NAHRO	Membership dues	\$ 366.18
1292	SHERWIN WILLIAMS	Painting supplies	\$ 227.02
1293	SHOEMAKER LUMBER	Maint Supplies	\$ 31.98
1294	SOUTH JERSEY GAS	Jan 2023 gas	\$ 5,905.16
1295	VOID		\$ -
1296	VERIZON WIRELESS	Cell phones - 2/2023	\$ 103.07
1297	VINELAND HOUSING AUTHORITY	Office coverage/maint/postage - Jan 2023; Feb 2023 mgmt fee;	\$ 18,022.21
1298	LINDA AVENA	Audit assistance FYE 9/30/21; Prep of Form 990EZ & CIP schedule - OCCDC	\$ 4,425.00
1299	COMCAST	Jan/Feb 2023 business internet - Admin Ofc/Speitel	\$ 646.55
1300	THE DAILY JOURNAL	Ad - RFP Architectural Svcs; Ad - 2023 meeting schedule	\$ 76.71
1301	LENEGAN PLUMBING & HEATING	Gas line repair - PBF; Wall heater install - BVM	\$ 2,433.42
1302	VERIZON	Jan 2023 business phone line - Admin Ofc; elevator phones/alarms - BVM (Jan)/Speitel (Jan/Feb)	\$ 745.27
ACH	ADP	1/25/23 payroll & taxes	\$ 3,223.88
ACH	ADP	Yr end processing payroll invoice	\$ 101.40
ACH	ADP	1/25/23 payroll invoice	\$ 83.69
ACH	ADP	2/8/23 payroll & taxes	\$ 3,933.04
ACH	ADP	2/8/23 payroll invoice	\$ 83.69
txfr	OCHA REPLACEMENT RESERVE	Feb 2023 repl reserve deposit - BVM/Speitel	\$ 3,713.00
ACH	NJ STATE HEALTH BENEFITS PROGRAM	Feb 2023 employee/retiree health benefits	\$ 4,268.98
	PNC BANK FEE - Jan 2023		\$ 68.97
TOTAL FEB DISBURSEMENTS COCC (cocestur)			\$ 86,450.79
TOTAL FEB DISBURSEMENTS CONSTR ACCT (sturcons)			\$ 59,849.86
TOTAL FEB DISBURSEMENTS PBFAM GEN (pbfamily redevelopmt)			\$ -
TOTAL BILL LIST - FEB 2023			\$ 146,300.65

OCEAN CITY HOUSING AUTHORITY			
BILL LIST - February 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 #30	53,910.00
	THE BROOKE GROUP LLC	BVM renovations consulting - Draw #30	5,687.50
	TOTAL FEB DISBURSEMENTS (sturcons)		\$ 59,849.86
BANK: PBFAMILY GENERAL FUND (pbfamily)			
Check/Wire #	Vendor	Invoice Notes	Total Amount
	TOTAL FEB DISBURSEMENTS (sturgen)		\$ -

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

RESOLUTION NO. 2023-11
Resolution Awarding Pest Control Services Contract

WHEREAS, the Ocean City Housing Authority has solicited Requests for Quotes for Pest Control Services; and

WHEREAS, this is a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, two Pest Control companies submitted quotes; and

WHEREAS, Elder Pest Control, Inc. provided the lowest qualified submission; and

WHEREAS, Elder Pest Control, Inc. – 505 Hamilton Avenue – Linwood, NJ 08221 has completed and submitted a Political Contributions Disclosure form which certifies that Elder Pest Control, Inc. has not made any reportable contributions to a political or candidate committee in the Ocean City Housing Authority in the previous one year, and that the contract will prohibit the Elder Pest Control from making any reportable contributions through the term of the contract, and

WHEREAS, it is recommended to the Board of Commissioners to contract Elder Pest Control to provide the Ocean City Housing Authority with its Pest Control services for a 12-month period commencing March 1, 2023 through February 29, 2024 in an amount not to exceed \$44,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Pest Control Services contract for Elder Pest Control, Inc. for the term indicated above.

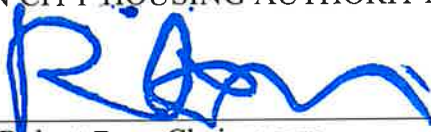
ADOPTED: February 21, 2023

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

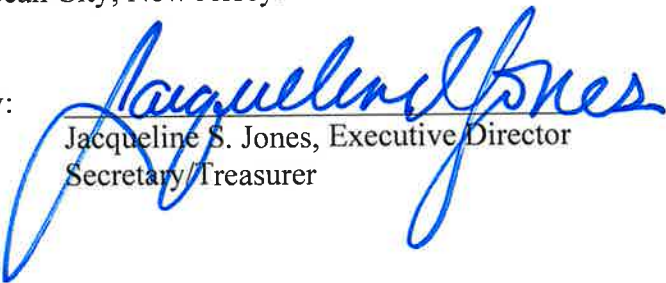
BY:


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 February 21, 2023 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By:


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

PEST CONTROL SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-07-000.



Wendy Hughes

Certifying Financial Officer



Date

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

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

PEST CONTROL SERVICES

UNIT PRICING TABLE PAGE 1 OF 2

CODE	DESCRIPTION	UNIT PRICE (TREATMENT FOR 1 MONTH)	# OF TIMES SERVICES ARE RENDERED	TOTAL PRICE
EXT-BAYVIEW	Provide price to exterminate at Bayview Manor (Defined in specification above, service all units 1 time)	335 ⁰⁰	12	\$4020 ⁰⁰
EXT-SPEITEL	Provide price to exterminate at Spetel Commons (Defined in specification above, service all units 1 time)	190 ⁰⁰	12	\$2280 ⁰⁰
EXT-PECKS-FAMILY	Provide price to exterminate at Pecks Beach Family (Defined in specification above, service all units 1 time)	240 ⁰⁰	12	\$2880 ⁰⁰
BB-INSPECTION-BAYVIEW	Provide price to complete K-9 Bed Bug inspection at Bayview Manor (inspect all units 1 time) (Quarterly)	1,100 ⁰⁰	4	\$4,400 ⁰⁰

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Total Price of all rows \$13,580⁰⁰

THIRTEEN THOUSAND FIVE HUNDRED EIGHTY DOLLARS

TOTAL PRICE IN WRITTEN WORD FORM

The bid price is to contain all direct and indirect costs, including out-of-pocket expenses.	
ELDER PEST CONTROL BY: Tom Thompson	
Firm Name	
505 HAMILTON AVE LINWOOD NJ 08221	
Street, Town, State, Zip Code	
609 748 8001	609 926 0506
Telephone	Fax
Sworn to and subscribed before me on this February 23, 2023	
Signature of proposer if the proposer is an individual	
Signature of partner if proposer is a partnership	
Signature of officer if the proposer is a corporation	
LORENA PALMISANO AMATO NOTARY PUBLIC OF NEW JERSEY My Commission Expires 6/6/2023	
Title	

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

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

PEST CONTROL SERVICES

UNIT PRICING TABLE PAGE 2 OF 2

CODE	DESCRIPTION	UNIT PRICE	# of Times Services are Rendered	Total
EXT-BED-0BR	Provide Price for treatment of Bed Bugs in an efficiency apartment.	249 ⁰⁰		
EXT-BED-1BR	Provide Price for treatment of Bed Bugs in a one (1) bedroom apartment.	299 ⁰⁰		
EXT-BED-2BR	Provide Price for treatment of Bed Bugs in a two (2) bedroom apartment.	299 ⁰⁰		
EXT-BED-3BR	Provide Price for treatment of Bed Bugs in a three (3) bedroom apartment.	329 ⁰⁰		
EXT-BED-4BR	Provide Price for treatment of Bed Bugs in a four (4) bedroom apartment.	349 ⁰⁰		
EXT- HOURS	Provide Price for 1 exterminator per hour. (Unit costed for hourly wage rate)	95 ⁰⁰		
VEG-SPEITEL	Provide a price to complete vegetation control (Defined in specification above)		6	
VEG-PCKSFAMILY	Provide a price to complete vegetation control (Defined in specification above)		6	
VEG-BAYVIEW	Provide a price to complete vegetation control (Defined in specification above)		6	

Apartment Size by "Average Total Square Footage"

370	Average Square footage for an EFFICIENCY apartment
704	Average Square footage for a ONE BEDROOM apartment
722	Average Square footage for a TWO BEDROOM apartment
756	Average Square footage for a THREE BEDROOM apartment
1008	Average Square footage for a FOUR BEDROOM apartment

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

RESOLUTION NO. 2023-12
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 February 21, 2023 at 4:27 P.M, and

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

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

_____;

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

_____;

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

_____;

"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees

of the public body” The collective bargaining contract(s) discussed are between the Board and _____

_____;

☐“(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

☐“(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

☒“(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.” The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are Ford-Scott & Associates, LLC

and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is to discuss outstanding invoices for the YE 2021

_____;

☐“(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 21 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 be 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 February 21, 2023.

ADOPTED: February 21, 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 February 21, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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